



**City of Neenah**  
**COMMON COUNCIL AGENDA**  
**Wednesday, July 1, 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/851588565>

OR

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

Access Code: 851-588-565

- **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 June 17, 2020 regular session. **(UC)**

IV. Public Hearings

- A. 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

V. Plan Commission report pertaining to the Public Hearings

- A. Plan Commission meeting of Jun 23, 2020: (Ald. Lang) (Minutes can be found on the City web site)
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 **(RollCall)**

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: 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. **(UC)**
- IX. Reports of standing committees
  - A. Regular Public Services and Safety Committee meeting of June 23, 2020: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
    - 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. Regular Finance and Personnel Committee meeting of June 22, 2020: (Chairman Erickson/Vice Chairman Boyette) (Minutes can be found on the City web site)
    - 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. Regular Plan Commission meeting of June 23, 2020: (Council Rep Lang) (Minutes can be found on the City web site)

1. Commission recommends Council accept the gift for land located at 350 Byrd Avenue and assign jurisdiction to the Neenah Parks and Recreation Department **(RollCall)**  
**Items from the June 9, 2020 Board of Public Works meeting we acted upon at the June 17, 2020 Council Meeting. No further action is required.**
- ~~B. Board of Public Works meeting of June 9, 2020: (Vice Chairman Bates)  
(Minutes can be found on the City web site)~~
  - ~~1. Information Only Items:~~
    - ~~a) The Board approved Pay Estimate No. 3 for Contract 1-20, Sewer and Water Main and Street Construction to Kruezek Construction, Inc. in the amount of \$184,930.04~~
    - ~~b) The Board approved Pay Estimate No. 1 for Contract 3-20, HMA Street Construction to Sommers Construction Company in the amount of \$121,676.00~~
  - ~~2. Council Action Items~~
    - ~~a) The Board recommends Council approve the Addendum to the Development and Fee Agreement for Cardinal Plat **(RollCall)**~~
- C. Board of Public Works meeting of June 19, 2020: (Vice Chairman Bates)  
(Minutes can be found on the City web site)
  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
- D. Board of Public Works meeting of June 23, 2020: (Vice Chairman Bates)  
(Minutes can be found on the City web site)
  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 **(RollCall)**
- E. Landmarks Commission
  1. Report from the Landmarks Commission – Alderperson Lang
- F. Sustainable Neenah Committee
  1. Report from the Sustainable Neenah Committee – Alderperson Kunz

- G. Reports on neighborhood groups.
  - 1. Business Improvement District Board (BID Board) – Alderperson Lang
- H. Bergstrom Mahler Museum
  - 1. Report from the Bergstrom Mahler Museum – Alderperson Spellman
- 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. 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
  - B. Any announcements/questions that may legally come before the Council.
- XV. Adjournment
  - In the event that the Committee of the Whole did not complete discussion regarding Ullrich v. City of Neenah prior to the commencement of the 7 p.m. Common Council meeting, the Council will Adjourn into closed session as the Committee of the Whole pursuant to Wis. State Statute §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved if discussion was not concluded prior to Common Council meeting (Ullrich vs. City of Neenah—Lake Shore Avenue Litigation). If the discussion had concluded, the Council will adjourn this meeting without further action.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminated 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.

**COMMON COUNCIL MINUTES**  
Wednesday, June 17, 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., June 17, 2020.

Mayor Kaufert in the chair.

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

Also Present: Deputy Director of Community Development and Assessment Schmidt, Director of Information Systems Wenninger, Police Chief Olson, and Assistance Chief Bernice.

Mayor Kaufert called the meeting to order at 7:03 pm.

Clerk Cheslock called a voice roll call.

**Introduction and Confirmation of Mayor's Appointments**

Mayor Kaufert introduced the Council appointment of Stephanie Cheslock to the position of City Clerk. **MS Stevenson/Lendrum to confirm appointment of Stephanie Cheslock to the position of City Clerk. There being no objections the motion was approved by unanimous consent.**

**Proceedings**

**MS Lendrum/Erickson to approve the Council Proceedings of the regular meeting of June 3, 2020. There being no objections the motion was approved by unanimous consent.**

**Public Forum**

- Cari Ullrich—143 N Park Ave—Presented a petition signed by 325 people in favor of keeping Lakeshore Ave as is without adding a path through the green space.
- Rick & Sarah Schmitz—1221 Nature Trail Drive—Showed their support of Ordinance 2020-09
- There being no further appearances, Mayor Kaufert declared the public forum closed.

**Consent Agenda**

**MS Lang/Lendrum to approve the Consent Agenda as follows:**

- Approve Beverage Operator License Applications for Ruth K Ackerman, Lynne M Angle, Tracy A Behreandt, James M Bellmore, James J Brabender, Bonnie L Brochtrup, Liza L Casperson, Sherry R Champion, Amber L Dillenburg, Jacob M Driessen, Elizabeth D Fischer, Michelle L Flowers, Nicole M Froode, Stefanie A Galeana, Rhiannon L Gauerke, Jason S Harttert, Holly L. Hoeper, Lauren N Holloway, Evelin R Juarez Solea, Natalie A Koerner, Holly C Kolb, Austin D Lange, Connie E Larsen, Nicholas J Lauer, Tina M Liotta, Sarah N Loeck, Ariel S Marx, Penny L Myers, Matthew A Palmer, Marty J Pedranzan, Alexander J Prince, George E Reckin, Kendra S Redlin, Brittney M Rietveld, Raegan R Ruhnke, Steven J Schilly, Nicholas E Sharpless, Josh M Siewert, Lindsey N Solie, Randall C Steward, Tyler M Vandebusch, Kathryn L Wagner, Elizabeth A Weis, Heidi S Wenberg, David C Wilson, and Lisa A Zolkowski. **(PSSC)**
- Approve the beverage operator license application for Timothy Sommer contingent on payment of all delinquent City fees **(PSSC)**

- Reconfirm the approval of the Special Event Permit for the Future Neenah 2020 Concert Series as modified **(PSSC)**
- Reconfirm the approval of the Special Event Permit for the Summer Kick-Off Concert—Bike to Boogie, to be held on August 26, 2020 **(PSSC)**
- Approve the Street Use Permit for the Udderly Euro Car Show, sponsored by the Dinah Chmielewski-Volante, 11901 Washington Green Road, Louisville KY, to be held August 29, 2020 **(PSSC)**
- Reconfirm the approval of the Special Event Permit for the WI Street Ball 3 on 3, to be held on August 15, 2020 and August 16, 2020 **(PSSC)**
- Approve the Temporary Class “B” (picnic) beer license application for Future Neenah, Inc., 135 W. Wisconsin Avenue, for their Summer Kick-Off—Bike to Boogie Event to be held on August 26, 2020. **(PSSC)**
- **There being no objections the motion was approved by unanimous consent.**

### **Reports of standing committees**

#### Public Services and Safety Committee

Chairman Bates reported the regular meeting of June 9, 2020:

- Committee recommends Council approve Ordinance No. 2020-09, amending Sec 21.39(c) of the Municipal Code relating to swimming pool enclosures **MSCR P Lendrum/Lang, 5-3; Alderpersons Boyette, Bates, and Erickson voted no.**

