



**City of Neenah
COMMON COUNCIL AGENDA
Wednesday, February 19, 2020 - 7:00 p.m.
Neenah City Hall
Council Chambers**

I. Roll Call and Pledge of Allegiance

INTRODUCTION OF NEW ASSISTANT TREASURER AMBER ADAMS

**PRESENTATION OF THANK YOU FROM CHAMPION CENTER RIBBON CUTTING – PAM SEIDL,
EXEC. DIRECTOR FOX CITIES CONVENTION & VISITORS BUREAU**

II. Introduction and Confirmation of Mayor's Appointment(s)

- A. Mayor Kaufert's appointment of Joan Brown to fill the unexpired term of Sandy Miller on the Committee on Aging for a three year term expiring September 2023. **(UC)**
- B. Swearing in

III. Approval of Council Proceedings (None)

IV. Public Hearings

- A. Consider a Special Use Permit request by Philip Popour to establish an Urban Farm at 410 Walnut Street, Neenah, Wisconsin.
- B. Consider sanitary sewer laterals for properties served by sanitary sewers on: Abby Avenue (Noth Water to Clybourn); Clybourn Street (Enda to Abbey); Center Street (North Water to High); Bond Street (North Water to Edna; Van Street (S terminus to Harrison Street; Monroe Street (Van to W terminus); and Lakeshore Avenue (Wisconsin to Kimberly Point).

V. Plan Commission report pertaining to the Public Hearings

- A. Regular Plan Commission meeting of February 11, 2020: (Council Rep Lang) (Minutes can be found on the City web site)
 - 1. Commission recommends Council approve a Special Use Permit for an urban farm located at 410 Walnut Street subject to the conditions of the Approval Letter. **(RollCall-Pro)**

VI. Public Forum

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

VII. Mayor/Council consideration of public forum issues

VIII. Consent Agenda

- A. Approve Beverage Operator License Applications for Darik Buss and Brian Lundgren. **(PSSC)**
- B. Approve the Street Use Permit for the Run Away to the Bay, sponsored by the Run Away Events, Ross McDowell, W3192 County Rd KK, Appleton, to be held on April 18, 2020. **(Completed Application Attached) (PSSC)**

- C. Approve the Street Use Permit for the Neenah-Menasha Memorial Day Parade, sponsored by Twin City Veterans, Michael Taylor, 545 Broad Street, Menasha, to be held on May 25, 2020. **(Completed Application Attached) (PSSC)**
- D. Approve the Street Use Permit for WI Streetball Neenah 3 on 3, sponsored by Mission Basketball Academy, Inc., Adam Maulick, 1835 E Edgewood Dr., Ste. 1058, Appleton, to be held on June 13-14, 2020. **(Completed Application Attached) (PSSC)**
- E. Approve the Street Use Permit for Community Fest 2020, sponsored by Community Fest-Neenah, Michael Kading, 211 Walnut Street, Neenah, to be held on July 2-4, 2020. **(Completed Application Attached) (PSSC)**
- F. Approve the Street Use Permit for the Community First Fox Cities Marathon, sponsored by Community First Credit Union, Laurie Butz, 2616 S Oneida St., Appleton, to be held on September 18-20, 2020. **(Completed Application Attached) (PSSC)**
- G. Approve the Final Plat of the Castle Oak VI Subdivision **(PC)**
- H. **(UC)**