#### Finance & Personnel Committee

Chairman Erickson reported the regular meeting of June 8, 2020:

- Committee recommends Council approve Addendum to Development and Fee Agreement for Cardinal Plat—**to be acted on after report from Board of Public Works**
- Committee recommends Council approve to purchase and implement SeamlessDocs, an Electronic Forms solution, at a cost not to exceed \$10,820. Funding for this purchase would be a combination of \$5,410 from Information Systems 2020 operating budget and \$5,410 from Capital equipment reserves **(RollCall) MSCRP Erickson/Boyette, all voting aye.**

### **Reports of special committees and liaisons and various special projects committees**

#### Board of Public Works

Vice Chairman Bates reported the meeting of June 9, 2020:

- Information Only Items:
  - The Board approved Pay Estimate No. 3 for Contract 1-20, Sewer and Water Main and Street Construction to Kruczek Construction, Inc. in the amount of \$184,930.04
  - The Board approved Pay Estimate No. 1 for Contract 3-20, HMA Street Construction to Sommers Construction Company in the amount of \$121,676.00.
- Council Action Items:
  - The Board recommends Council approve Addendum to the Development and Fee Agreement for Cardinal Plat **(RollCall) MSCRP Bates/Stevenson, all voting aye.**

### **Presentation of Petitions**

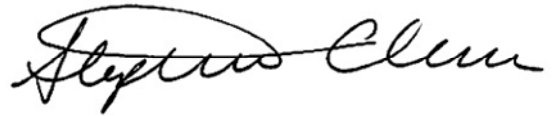
Clerk Cheslock presented a petition from Cari Ullrich regarding the lakeshore path. **MSCP Lendrum/Kunz to accept and place the petition on file in the Clerk's office. Motion carries on voice vote, 7-1, Alderperson Stevenson voted no.**

### **Unfinished Business**

Ratification of Council approval of Resolution 2020-10, a Resolution authorizing the Park and Recreation Department to apply for a Wisconsin boating grant to assist in the dredging project at the Rec Park boat launch. **(Roll Call)MSCP Bates/Kunz to approve Resolution 2020-10, a Resolution authorizing the Park and Recreation Department to apply for a Wisconsin boating grant to assist in the dredging project at the Rec Park boat Launch, all voting aye.**

**Adjournment**

**MSC Stevenson/Lendrum to adjourn at 8:31 p.m., all voting aye.**

A handwritten signature in black ink, appearing to read 'Stephanie Cheslock', written in a cursive style.

Stephanie Cheslock  
City Clerk

**COMMON COUNCIL MINUTES**  
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Also Present: Deputy Director of Community Development and Assessment Schmidt, Director of Information Systems Wenninger, Police Chief Olson, and Assistance Chief Bernice.

Mayor Kaufert called the meeting to order at 7:03 pm.

I. Clerk Cheslock called a voice roll call.

**II. Introduction and Confirmation of Mayor's Appointments**

Mayor Kaufert introduced the Council appointment of Stephanie Cheslock to the position of City Clerk.

**MS Stevenson/Lendrum to confirm appointment of Stephanie Cheslock to the position of City Clerk. There being no objections the motion was approved by unanimous consent.**

**III. Proceedings**

**MS Lendrum/Erickson to approve the Council Proceedings of the regular meeting of June 3, 2020. There being no objections the motion was approved by unanimous consent.**

**IV. Public Hearing—None**

**V. Plan Commission / Public Services & Safety / Finance & Personnel Committee Report Pertaining to the Public Hearings—None**

**VI. Public Forum**

A. Cari Ullrich—143 N Park Ave—Presented a petition signed by 325 people in favor of keeping Lakeshore Ave as is without adding a path through the green space.

B. Rick & Sarah Schmitz—1221 Nature Trail Drive—Showed their support of Ordinance 2020-09

C. There being no further appearances, Mayor Kaufert declared the public forum closed.

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

**VIII. Consent Agenda**

**MS Lang/Lendrum to approve the Consent Agenda as follows:**

A. Approve Beverage Operator License Applications for Ruth K Ackerman, Lynne M Angle, Tracy A Behreandt, James M Bellmore, James J Brabender, Bonnie L Brochtrup, Liza L Casperson, Sherry R Champion, Amber L Dillenburg, Jacob M Driessen, Elizabeth D Fischer, Michelle L Flowers, Nicole M Froode, Stefanie A Galeana, Rhiannon L Gauerke,

Jason S Harttert, Holly L. Hoeper, Lauren N Holloway, Evelin R Juarez Solea, Natalie A Koerner, Holly C Kolb, Austin D Lange, Connie E Larsen, Nicholas J Lauer, Tina M Liotta, Sarah N Loeck, Ariel S Marx, Penny L Myers, Matthew A Palmer, Marty J Pedranzan, Alexander J Prince, George E Reckin, Kendra S Redlin, Brittney M Rietveld, Raegan R Ruhnke, Steven J Schilly, Nicholas E Sharpless, Josh M Siewert, Lindsey N Solie, Randall C Steward, Tyler M Vandenbusch, Kathryn L Wagner, Elizabeth A Weis, Heidi S Wenberg, David C Wilson, and Lisa A Zolkowski. **(PSSC)**

- B. Approve the beverage operator license application for Timothy Sommer contingent on payment of all delinquent City fees **(PSSC)**
- C. Reconfirm the approval of the Special Event Permit for the Future Neenah 2020 Concert Series as modified **(PSSC)**
- D. Reconfirm the approval of the Special Event Permit for the Summer Kick-Off Concert—Bike to Boogie, to be held on August 26, 2020 **(PSSC)**
- E. Approve the Street Use Permit for the Udderly Euro Car Show, sponsored by the Dinah Chmielewski-Volante, 11901 Washington Green Road, Louisville KY, to be held August 29, 2020 **(PSSC)**
- F. Reconfirm the approval of the Special Event Permit for the WI Street Ball 3 on 3, to be held on August 15, 2020 and August 16, 2020 **(PSSC)**
- G. Approve the Temporary Class “B” (picnic) beer license application for Future Neenah, Inc., 135 W. Wisconsin Avenue, for their Summer Kick-Off—Bike to Boogie Event to be held on August 26, 2020. **(PSSC)**
- H. **There being no objections the motion was approved by unanimous consent.**

**IX. Reports of standing committees**

- A. Public Services and Safety Committee
  - 1. Chairman Bates reported the regular meeting of June 9, 2020:
    - a. Committee recommends Council approve Ordinance No. 2020-09, amending Sec 21.39(c) of the Municipal Code relating to swimming pool enclosures  
The Council discussed repercussions to residents who do not follow the established requirements, the potential risk to safety if this is passed, and that fences are allowed per different neighborhood covenants.  
**MSCR P Lendrum/Lang, 5-3; Alderpersons Boyette, Bates, and Erickson voted no.**
- B. Finance & Personnel Committee
  - 1. Chairman Erickson reported the regular meeting of June 8, 2020:
    - a. Committee recommends Council approve Addendum to Development and Fee Agreement for Cardinal Plat—to be acted on after report from Board of Public Works
  - 2. Committee recommends Council approve to purchase and implement SeamlessDocs, an Electronic Forms solution, at a cost not to exceed \$10,820. Funding for this purchase would be a combination of \$5,410 from Information Systems 2020 operating budget and \$5,410 from Capital equipment reserves **(RollCall)**  
Council discussed the number of documents that need to be converted, the concern of whether or not all staff is on board with this solution effecting is usefulness, Dir. Wenninger stated that all staff is on board with the program and all forms being used will be converted and made available in each department.

Council also discussed the annual fee for the program, the amount of time necessary from each department to successfully implement this solution, the importance of continually improving and reviewing the forms being utilized by staff for internal and external uses, the security of the data saved in the program, and how the data will be able to be used by staff once a form is completed.

**MSCRP Erickson/Boyette, all voting aye.**

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

A. Plan Commission—Cancelled

B. Board of Public Works

Vice Chairman Bates reported the meeting of June 9, 2020:

1. Information Only Items:

a. The Board approved Pay Estimate No. 3 for Contract 1-20, Sewer and Water Main and Street Construction to Kruczek Construction, Inc. in the amount of \$184,930.04

b. The Board approved Pay Estimate No. 1 for Contract 3-20, HMA Street Construction to Sommers Construction Company in the amount of \$121,676.00.

2. Council Action Items:

a. The Board recommends Council approve Addendum to the Development and Fee Agreement for Cardinal Plat **(RollCall)**

No discussion.

**MSCRP Bates/Stevenson, all voting aye.**

**C. Community Development Authority**

1. Director Haese gave a brief update on the Community Development Authority, stating they will likely meet Monday, June 22 in closed session to evaluate two pre-agreements dealing with potential projects downtown. These items will also go before Finance & Personnel Committee and hopefully on to Council for approval at the July 1<sup>st</sup> meeting.

Council discussed the importance of Council members getting access to these agreements as soon as possible so they have time to review and become knowledgeable about them before being asked to vote on them.

**D. Library Board**

1. Alderperson Erickson reported from the Library Board meeting of June 17, 2020.

a) Current hours are Monday-Saturday 10-4 and closed on Sundays through the summer months

b) Curbside pickup is still available for those who don't wish to go inside.

c) Masks are required for all staff and patrons and capacity is limited to 25 patrons at a time; the library is asking that all patrons limit their time in the library to 30 minutes.

d) Youth program sign-ups are lower than previous years but still a great turn out considering the current situation

2. Council discussed the restrictions in place, the measures taken to assure safety, and the library's website being a great source of information.

**E. Neenah Arts Council**

1. Alderperson Erickson reported from the Neenah Arts Council meeting of June 16, 2020.

a) The Arts Council will participate in the Chalk the State event on July 25<sup>th</sup> and 26<sup>th</sup>. They encourage all residents to create sidewalk art on their drive ways and sidewalks and post it online to potentially win a prize. For those

who do not have access to chalk there will be some available at the library the day before the event.

**XI. Presentation of Petitions**

- A. Clerk Cheslock presented a petition from Cari Ullrich regarding the lakeshore path.  
**MSCP Lendrum/Kunz to accept and place the petition on file in the Clerk's office.**  
Council discussed the fact that action has already been taken on this matter, what the options are to respond to this petition, how to bring the matter back to council for a vote, and the possible repercussions for doing so since the contract for the work has already been approved.  
**Motion carries on voice vote, 7-1, Alderperson Stevenson voted no.**

**XII. Council Directives—None**

**XIII. Unfinished Business**

- A. Ratification of Council approval of Resolution 2020-10, a Resolution authorizing the Park and Recreation Department to apply for a Wisconsin boating grant to assist in the dredging project at the Rec Park boat launch. **(Roll Call)**  
Attorney Godlewski explained that the original motion did not mention the resolution number so to be cautious and thorough because this is for a grant, Council is being asked to ratify their approval.  
**MSCP Bates/Kunz to approve Resolution 2020-10, a Resolution authorizing the Park and Recreation Department to apply for a Wisconsin boating grant to assist in the dredging project at the Rec Park boat Launch, all voting aye.**

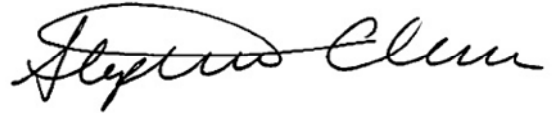
**XIV. New Business**

- A. Alderperson Bates discussed taking a tour of the area near Jewelers Drive. A timeframe for that work and a potential tour was discussed.
- B. Alderperson Kunz asked for an update on the storm water project at the Neenah Foundry. Dir. Kaiser stated that digging will begin later this fall.
- C. Attorney Godlewski provided an update on the Lakeshore Trail legal issues. He has a status conference call with their attorney Thursday, June 18.
- D. Mayor Kaufert shared an update on the outdoor retail and license extensions. There are more restaurants and bars who have applied and a few retailers are getting ready to move forward.
- E. Mayor Kaufert stated the pool opened Friday, June 12, which was a cool day but have since sold many pool passes to Neenah residents. Those passes will be opened up to other 54956 residents soon.
- F. Mayor Kaufert stated there would be July 1<sup>st</sup> Council Meeting, which will be held virtually. Often the first meeting in July is cancelled due to the holiday. There will be some development agreements coming through at that time.
- G. Mayor Kaufert shared an update on the July 4<sup>th</sup> fireworks—after meeting with Spielbauer Fireworks, they are confident that the fireworks will be able to be seen from about 85% of the City. There will be test fireworks shot at 8:15pm, 8:30pm, and 8:45pm so people can gauge where in their neighborhoods they can best see the show.
- H. Mayor Kaufert stated the CIP is currently being put together and the adjusted scheduled is in process. He stated the five year plan would be ready in early July.
- I. Mayor Kaufert stated there would soon be an update on Bazaar After Dark, which is scheduled in Neenah for July 29, 2020.

- J. Mayor Kaufert provided a general update, stating that all permits and license are back to normal and being enforced. The first few Wednesday evening concerts will be held in the Neenah High School parking lot drive in style and the first few Thursday afternoon lunch concerts will be held in Riverside Park to provide more space to social distance.

**XV. Adjournment**

**MSC Stevenson/Lendrum to adjourn at 8:31 p.m., all voting aye.**

A handwritten signature in black ink, appearing to read "Stephanie Cheslock". The signature is fluid and cursive, with a large loop at the end.

Stephanie Cheslock  
City Clerk

City of Neenah  
Notice of Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Neenah to consider rezoning lands located at 324, 346 and 400 First Street and Parcel Number 03-0068-00-00 from the I-2, General Industrial District to C-2, Central Business District.

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

JONES PLAT OF THE ISLAND INCLUDING THE SOUTH 30 FT OF THE EAST 90 FT OF LOT 9 & THE EAST 90 FT OF LOTS 10 & 11 OF BLOCK 3 INCLUDING THE NORTH HALF OF THE HEWITT STREET RIGHT-OF-WAY AND THE WEST HALF OF THE FIRST STREET RIGHT-OF-WAY.