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of February 11, 2020: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the proposal from Miller, Bradford, & Risberg, Inc., for a Case 721G XR with Snow Plow and Wing in the amount not to exceed \$212,800.00. **(RollCall-Pro)**
 - 2. Committee recommends Council approve the proposal from Packer City International, Inc., for a 2021 International Tandem Axle Chassis with Monroe Truck Equipment Package in the amount not to exceed \$204,460.00 and equipment upgrades in the amount not to exceed \$3,500.00. **(RollCall-Pro)**
- B. Special Finance and Personnel Committee meeting of February 19, 2020: (Chairman Erickson/Vice Chairman Boyette)
 - 1. Consideration of Committee recommendation regarding Resolution No. 2020-02 Declaring Official Intent to Reimburse Expenditures From Proceeds of Borrowing. **(RollCall-Pro)**
 - 2. Consideration of Committee recommendation regarding Resolution No. 2020-03 Providing for the Sale of Approximately \$9,895,000 General Obligation Promissory Notes. **(RollCall-Pro)**
- C. Regular Finance and Personnel Committee meeting of February 10, 2020: (Chairman Erickson/Vice Chairman Boyette) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the Development Agreement for Castle Oak VI Subdivision. (To be considered following a report from the Board of Public Works)
 - 2. Committee recommends Council approve a loan from the Board of Commissioners of Public Lands (BCPL) State of Wisconsin Trust Fund Loan Program, to fund the estimated costs of \$950,000 associated with the purchase of Loren's Salvage Yard located in TIF #9, with the loan to have a 20-year repayment schedule and a fixed interest rate of 3.75% for the life of the loan.
 - a) Motion to amend to include approval of Resolution 2020-04 authorizing a \$950,000 loan from the Trust Funds of the State of Wisconsin for the purchase of 2405 Schultz Drive, Neenah as part of the project plan for land purchases in TID #9. **(RollCall-Pro)**
 - b) Action on original motion, as amended. **(RollCall-Pro)**

- D. Regular Finance and Personnel Committee meeting of January 27, 2020: (Chairman Erickson/Vice Chairman Boyette) (Minutes can be found on the City web site)
1. Committee recommends Council retain Attorney Amy Seibel to represent the City in the assessment appeals filed by CVS Drug Store and Wal-Mart at a stated rate of \$200 per hour, with Attorney Godlewski to inform the Common Council as to the estimated hours and scope of work from Attorney Seibel prior to Common Council action. (Action Postponed from February 5, 2020 Council Meeting.) **(RollCall-Pro)**
- X. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of February 11, 2020: (Council Rep Lang) (Minutes can be found on the City web site) **No Report**
 1. ~~Commission recommends Council approve a Special Use Permit for an urban farm located at 410 Walnut Street subject to the conditions of the Approval Letter~~ **(RollCall-Pro)**
 - B. Board of Public Works meeting of February 11, 2020: (Vice Chairman Bates) (Minutes can be found on the City web site)
 1. Council Action Items:
 - a) The Board recommends Council approve the Development Agreement for Castle Oak VI Subdivision. **(RollCall-Pro)**
 - C. Board of Canvass meeting of February 19, 2020: (Council President Stevenson)
 1. Report results of the February 18, 2020 Spring Primary Election. (Info Only)
 - D. Community Development Authority
 1. Report from the CDA – Director Haese
 - E. Library Board
 1. Report from the Library Board – Alderperson Erickson
 - F. 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.

**City of Neenah
Application for Appointment**



Name Joan Brown
 Address 754 Amber Lane
 City, ST Zip Neenah, WI 54956
 Eve. Phone 920-850-6371
 E-mail joanbrown@new.rr.com

Date 2/4/20
 Employer Associated Benefits + Risk Consulting
 Day Phone 920-850-6371
 Fax _____

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

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

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

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

I have a passion for working with the senior population. I'm interested in contributing my time to see how I can help support and promote services offered to them in our community. I learned a bit about what is available when I moved my mom to Neenah and when I worked at Network Health in their Medicare sales department.

Please Sign and Date: Joan Brown 2/4/20

Please return to the Neenah City Clerk's Office

**CITY OF NEENAH
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the City of Neenah to consider a Special Use Permit request by the Philip Popour, to establish an Urban Farm located at 410 Walnut Street, Neenah, Wisconsin.

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

Plat of Winnebago Rapids Lot 13 Block P in the City of Neenah, Winnebago County, Wisconsin.