JONES PLAT OF THE ISLAND LOTS 1 2 & 3 OF BLOCK 7 INCLUDING LAND DESC IN DOC# 433395 INCLUDING THE SOUTH HALF OF THE HEWITT STREET RIGHT-OF-WAY AND THE WEST HALF OF THE FIRST STREET RIGHT-OF-WAY.

JONES PLAT OF THE ISLAND LOTS 4,5,6,7,8,9,10, LOT 11 EXCLUDING THE EASTERLY 42.9 FT OF SOUTHERLY 110.5 FT OF LOTS 12 & 13 ALSO PART OF GOVERNMENT LOT 6 AS DESCRIBED IN VOLUME 1356 PAGE 589 WINNEBAGO COUNTY REGISTER OF DEEDS INCLUDING THE WEST HALF OF THE FIRST STREET RIGHT-OF-WAY.

DESCRIBED IN DOCUMENT #1669454 0.6109 ACRE INCLUDING THE NORTH HALF OF THE FOREST AVENUE RIGHT-OF-WAY.

Parcel IDs: **03-0010-00-00, 03-0063-00-00, 03-0067-01-00, and 03-0068-00-00**

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

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

**Tuesday, June 23, 2020**

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

**Wednesday, July 1, 2020**

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

Stephanie Cheslock  
City Clerk  
Neenah, Wisconsin

Publish: June 19<sup>th</sup> and June 22<sup>nd</sup>

**MINUTES OF THE NEENAH PLAN COMMISSION**  
**Tuesday, June 23, 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	ABSENT	Betsy Ellenberger	PRESENT
Gerry Andrews	PRESENT	Ald. Jane Lang	PRESENT		

**Also present:**

Brad Schmidt, Deputy Director of Community Development	Michael Kading, Director of Parks and Recreation	Chris Haese, Director of Community Development

**Minutes:** MSC Kaiser/Ellenberger to approve the May 12, 2020 meeting minutes. All Aye. Motion passed.

**Public Appearances:** None.

**Public Hearings:** Mayor Kaufert opened the Public Hearing for the rezoning of the properties along First Street. No one from the public was present to speak on the rezoning request. Deputy Director Schmidt indicated that a notice was listed in the newspaper and neighbors within 200 feet of the proposed rezoning were notified of the public hearing. The public hearing was closed.

**Action Items:**

**1. Rezoning – 324, 346, and 400 First Street – I2 to C2 District**

Deputy Director Schmidt provided an overview of the rezoning. The 4 parcels are located on the northwest corner of First Street and Forest Avenue and are currently undeveloped. The request to rezone these properties from I2 to C2, General Commercial District is more of a clean-up of the zoning map. Over the years, the Community Development Department have had numerous development requests on these sites and those developments all would fit in the C2 District rather than the I2, General Industrial District. In addition, the rezoning to the C2 District is consistent to the Comprehensive Plan which identifies this area as the Doty Island District. The Doty Island District is planned for higher density and mixed uses.

Mayor Kaufert asked if rezoning to C2 would limit the uses that are permitted on these sites. Deputy Director Schmidt indicated that the uses are more commercial in nature in the C2 District, while the I2 District could allow for manufacturing, warehouse, and industrial type uses.

Director Kaiser asked what types of development proposals were discussed for these sites in the past. Deputy Director Schmidt indicated that there was an assisted living facility, a medical office, residential complexes, and mixed use projects.

**MSC Lang/Kaiser, to recommend Common 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. All Aye. Motion Passed.**

**2. Land Donation and Acceptance – 350 Byrd Avenue**

Deputy Director Schmidt provided an overview of the request to donate land located at 350 Byrd Avenue and owned by Kimberly Clark Corporation to the City to be used as a community garden and dog park. The parcel is about 7.75 acres in size and is zoned R-1, Single-Family Residence District. State Statutes require the Plan Commission to review land donations prior to Common Council accepting the donation. This land is located adjacent to the City's Police Station. It's partially used as a community garden. Approximately 5 acres is open green space and this area would be used as a dog park. Prior to establishing the dog park, a special use permit is required and must be reviewed by the Plan Commission.

Director Kading indicated that the Parks and Recreation Commission approved the land donation request last week and that the Department has received numerous requests over the years for a dog park.

Mayor Kaufert said that he reached out to Kimberly Clark to ask them to donate the land for a dog park. The City has budgeted about \$60,000 for a dog park. Kimberly Clark also asked that the community gardens remain on the site and he said that he has made a commitment to keep the community garden.

**MSC Kaiser/Ellenberger, Plan Commission recommends Common Council accept the gift for land located at 350 Byrd Avenue and assign jurisdiction to the Neenah Parks and Recreation Department. All Aye. Motion Passed.**

**Discussion Items:** None.

**Announcements and Future Agenda Items:**

Next Plan Commission meeting is scheduled for July 7, 2020.

Ord. No. 2020-10

REPORT

Plan Commission Minutes

June 23, 2020

Page 2

**Adjournment:** The Commission adjourned its meeting at 4:43 P.M. MSC Kaiser/Andrews. All Aye. Motion passed.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brad Schmidt", with a stylized flourish at the end.

Brad Schmidt  
Deputy Director, Community Development

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday June 23, 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, Director of Parks & Recreation Kading, Traffic Engineer Merten, Ald. Boyette, Brian Defferding, Scott Francis

Minutes: **Motion/Second/Carried Lendrum/Spellman to approve of the minutes of the Meeting of June 9, 2020.** All voting aye.

Public Appearances:

Brian Defferding, 686 Oak Street, addressed the Committee to request information about military surplus equipment acquired by the City through the 1033 program. He questioned if the City still owned the equipment, the occasions of use of the equipment, and the maintenance cost. Mayor Kaufert noted that Mr. Defferding was referring to the caiman unit that was acquired by the City several years ago. He stated that there were no plans for additional acquisitions. He stated that initially there were costs for outfitting the unit. Since then there has been normal maintenance. He indicated that he recently asked Chief Olson to provide a summary of use. Mayor Kaufert suggested that Mr. Defferding provide him with an email listing the information that he is requesting.

**Motion/Second/Carried Stevenson/Lendrum to adjust the agenda to address item 4, Consideration and Acceptance of Kimberly Clark Corporation donation of 350 Byrd Avenue for the Development of a Dog Park.** All voting aye.

Consideration and Acceptance of Kimberly-Clark Corporation donation of 350 Byrd Avenue for the Development of a Dog Park: Director Kading reviewed his memo of June 19, 2020, regarding the acceptance of Kimberly-Clark Corporation donation of 350 Byrd Avenue for the development of a dog park. He noted that the Park & Recreation Commission has recommended that the City accept the donation. Mayor Kaufert provided background on the donation. He expressed appreciation to Kimberly-Clark Corporation for the donation. He noted the interest in the community for a dog park and expressed a need for the community to support the operation of the dog park.

Committee discussed the impact on the community gardens. Mayor Kaufert clarified that the donation includes all of the land west of the police station including the community garden area. He noted that a separate group manages the garden. Director Kading confirmed that the community garden group leases the area from Kimberly-Clark and is responsible for maintenance and operation of the area. Mayor Kaufert stated that he intends to meet with the community garden representatives to gain a better understanding of how it is managed.