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

Plan Commission Informal Hearing

**Tuesday, February 11, 2020
4:15 P.M.
Hauser Room**

Council Formal Hearing

**Wednesday, February 19, 2020
7:00 P.M.
Council Chambers**

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

Patricia Sturn
City Clerk
Neenah, Wisconsin

Publish: February 7th and 10th

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

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

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

- | | |
|--|----------------------------------|
| 1. Abby Ave (North Water to Clybourn) | 2. Clybourn St (Edna to Abby) |
| 3. Center St (North Water to High) | 4. Bond St (North Water to Edna) |
| 5. Van St (S terminus to Harrison) | 6. Monroe St (Van to W terminus) |
| 7. Lakeshore Ave (Wisconsin to Kimberly Point) | |

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

You are further notified that the Common Council will hear all persons interested, their attorneys or agents, concerning matters contained in the preliminary resolution authorizing such assessments and award of damages at 7:00 p.m., on the 19th day of February 2020, in the Council Chambers in the City of Neenah Administration Building, 211 Walnut Street. All objections will be considered at such hearing and thereafter the amount of assessments will be finally determined.

Dated at Neenah, Wisconsin this 8th day of February 2020.

Patricia Sturn
City Clerk
Neenah, Wisconsin

Publish: February 8, 2020



Neenah Special Event Permit Application

Event

Name Run Away to the Bay

Webpage www.runawaytothebay.com

Run Away Shoes
520 S Koeller St
Oshkosh, WI 54902

Description

- Festival/Concert/Exhibition Parade
 Tournament Race (Marathon/Criterium/Triathlon)
 Assembly/Rally Walkathon/March

FROM ENVELOP

List the event activities to take place (or attach brochure):

A 55 mile relay race (run) from Oshkosh to Green Bay

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
4/18/20	7:00am	7:30am	11:30am	11:30am

Attendance

List estimated quantities:

Participants 175

Spectators 900

List any entry fees:

\$65-\$85 per person

Location

- Park/Public Property: The event runs through Neenah
 Public Street/Sidewalk/Trail: The runners will be on S Commercial and head onto South Park
 Private Property/Other:

Applicant

Name Ross McDowell Daytime Phone 9202032904

Email events@runawayshoes.net Cell Phone 9202032904

Organization

Name Run Away Events Tax Exempt No.

Email events@runawayshoes.net Phone 9202032904

Address W3192 County Rd KK

City Appleton State WI Zip Code 54915

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.

Run Away to the Bay



Neenah WISCONSIN

Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature

Date

4/25/2019

Completed applications can be mailed to: Neenah City Hall, 211 Walnut Street Neenah, WI 54956 or e-mailed to jmerten@ci.neenah.wi.us. For any questions regarding this application or the permitting process, contact the City Traffic Engineer at +1 (920) 886-6243.

OFFICE USE ONLY

Cost Estimate

Parks & Recreation

Total Cost

Sponsor Cost

-0-

Public Works/Traffic

-0-

Police

\$31.50

NM Fire

-0-

Total

\$31.50

Approvals

Special Events Task Force

Signature

Date

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature

Date

Contingencies of Permit



Neenah Special Event Permit Application

Event

Name Neenah-Menasha Memorial Day Parade

Webpage _____

Description

- Festival/Concert/Exhibition Parade/March Other: _____
 Tournament Competitive Race
 Assembly/Rally Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>25 May 2020</u>	_____	<u>9:00a.m.</u>	<u>11:00a.m.</u>	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attendance

List estimated quantities:

Participants 100

Spectators 1,000

List any entry fees: _____

Location

Park/Public Property: _____

Public Street/Sidewalk/Trail:

North Commercial Street
Wisconsin Ave.
Main Street

Private Property/Other: _____

Applicant

Name

Michael E Taylor

920
Daytime Phone

725-5380

Email _____

Cell Phone _____

Name

Twin City Veterans

Tax Exempt No. _____

Email _____

Phone _____

Address

545 Broad Street

City

Menasha

State

WI

Zip Code

54952

Organization

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.

Memorial Day Parade



Neenah Special Event Permit Application

Legal Notice

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I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature

Michael E Taylor

Date

1-30-2020

Completed applications can be mailed to: Neenah City Hall, 211 Walnut Street Neenah, WI 54956 or e-mailed to jheinz@ci.neenah.wi.us. For any questions regarding this application or the permitting process, contact the Joni Heinz at +1 (920) 886-6104.

OFFICE USE ONLY

Cost Estimate

	Total Cost	Sponsor Cost
Parks & Recreation	-0-	
Public Works/Traffic	-0-	
Police	\$520.22	
NM Fire	-0-	
Total	\$520.22	

Approvals

Special Events Task Force

Signature

Joni Heinz

Date

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature

Date

Contingencies of Permit



Neenah Special Event Permit Application

Event

Name WI Streetball Neenah 3 on 3

Webpage streetball3on3.org

Description

- Festival/Concert/Exhibition Parade/March Other:
 Tournament Competitive Race
 Assembly/Rally Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

3 on 3 basketball tourney and basketball related competitions

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>June 13</u>	<u>5 am</u>	<u>8 am</u>	<u>4 pm</u>	<u>until 6 pm</u>
<u>June 14</u>	<u>6 am</u>	<u>8 am</u>	<u>4 pm</u>	<u>until 6 pm</u>

Attendance

List estimated quantities:

Participants 600

Spectators 5000

List any entry fees:

\$145/\$165

Location

Park/Public Property:

Plexus grass area for tourney headquarters

Public Street/Sidewalk/Trail:

Wisconsin street blocked off from commercial street to a little past Subway.

Private Property/Other:

Applicant

Name Adam Maulick

Daytime Phone 9204233575

Email wisconsin Crusaders@missionbasketball.org

Cell Phone 9204233575

Organization

Name Mission Basketball Academy Inc.

Tax Exempt No. 062877

Email wisconsin Crusaders@missionbasketball.org

Phone 9204233575

Address 1835 E Edgewood Drive Ste 1058

City Appleton

State WI Zip Code 54913

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.

Streetball



Neenah
WISCONSIN

Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature

Date

9/17/19

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OFFICE USE ONLY

Cost Estimate

Parks & Recreation

Total Cost

-0-

Sponsor Cost

Public Works/Traffic

\$1200.00

Police

\$1250.97

NM Fire

-0-

Total

\$2450.97

Approvals

Special Events Task Force

Signature

Date

Class B: Director of Public Works or Designee

Class C: Public Services & Safety Committee / City Council

Signature

Date

Contingencies of Permit



Neenah Special Event Permit Application

Event

Name Community Fest 2020

Webpage _____

Description

- Festival/Concert/Exhibition
 Parade/March
 Other:
 Tournament
 Competitive Race
 Assembly/Rally
 Non-Competitive Run/Walk

List the event activities to take place (or attach brochure):

July 3rd - Parade of Lites (Wisconsin Ave to Commercial) and Pajama Jams (Shattuck Park)
 July 4th - fun run, mini park parade, food/activity vendors, entertainment and fireworks

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time	Attendance
<u>7/2</u>	<u>6:00a</u>	_____	_____	<u>3:00p</u>	
<u>7/3</u>	<u>6:00a</u>	_____	_____	<u>9:00p</u>	
<u>7/4</u>	<u>5:00a</u>	_____	_____	<u>11:30a</u>	

List estimated quantities:

Participants _____

Spectators 10000

List any entry fees: _____

Location

- Park/Public Property: Shattuck and Riverside Parks
 Public Street/Sidewalk/Trail: Parade - Wisconsin Ave to Commercial (north) to city boarder
Areas surrounding parks
 Private Property/Other: _____

Applicant

Name Michael T. Kading Daytime Phone 9208866062

Email mkading@ci.neenah.wi.us Cell Phone 9204193861

Organization

Name Community Fest - Neenah Tax Exempt No. _____

Email same Phone same

Address 211 Walnut Street

City Neenah State WI Zip Code 54956

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code § 14-129(g) for details.