Committee discussed other aspects of the donation including the loss of tax revenue, parking availability, site size, site layout, water service, fencing, police station expansion

plans, and City liability for injuries. Director Kading stated that the dog park area will be about 4.8 acres. He stated that 10-15 acres is normally the range for a regional park. He noted that others are exploring another similar-sized dog park site in northern Winnebago County. He stated that recreational immunity would apply to this park. Mayor Kaufert noted that the proposed police station expansion is within the current police station parcel. He also stated a desire to clarify any conditions on the possible future use of this property by the City for non-dog park or garden activities.

After further discussion, **Motion/Second/Carried Stevenson/Spellman to recommend to Council to 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.** All voting aye.

E. Forest Avenue Parking: Traffic Engineer Marten reviewed the history of the parking issue. He noted that the most recent development was a meeting in late January between Scott Francis, owner of 303 N. Commercial Street, and representatives of the City, Winnebago County, and Community First Credit Union. He reviewed the tasks coming from that meeting. He noted that he has not received information from Winnebago County regarding employee utilization of the Human Services building site. He reviewed the tasks coming from the October 8 Committee discussion and noted that the City tasks have been completed.

Scott Francis addressed the Committee. He questioned if intersection safety had been evaluated since the pavement marking changes were made. He stated that he wished to have the parking restored on the south side of E. Forest Avenue between Commercial Street and Island Lane with a 2-hour time limit. He stated that Winnebago County had been leasing 10 spaces from Community First Credit Union and that they planned to lease an additional 10 spaces. He was not aware if that had been done. He noted concerns of the County representatives about the amount of time their employees would spend walking to their parking spaces and the belief that use of public parking west of Commercial Street was unworkable. He stated that he had been unable to make contact with the owner of 307 N. Commercial Street to discuss removing a portion of the brick wall that separates the parking lot from the sidewalk.

Chairman Bates noted a concern with street narrowness with the previous parking arrangement. Traffic Engineer Merten stated that he did not have data available to indicate if there has been an improvement in safety at the intersection. He stated that the goal was to make the intersection more clear and understandable given the skew. Committee discussed the truck movements at the intersection. Traffic Engineer Merten stated that the trucks accessing the warehouse east of Commercial Street utilize Commercial Street and not First Street. Committee expressed a concern with making any changes on the south side of the street without having an answer on the partial wall removal at 307 N. Commercial Street. Ald. Stevenson indicated that he would support the addition of two or three spaces west of Island Lane.

Mr. Francis noted the contention of Winnebago County that the City had previously committed to providing any parking necessary for the Human Services building operations. Mayor Kaufert confirmed that this had been inferred in the January meeting. Mr. Francis recounted the loss of free parking in this area. He noted that Winnebago County has added about 15 staff, additional case workers, and other programs since the building was developed.

Following discussion, Committee recommended the following steps:

1. Traffic Engineer Merten will prepare a layout creating two parking spaces on the south side of Forest Avenue and provide it to Committee.
2. Traffic Engineer Merten will follow up with Winnebago County on their parking and permitting status.
3. Traffic Engineer Merten will address signing in the parking easement on the Dialysis Center property.
4. Committee suggested that Mr. Francis contact the owner of 307 N. Commercial Street by letter if phone contact has been unsuccessful.

Special Events Permits:

Cedar Bar & Grill, LLP, Live Music: Committee reviewed the Special Event Permit for the Cedar Bar & Grill, LLP for live music to be held at 1330 S Commercial St on Saturday, July 18, 2020. Chairperson Bates noted that the permit is accompanied by a Temporary Extension of Licenses Premises application. Committee questioned the need for this event to have a special event agreement since it is on private property. Mayor Kaufert noted the possible overflow of parking on to the city property on the west side of Commercial Street. Committee asked that traffic cones be provided to mark the crossing area. Committee discussed the need for the temporary extension of premises given the recent change to the outdoor extension ordinance being administered by the Department of Community Development. Director Kaiser noted that he and Traffic Engineer Merten had discussed the matter with Director Haese who had informed them that the proposed event did not fall within the program that his office is administering.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council 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.** All voting aye.

Licenses:

Retail Liquor/Beer License Application (Original): Committee reviewed the, Class "A" Beer license application (original) for Dolgen Corp, LLC, d/b/a The Dollar General, 1126 S Commercial Street, 7/1/20 to 6/30/21. Mayor Kaufert noted that a number of other Dollar General stores sell beer. He noted that the license type is similar to that held by CVS Pharmacy and Walgreen's.

Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend Council approve the Retail Liquor/Beer License Application (original) for Dolgen Corp, LLC, d/b/a The Dollar General, 1126 S Commercial Street, 7/1/20 to 6/30/21.** All voting aye.

Committee questioned the status of the convenience store beer sales issue. Mayor Kaufert stated that he would contact Director Haese to discuss.

Temporary Extension of Licenses Premises Application: Committee reviewed the temporary extension of licensed premise application for Cedar Bar & Grill, LLP, for Live Music. The event will be held on July 18, 2020.

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend that Council approve the Temporary Extension of Licensed Premises application for Cedar Bar & Grill, LLP for event to be held on July 18, 2020.**

Beverage Operator License Application: The Committee reviewed the 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.

C.A.

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

Public Works General Construction and Department Activity

- 1) Contract 7-19 (Breezewood Sanitary Sewer) – Main installation is complete. Sanitary District 2 has ordered flow monitoring equipment. A change order for Breezewood Lane road repair was approved by the Board of Public Works on June 19. The change order was necessitated by the increased extent of repair needed due to poor pavement structure. Committee discussed cost share arrangements for the change order. Director Kaiser stated that he estimated the city's share of the change order to be about \$27,000.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn) – Utility main work is complete on Center, Bond, Clybourn, and Abby (east of the railroad). Service replacement work has started. Borings under the railroad are scheduled for the week of June 22.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Utility work is complete.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham) – Gillingham Rd is complete. Curb/gutter installation on Van and Monroe is ongoing.
- 5) Contract 4-20 (Green Bay, Tullar, Marathon) – Full depth repairs on Tullar will be complete the week of June 22. Partial depth repairs will follow. Repairs have also started on Marathon.
- 6) Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
- 7) Contract 6-20 (Millview Drive Utility Relocation) – Specifications are being finalized. Advertisement for bid is scheduled for the week of June 22.
- 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. Mayor Kaufert informed the Committee that the date of the hearing on the project is

August 7. Ald. Stevenson noted that City Attorney Godlewski had contacted him about scheduling a Council update.

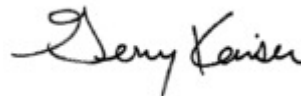
- 11) CTH CB/CTH JJ Roundabout – Staff assisted the county highway commissioner in reviewing consultant proposals. The highway commissioner will be negotiating a work scope and pricing with the selected consultant.
- 12) Grass/Weeds - Staff is reviewing potential changes to the grass/weeds ordinance to address the amount of time between notification and action.
- 13) Doty Island Placards – Traffic Engineer Merten met with Doty Island Development Council representatives to discuss a program that they will present at a future meeting to place placards above street name signs on the Island.