Special Event Permit Application

Legal Notice

I, as an authorized member of the organization sponsoring this event, verify that the information contained in this application is true, correct, and complete to the best of my knowledge. I agree to all provisions and terms of this agreement and acknowledge that no changes may be made to this agreement, unless authorized written permission is granted.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature *M. Kadoj* Date 1/29/2020

Completed applications should be filed with the Department of Legal & Administrative Services, Neenah City Hall, 211 Walnut Street Neenah, WI 54956. For any questions regarding this application or the permitting process, contact Joni Heinz: Phone: +1 (920) 886-6104 Email: jheinz@ci.neenah.wi.us

OFFICE USE ONLY

Cost Estimate	Total Cost	Sponsor Cost
Parks & Recreation	\$2880.00	
Public Works/Traffic	\$3600.00	
Police	\$2460.00	
NM Fire	-0-	
	Total	
	\$8940.00	

Approvals

Special Events Task Force

Signature *Joni Heinz* Date _____

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature _____ Date _____

Contingencies of Permit



Neenah Special Event Permit Application

Event

Name COMMUNITY FIRST FOX CITIES MARATHON PRESENTED BY MIRON CONSTRUCTION
Webpage WWW.FOXCITIESMARATHON.ORG

Description

- Festival/Concert/Exhibition Parade Other:
 Tournament Race (Marathon/Criterium/Triathlon)
 Assembly/Rally Walkathon/March

List the event activities to take place (or attach brochure):
SET-UP/TAKE DOWN FROM THURSDAY SEPTEMBER 17, 2020 - MONDAY SEPTEMBER 21, 2020 / SATURDAY, SEPTEMBER 19, 2020 - 5K RUN/WALK EVENT / SUNDAY, SEPTEMBER 20, 2020 - RELAY EVENT, HALF & FULL MARATHON EVENTS AND 10K RUN/WALK

Schedule

Date(s)	Setup Time	Start Time	End Time	Cleanup Time
<u>9/18/20</u>	<u>10AM</u>	<u>.</u>	<u>.</u>	<u>.</u>
<u>9/19/20</u>	<u>7AM</u>	<u>9AM</u>	<u>12PM</u>	<u>1PM</u>
<u>9/20/20</u>	<u>5AM</u>	<u>7AM</u>	<u>3PM</u>	<u>4PM</u>

Attendance

List estimated quantities:
 Participants 4,000
 Spectators 500
 List any entry fees:
FOR RACE

Location

- Park/Public Property: RIVERSIDE PARK
 Public Street/Sidewalk/Trail: SEE ATTACHED DOCUMENTS
 Private Property/Other: _____

Applicant

Name LAURIE BUTZ Daytime Phone +1 (920) 830-7241
 Email LAURIE.BUTZ@COMMUNITYFIRSTCU.ORG Cell Phone 920 277 0855

Organization

Name FOX CITIES MARATHON Tax Exempt No. 39-1707466
 Email INFO@FOXCITIESMARATHON.ORG Phone +1 (920) 882-9499
 Address 2616 S. ONEIDA ST.
 City APPLETON State WI Zip Code 54915

The organization shall incur all City service and equipment costs associated with the event. 501(c) organizations with a valid tax exempt certificate receive reduced rates for services/equipment provided by the City. See Municipal Code §14-129(g) for details.

Fox Cities Marathon



Neenah Special Event Permit Application


Legal Notice

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I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers, staff, volunteers, participants, and spectators must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, food sales permits, tent, and fireworks permits are in addition to the fees submitted for the Special Event Permit Application. I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification and defense.

For good and valuable consideration the applicant and/or the organization agrees to indemnify, defend and hold harmless the City of Neenah and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Signature  Date 1/10/2020

Completed applications can be mailed to: Neenah City Hall, 11 Walnut Street Neenah, WI 54956 or e-mailed to jmenten@ci.neenah.wi.us. For any questions regarding this application or the permitting process, contact the City Traffic Engineer at +1 (920) 886-6243.

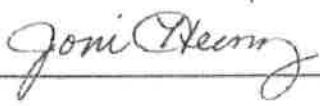
OFFICE USE ONLY

Cost Estimate

	Total Cost	Sponsor Cost
Parks & Recreation _____	-0-	_____
Public Works/Traffic _____	\$3500.00	_____
Police _____	\$2520.41	_____
NM Fire _____	-0-	_____
Total	\$6020.41	_____

Approvals

Special Events Task Force

Signature  Date _____

Class B: Director of Public Works or Designee Class C: Public Services & Safety Committee / City Council

Signature _____ Date _____

Contingencies of Permit

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, February 11, 2020 - 6:30 PM
Hauser Room - City Administration Building

Present: Alderpersons Bates, Lang, Lendrum, and Stevenson

Excused: Alderperson Spellman

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Public Works Superintendent Radtke, Traffic Engineer Merten

Minutes: **Motion/Second/Carried Lendrum/Lang to approve the minutes of the January 22, 2020 Special Meeting, and January 28, 2020 Regular Meeting.** All voting aye.

Public Appearances: None

Approval of staff's recommendation to purchase a Case 721G XR with Snow Plow and Wing from Miller, Bradford & Risberg, Inc. in an amount of \$212,800: Superintendent Radtke reviewed the proposals received to replace Fleet #31, a 1998 wheel loader. He stated that the current wheel loader has about 12,000 hours of use. He stated that staff is recommending the purchase of a Case 721G XR from Miller, Bradford & Risberg, Inc., in the amount of \$212,800. He noted the reasons for his recommendation. He stated that the Case unit is the low bid, we have had very good experience with the Case units that we have, and the Case unit has the best warranty. The budget for this equipment is \$260,000.

Motion/Second/Carried Lang/Lendrum to recommend Council approve the proposal from Miller, Bradford & Risberg, Inc., for a Case 721G XR with Snow Plow and Wing in the amount not to exceed \$212,800. All voting aye.

Alderman Stevenson entered the meeting.

Approval of staff's recommendation to purchase a 2021 International Tandem Axle Chassis with Monroe Truck Equipment Package in an amount of \$204,460: Superintendent Radtke reviewed the proposals received to replace Fleet #13A, a 2003 plow truck. He stated that staff is recommending the purchase of an International chassis with a Monroe equipment package for a total of price of \$204,460 from Packer City International Trucks. Committee discussed the current fleet makeup. Superintendent Radtke stated that the fleet for this type of truck is comprised of both International and Western Star trucks. The budget for this truck is \$205,000. Superintendent Radtke also requested two upgrades to the standard equipment package – stainless steel hydraulic lines and a wing strobe light – at a cost not to exceed \$3,500. These upgrades would increase the overall purchase cost to \$207,960.

Motion/Second/Carried Lendrum/Lang to recommend Council approve the proposal from Packer City International, Inc., for a 2021 International Tandem Axle Chassis with Monroe Truck Equipment Package in the amount not to exceed \$204,460.00 and equipment upgrades in the amount not to exceed \$3,500. All voting aye.

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Approve request for a Stop Sign for Whittier Drive & Kraft Street Intersection: Committee Chair Bates informed the Committee that Alderperson Erickson has requested that this item be postponed until the next Committee meeting.

Motion/Second/Carried Lang,/Lendrum to postpone discussion on this item until the February 25, 2020, Committee meeting.

Special Events Permits

Mayor Kaufert related the special event review process. He noted that the events before the Committee were vetted by the internal special events team, which is comprised of emergency services, traffic, parks, health, and administrative staff. Committee discussed the possibility of receiving information about the team discussions or providing an indication on the form of the formal recommendation from the team.

Run Away to the Bay: Committee reviewed the Street Use Permit for the Run Away to the Bay to be held on April 18, 2020. Traffic Engineer Merten stated that the event sponsors have requested a CSA at the S. Park/Commercial intersection. He confirmed that the sponsors will be charged for that cost.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Run Away to the Bay, sponsored by the Run Away Events, Ross McDowell, W3192 County Rd KK, Appleton, to be held on April 18, 2020.** All voting aye.