Mayor Kaufert informed the Committee that an announcement would be forthcoming about the Bazaar After Dark event.

Director Kaiser informed the Committee that he would arrange a walk-through of the proposed Jewelers Park Trail project. Ald. Stevenson noted the access limitations in place for the slough clean-up project.

Adjournment: **Motion/Second/Carried Lendrum/Stevenson to adjourn at 8:30 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

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING**

**Monday, June 22, 2020 – 6:30 p.m.**

**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.**

**MINUTES**

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

**Others Present:** Director of Community Development and Assessment Haese, Deputy Director of Community Development and Assessment Schmidt.

**Absent/Excused:** Alderman Kunz.

**Public Appearances:** None.

**Minutes:** Motion/Second/Carried Stevenson/Boyette to approve the minutes from the June 8, 2020 Regular Meeting. All voting aye.

**Motion/Second/Carried Steele/Stevenson to convene into closed session at 6:37 p.m. pursuant to Wis.Stat. §19.85(1)(e) to discuss bargaining strategy relating to development agreements for developments in the P.H. Glatfelter redevelopment area. All voting aye.**

**Reconvene into open session at 7:31 p.m.**

**Development Agreements for the Redevelopment of the P.H. Glatfelter Redevelopment Area:**

**Motion/Second/Carried Stevenson/Steele recommending 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. All voting aye.**

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

**Motion/Second/Carried Steele/Stevenson to adjourn the meeting at 7:40 p.m. All voting aye.**

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance

REPORT

**Minutes of the Board of Public Works Meeting  
Tuesday, June 9, 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:** Deputy City Clerk Cheslock. Deputy Director of Community Development & Assessment Schmidt, and Director of Water Utility Mach

Mayor Kaufert called the meeting to order at 12:00 p.m.

**MINUTES:** MSC Godlewski/Kaiser to approve the minutes from the March 26, 2020 and March 28, 2020 meetings, all voting aye.

**APPEARANCES:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Public Works:**

Pay Estimate No. 3 for Contract 1-20: Dir. Kaiser stated this payment is for utility and street construction on Doty Island, specifically sanitary sewer on Abby Ave and storm sewer on Bond Street. He stated the work needs to cure for 30 days and that the contractor is doing the service installation for the homes on Doty Island for there is still a large portion of this project left. He requested approval of Pay Estimate No. 3 for Contract 1-20, Sewer and Water Main and Street Construction to Kruczek Construction, Inc. in the amount of \$184,930.04.

**MSC Kaiser/Godlewski to approve Pay Estimate No. 3 for Contract 1-20, Sewer and Water Main and Street Construction to Kruczek Construction, Inc. in the amount of \$184,930.04, all voting aye.**

Pay Estimate No. 1 for Contract 3-20: Dir. Kaiser stated this payment is for graveling and grading on Gillingham. He noted the additional undercutting and gravel on the item listing from the extra gravel and excavating that had to be done at the intersection of Appleblossom. He requested approval of Pay Estimate No. 1 for Contract 3-20, HMA Street Construction to Sommers Construction Company in the amount of \$121,676.00.

**MSC Kaiser/Godlewski to approve Pay Estimate No. 1 No. 1 for Contract 3-20, HMA Street Construction to Sommers Construction Company in the amount of \$121,676.00, all voting aye.**

**Community Development**

Addendum to the Development and Fee Agreement for Cardinal Plat: Deputy Dir. Schmidt detailed background on the Development agreement, stating Common Council approved the Development and Fee Agreement for the Cardinal Plat Subdivision (Development Agreement) on August 7, 2019. The Subdivision is nearly complete and lot sales are set to begin. The purpose for amending the Development Agreement is to remove the requirement for installing a

Info Only

Info Only

2" temporary mat on Lone Oak Drive, Cardinal Circle, and Paint Brush Drive. In-lieu of installing the temporary 2" mat, the final street will be installed after 3 freeze-thaw cycles and the cost of the final street will be assessed per the City's new street construction assessment policy. This change will make this subdivision consistent with the language in the Development and Fee Agreement for the Integrity Acres Subdivision and the 1st Addition to the Integrity Acres subdivision. With this proposed amendment, the City will remove the 2" temporary mat escrow (\$57,155) and require a new grading and graveling escrow payment in the amount of \$16,300. In addition, the addendum would still give the City the ability to install a temporary 2" mat in the event that homes are not built in a timely manner and future construction traffic would compromise the integrity of a final street.

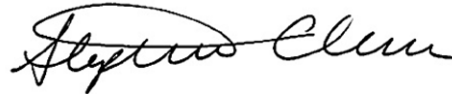
The Board discussed number of lots sold and in development, the amount of time before the road installation would begin, the potential to add this street to the 2021 CIP, and the assessment to property owners on the street when it is installed.

**MSC Kaiser/Easker to recommend Council approve the Addendum to the Development and Fee Agreement for Cardinal Plat, all voting aye.**

### **ADJOURNMENT**

**MSC Godlewski/Bates to adjourn at 12:17 p.m., all voting aye.**

Respectfully Submitted,

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

Stephanie Cheslock,  
Deputy City Clerk

**Minutes of the Board of Public Works Meeting  
Friday, June 19, 2020, 11:00 AM  
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:** Deputy City Clerk Cheslock

Mayor Kaufert called the meeting to order at 11:01 a.m.

**APPEARANCES:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Public Works:**

1. **Change Order No. 2 for Contract 7-19:** Dir. Kaiser requested approval of 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. He stated this is for repairs on Breezewood which were budgeted for in the original bid, but after the water main was installed the damage to the road was more expensive to repair than anticipated. After meeting with the Sanitary District and Town of Neenah a cost share for the change order was determined. The City's share will be \$27,000 with the Sanitary District and Town of Neenah paying the remainder. Dir. Kaiser also stated this road will not be built up to our normal long term standards, but instead for a 25-30 year plan as that is when staff anticipates redeveloping the entire area. Dir. Kaiser stated the reason for the increased damage to the road was due to the state of the sides of the road—as heavy equipment drove over the sides of the road, which was necessary, the road gave way beneath.

The Board discussed the cost share between the City, Town, and Sanitary District, the potential development of the area in the future, the reasons for the increased damage to the road, and the expected completion date of mid July.

**MSC Kaiser/Godlewski to approve 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, all voting aye.**

**ADJOURNMENT**

**MSC Kaiser/Haese to adjourn at 11:13 am., all voting aye.**

Respectfully Submitted,



Stephanie Cheslock,  
Deputy City Clerk

Info Only

**Minutes of the Board of Public Works Meeting  
Tuesday, June 23, 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:** Deputy City Clerk Cheslock and Director of Water Utility Mach

Mayor Kaufert called the meeting to order at 12:00 p.m.

**MINUTES:** MSC Godlewski/Kaiser to approve the minutes from the June 9, 2020 and June 19, 2020 meetings, all voting aye.

**APPEARANCES:**

Bernice Meyer—116 Armstrong Street, Neenah—had questions regarding Armstrong Street being listed on one of the payments on this agenda.