Memorial Day Parade: Committee reviewed the Street Use Permit for the Neenah - Menasha Memorial Day Parade to be held on May 25, 2020.

C.A. Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Neenah-Menasha Memorial Day Parade, sponsored by Twin City Veterans, Michael Taylor, 545 Broad Street, Menasha, to be held on May 25, 2020.** All voting aye.

Streetball 3 on 3: Committee reviewed the Street Use Permit for WI Streetball Neenah 3 on 3 to be held on June 13-14, 2020. Traffic Engineer Merten stated that the sponsors handled refuse collection and porta potty availability better in 2019. He note that the event will be charged in the appropriate non-profit tier.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit WI Streetball Neenah 3 on 3, sponsored by Mission Basketball Academy, Inc., Adam Maulick, 1835 E Edgewood Dr., Ste., Appleton, to be held on June 13-14, 2020.** All voting aye.

Communityfest: Committee reviewed the Street Use Permit for CommunityFest 2020 to be held on July 2-4, 2020. Traffic Engineer Merten reviewed changes to the traffic control on E. Wisconsin Avenue between Pine Street and the Riverside Park driveway. He also noted the possible addition of handicapped accessible parking on the south side of E. Wisconsin Avenue between the Riverside Park driveway and N. Park Avenue. Committee discussed options for providing fireworks viewing for handicapped individuals that wish to watch from a vehicle.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for Community Fest 2020, sponsored by Community Fest-Neenah, Michael Kading, 211 Walnut Street, Neenah, to be held on July 2-4, 2020.** All voting aye.

Community First Fox Cities Marathon: Committee reviewed the Street Use Permit for the Community First Fox Cities Marathon to be held on September 18-20, 2020. Traffic Engineer Merten noted that the event is adding a 10k run this year that will be run at the same time as the 5k run. He reviewed the routing for the 10k and 5k runs. He noted that the routes avoided Lakeshore Avenue since it may be under construction at the time of the event. He noted the use of the Bill Miller Trail for the 10k route. He noted that residents impacted by the events will be notified prior to the event date. He described the traffic control arrangements and reviewed the special event invoicing process. He stated that he would update the event Cost Estimate section of the form for each of the events prior to the Common Council meeting.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Community First Fox Cities Marathon, sponsored by Community First Credit Union, Laurie Butz, 2616 S. Oneida St., Appleton to be held September 18-20, 2020** All voting aye.

Licenses:

Beverage Operator License Application:

C.A. Following discussion, **Motion/Second/Carried Lang/Lendrum to recommend Council approve beverage operator license applications for Darik Buss and Brian Lundgren.** All voting aye

Public Works General Construction and Department Activity:

- 1) Contract 1-19 (Caroline, Stevens, Fifth) – Work is complete. Final quantity measurements are being made.
- 2) Contract 2-19 (Stanley Ct, Stanley St, Thomas) – Work is complete. Final quantity measurements are being made.

- 3) Contract 7-19 (Breezewood Sanitary Sewer) – The sanitary sewer interceptor has been installed from Breezewood Lane to a point approximately 2,300 feet north. When weather improves later this year, the work in Breezewood Lane will be done.
- 4) Contract 1-20 (Abby, Bond, Center, Clybourn) – Bids were opened on January 14. A memorandum of understanding with the City of Menasha is being finalized and will be brought to a future Committee meeting. A pre-construction meeting is being scheduled for late February.
- 5) Contract 2-20 (Utilities - Van, Monroe) – Advertising for bid is scheduled for February 13.
- 6) Contract 3-20 (Street - Van, Monroe, Gillingham, Shootingstar, Armstrong) – Advertising for bid is scheduled for February 13. Work on Shootingstar and Armstrong is being bid as an alternate to the base bid of Van, Monroe and Gillingham.
- 7) Contract 4-20 (Green Bay, Tullar) – Design work is ongoing. Green Bay Road has been submitted for Municipal Street Improvement Program – Discretionary funding. We should learn the outcome of that application in March. If our application is successful, this would provide funding for up to 50% of eligible project costs.
- 8) Courtney Court – Work is complete for the winter. The topcoat of asphalt will be placed later this year.
- 9) Drop-off Site – Punch cards have been mailed to residential property owners.
- 10) CTH JJ/CTH CB Roundabout – Staff met with Winnebago County to begin developing an MOU regarding project responsibilities and cost shares. The tentative project schedule is 2020 design, 2021 real estate and 2022 construction.
- 11) Parking Management Software – Staff visited Stevens Point to examine their use of T2 Parking Software. Meanwhile, Passport (Nupark) has continued to make strides in addressing our concerns. Staff continues to evaluate both options.
- 12) GIS - Flow direction assignment has been completed for the sanitary sewer main layer. The same should be completed for the storm sewer main layer in a week. That attribute will allow us to more easily track upstream or downstream sections of the system.
- 13) NMFR Station 32 Roof – Staff is assisting the fire department in preparing bid documents for the programmed roof replacement for Station 32.