Dir. Kaiser explained that these are payments for work that has already been done for other parts of the contract. No work has been started for that area and there have not been any developments.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Public Works:**

1. Pay Estimate No. 1 for Contract 10-20: Dir. Kaiser stated the bulk of this payment is for various sidewalk repairs around the city, undesignated street repair and curb and gutter around various catch basins that needed repair. He requested approval of 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  
**MSC Kaiser/Bates to approve Pay No. 1 for Contract 10-20, Concrete Pavement and Sidewalk Repair to Sommers Construction Company, Inc., in the amount of \$116,879.25, all voting aye.**
2. Pay Estimate No. 2 for Contract 3-20: Dir. Kaiser stated this payment is for curb work on Monroe and Van Streets. He requested approval of 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  
No discussion.

Info Only

**MSC Kaiser/Godlewski to approve 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, all voting aye.**

**Community Development**

1. Consideration of Development Agreement(s) in the Glatfeldter Redevelopment Area  
Dir Haese summarized the agreement and project stating, the overall project includes the construction of a four-story multifamily building at the corner of Millview Drive and Main Street (Ascension parking lot) with approximately 71 market rate residential units. On-site parking will be provided on a ratio of one space per unit with most being located underground. The agreement also provides for an option to two adjacent development sites as well as a prohibition of other residential developments on City owned properties within a ½ mile of the project until February 2023.

Mayor Kaufert stated this item has already gone through the Community Development Authority and Finance & Personnel Committee.

The Board discussed the closing date of the TIF, the rent payments to the City on the leased properties, the current value of the property compared to the estimated value after development, the future of the train rails near the development, Arrowhead Park development timeline, the traffic study that was completed on the downtown utilizing this potential development, and where additional parking may be able to be developed for the downtown area.

**MSC Easker/Godlewski to recommend 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.**

**ADJOURNMENT**

**MSC Godlewski/Kaiser to adjourn at 12:38 p.m., all voting aye.**

Respectfully Submitted,



Stephanie Cheslock,  
Deputy City Clerk

Report

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

Date: July 1, 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



## **EMERGENCY PROCLAMATION NO. 2020-04**

### **A MAYORAL PROCLAMATION AMENDING POLICY 2020-01 PURSUANT TO EMERGENCY AUTHORITY AS PROVIDED BY WIS. STAT. §323.14(4)(b) AND THE DECLARATION OF A HEALTH EMERGENCY IN THE CITY OF NEENAH BY MAYORAL PROCLAMATION 2020-01**

WHEREAS, in December, 2019, a novel strain of the coronavirus was detected now named COVID-19, and it has spread throughout numerous countries including the United States; and,

WHEREAS, as a result of the spread of COVID-19, international organizations, the federal government, state government, and local governments are all working together to contain the further spread of the disease and treat existing cases; and,

WHEREAS, on the 13<sup>th</sup> day of March, 2020, Mayor Dean Kaufert declared a public health emergency in response to the COVID-19 pandemic; and,

WHEREAS, since the emergency was originally declared, every state has had community spread of the virus; and,

WHEREAS, risk of contracting COVID-19 at this time is more dependent on activity than on specific travel location; and

WHEREAS, the City wishes to ensure that employees are allowed the freedom to enjoy their summer while still protecting the health and safety of staff and citizens due to COVID-19;

NOW THEREFORE, IT IS PROCLAIMED BY MAYOR DEAN R. KAUFERT OF THE CITY OF NEENAH, WISCONSIN this 23<sup>rd</sup> day of June, 2020, that Policy 2020-01 is amended to allow employees to travel throughout the US by land without requiring quarantine upon return.

BE IT FURTHER RESOLVED that this Proclamation shall be submitted to the Neenah Common Council for consideration and ratification at its meeting on July 1, 2020 Pursuant to Wis. Stat. §323.14.

CITY OF NEENAH

*Office of the Mayor*

Mayoral Proclamation 2020-04

Amending Policy 2020-01

June 23, 2020 -- Page Two

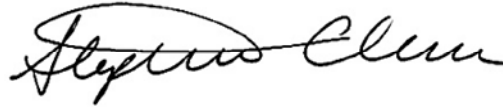
CITY OF NEENAH, WISCONSIN

A handwritten signature in black ink that reads "Dean R. Kaufert". The signature is written in a cursive style with a large, looped 'D' and a trailing flourish.

By: \_\_\_\_\_

Dean R. Kaufert, Mayor

ATTEST:

A handwritten signature in black ink that reads "Stephanie A. Cheslock". The signature is written in a cursive style with a large, looped 'S' and a trailing flourish.

Stephanie A Cheslock, City Clerk



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## MEMORANDUM

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**DATE:** June 23, 2020  
**TO:** All City Employees  
**FROM:** Human Resources  
**RE:** Health & Safety Reminders Throughout the COVID-19 Pandemic

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The City of Neenah takes the health and safety of our staff seriously as we continue to closely monitor the Coronavirus Pandemic. While the state of Wisconsin's Safer at Home Order was nullified last month, we wanted to provide additional communication related to travel and several reminders to ensure your personal safety and the safety of others. As Wisconsin has begun to open back up, we are advising employees to continue practicing good hygiene and adhere to CDC recommendations, which are frequently updated. The CDC's FAQ can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>.

### **Travel Guidelines:**

- Employees who travel internationally, by air, or by cruise ship will be required to self-quarantine for 14 days. Accrual banks will be required to supplement work time if telework is unavailable.
- We encourage employees to carefully consider the risks associated with any type of travel so they can plan accordingly. Please check the CDC's web-site for specific and up to date resources: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- Travel guidelines will be consistently reviewed and updated as needed as further information becomes available.

### **Additional Guidelines & Reminders:**

The City is recommending all employees continue to follow the preventative measures outlined by the CDC to protect themselves and others from illness, which includes, but is not limited to the following:

- Employees who are ill or not feeling well must stay home
- Be alert for symptoms and self-monitor yourself
- Wash your hands often with soap and water or use a hand sanitizer that contains at least 60% alcohol
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover coughs and sneezes and immediately wash your hands afterwards
- Clean and disinfect frequently touched surfaces daily; this includes tables, doorknobs, light switches, countertops, handles, desks, phones and keyboards
- Avoid close contact with people who are sick, even inside your home
- Maintain a six foot distance between yourself and others not in your household
- Wear a facial covering when you are unable to maintain a six foot distance in public spaces

Any employee who feels they have been exposed to a high-risk situation is strongly encouraged to speak with their supervisor and/or Human Resources to develop an appropriate plan to ensure the health and safety of others.

As a reminder, the City's Employee Assistance Program (EAP) is a free and confidential resource available to employees and their immediate families. We encourage you to reach out to them should you like to speak with a certified counselor during these uncertain times; they can be reached at 1-800-540-3758. Thank you for continued efforts to ensure the safety of yourself and fellow employees.

Please contact Human Resources or the City Attorney's office with any questions.



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## P O L I C Y

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**DATE:** 3/13/2020    **EFFECTIVE DATE** Immediately    **POLICY NO:** 2020 - 1  
Rev.  
6/23/2020

**TITLE:** Policy for Employees with Symptoms of or Exposure to the 2019 novel coronavirus outbreak: COVID-19

**ISSUER:** Human Resources Office

**COVERAGE:** All City Employees

**AUTHORITY:** Common Council Approval

**DURATION:** Indefinite

**SYNOPSIS:** This policy addresses impact of the COVID-19 outbreak on City Employees. It authorizes exclusion from work for employees who exhibit symptoms of or contract COVID-19

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### **BACKGROUND**

The CDC is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 100 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a “[public health emergency of international concern](#)” (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19. On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic.

Coronaviruses are a large family of viruses that are common in humans and in many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with [SARS-CoV](#), MERS-CoV, and now with SARS-CoV-2.

Published and early reports suggest spread from person-to-person most frequently happens during close exposure to a person infected with COVID-19. Person-to-person appears to occur similar to other respiratory viruses, mainly via respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths, noses, or eyes of people who are nearby or possibly be inhaled into the lungs. Although not likely to be the predominant

mode of transmission, it is not clear the extent to which touching a surface contaminated with the virus and then touching the mouth, nose, or eyes contributes to transmission.

Individuals have an important role in protecting themselves and their families.

- Stay informed. Health officials will provide additional information as it becomes available.
- Employees should take these everyday steps to protect your health and lessen the spread of this new virus:
  - Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
  - Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners can be used in the absence of soap and water, however guidance from the CDC indicates that soap and water is the best alternative.
  - Avoid touching your eyes, nose or mouth. Germs spread this way.
  - Do not share eating utensils, water bottles, beverage containers, or other personal items. Contact with these items can expose people to germs that exist on their surfaces.
  - Keep hard surfaces in your office area that are regularly touched by the public or staff sanitized with sanitizer provided by the City.
  - Try to avoid close contact with sick people, preferably 6 feet or more.
  - If you are sick, you should stay home and keep away from others as much as possible, including avoiding travel and not going to work or school for at least 72 hours after your fever is gone and your symptoms have subsided. Your fever should be gone without the use of fever-reducing medicine. In general, you should avoid contact with other people as much as possible to keep from spreading your illness, especially people at increased risk of severe illness or weakened immune systems.
  - Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.

The City of Neenah will take appropriate measures to limit or slow any further spread of this disease in our workplace, schools, and community. People with COVID-19 are contagious while they have symptoms; therefore it is important that employees with symptoms consistent with COVID-19 minimize their exposure to others. This policy addresses employment considerations in relationship to the exclusion of City employees from employment based on possible COVID-19.

### **COVID-19 SYMPTOMS**

Reported illnesses have ranged from mild symptoms to severe illness. The following symptoms may appear 2-14 days after exposure: fever, cough, shortness of breath.

### **EXPOSURE**

The City is following the CDC and WI Department of Health recommendations, which are continually updated. At this time, employees who have been confirmed to have come in contact

with someone with COVID-19 will be required to follow the CDC's recommended guidelines and self-quarantine for 14 days.

Travel recommendations are continually updated by the CDC and WI Health Department. Employees who travel internationally, by airplane or by cruise ship will be required to self-quarantine for 14 days. Accrual banks will be required to supplement work time if telework is unavailable.

### **EXCLUSION FROM EMPLOYMENT**

The City of Neenah will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, the City of Neenah may exclude certain employees from employment if they are experiencing symptoms similar to COVID-19.

Individuals who are excluded from employment under this protocol will be given an Exclusion from Employment Notification Form (EENF) and will be directed to go home and will not be allowed to return to their worksite until one of the following applies:

- a) your fever is gone and your symptoms have subsided for the current CDC recommended time. Your fever should be gone without the use of fever-reducing medicine. As of 3/13/20, 24 hours.
- b) a public health approved test for COVID-19 through a healthcare provider, demonstrates a negative result;
- c) OR; for individuals who have been exposed to the virus or who have recently traveled internationally, by airplane or by cruise ship will be required to self-quarantine for 14 days.

### **LEAVE BENEFITS AND PAYROLL CONSIDERATIONS**

Employees who are self-quarantined but exhibiting no signs or symptoms of illness and have been approved by their supervisor to work from home will be allowed to work from home during the length of their quarantine unless they start exhibiting symptoms or there is no longer work able to be completed remotely. Employees who are working from home must follow existing time keeping standards to track their time. All employees must confirm the scope of work to be performed from home with their supervisor before beginning any such work. Employees who are not approved to work from home or exhibiting symptoms of illness may follow the guidelines below.

Employees who are otherwise eligible for sick leave and who are excluded from employment will be eligible for applicable paid sick leave benefits as outlined in City policies. Employees under a physician's care may qualify for FMLA as well.

Employees who are symptomatic but choose not to seek treatment will not be penalized under the attendance policy for absences of two weeks or less. FMLA cannot be applied without a physician's certification; however, we will treat two workweeks of time as time off without penalty

under this policy. Any COVID-19 related absences that last more than two workweeks will require a physician's certification to allow the employee to return to work.

Employees with insufficient sick leave hours accrued will be allowed to borrow up to two workweeks of sick leave during the period of exclusion. This request should be made in writing, or sent via e-mail to the Human Resources Office. Upon return from exclusion, these employees will not be eligible to receive sick leave with pay until the sick leave balance is restored. An employee who leaves City employment will have the compensation for the paid sick leave owed the City deducted from the final paycheck and will be expected to pay back any balance to the City.

Leave for employees needed to attend to family members with COVID-19 infections will be treated consistent with the City's FMLA and sick leave policies & practices.

Employees will be expected to return to work as soon as the exclusion period ends. Employees requesting additional time off once the exclusion period ends must follow regular time off request procedures.

**CITY OF NEENAH**  
**EXCLUSION FROM EMPLOYMENT NOTIFICATION FORM**  
**(EENF)/FITNESS FOR DUTY/RETURN TO WORK MEDICAL RELEASE**  
**COVID-19**

*This form is to be used when a City of Neenah employee is excluded from employment in accordance with the aforementioned policy.*

**This section to be completed by Department Head or Authorized Designee:**

In accordance with the City of Neenah policy for employees with symptoms or exposure of COVID-19, \_\_\_\_\_ has been excluded from employment

Employee Name

Effective: \_\_\_\_\_ a.m. /p.m. on \_\_\_\_\_, \_\_\_\_\_, 2020.  
Time Day Month

Individuals who are excluded from employment under this protocol will be directed to go home and will not be allowed to return to work until either:

- a) your fever is gone and your symptoms have subsided for the current CDC recommended time. Your fever should be gone without the use of fever-reducing medicine. As of 3/13/20, 24 hours.
- b) a public health approved test for COVID-19 through a healthcare provider, demonstrates a negative result;
- c) OR; for individuals who have been exposed to the virus or who have recently traveled internationally, by airplane or by cruise ship will be required to self-quarantine for 14 days.

Employees will be expected to return to work as soon as the exclusion period ends. Employees requesting additional time off once the exclusion period ends must follow their department leave rules and policies.

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature of Department Head or Authorized Designee