Announcements/Future Agenda Items:

Mayor Kaufert stated that he would follow-up on the request from Pack Air, Inc., to connect to the city's storm sewer in Green Bay Road.

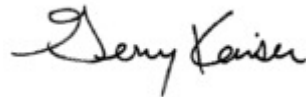
Director Kaiser confirmed that work on Shootingstar Drive and Armstrong Street is included in Contract 3-20. Mayor Kaufert noted that staff should meet to confirm that the appropriate steps have been taken leading up to that work.

Chair Bates asked that the Lakeshore Avenue public input schedule be included on the February 25 agenda.

Mayor Kaufert noted the compliments that he has received about the cleanup from the snow storm on February 9.

Motion/Second/Carried Lendrum/Stevenson to adjourn at 7:50 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in black ink that reads "Gerry Kaiser". The signature is written in a cursive, flowing style.

Gerry Kaiser, PE
Director of Public Works



RESOLUTION NO. 2020-02

**RESOLUTION DECLARING OFFICIAL INTENT
TO REIMBURSE EXPENDITURES
FROM PROCEEDS OF BORROWING**

WHEREAS, the City of Neenah, Winnebago County, Wisconsin (the "Issuer") is undertaking the improvements to facilities and acquisitions described on Exhibit A hereto (the "Project");

WHEREAS, the Issuer expects to finance the Project on a long-term basis by issuing tax-exempt bonds or other tax-exempt obligations (collectively, the "Bonds");

WHEREAS, because the Bonds will not be issued prior to commencement of the Project, the Issuer must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, the Common Council (the "Governing Body") of the Issuer deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer that:

Section 1. Expenditure of Funds. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Bonds become available.

Section 2. Declaration of Official Intent. The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$180,397.20.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. The Resolution shall be made available for public inspection at the office of the Issuer's Clerk within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted, approved and recorded this _____ day of February, 2020.

Recommended by: Finance and
Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Dean R. Kaufert, Mayor

Passed: _____

Patricia A. Sturn, City Clerk

EXHIBIT A

EQUIPMENT

1/13/2020 Library Microfilm Machine	10,000.00
1/30/2020 P&R Power Rake Attachment	8,704.00
2/6/2020 PD Vehicles	134,395.00

FACILITIES

1/13/2020 Library Updates	1,793.75
1/16/2020 Tullar Drop Off Site	5,333.83
1/17/2020 PD Onsite Evidence Remodel	1,228.33
1/23/2020 DOLAS Remodel	621.00
1/30/2020 NMFR Water Heaters	8,431.29
1/30/2020 Harrison St. Warehouse Rprs	8,390.00
2/6/2020 PD Remove Shower	1,500.00



RESOLUTION NO. 2020-03

**RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$9,895,000 GENERAL OBLIGATION PROMISSORY NOTES**

WHEREAS, the City of Neenah, Winnebago County, Wisconsin (the "City") is in need of approximately \$9,895,000 for public purposes, including paying the cost of projects included in the City's Capital Improvement Program; and

WHEREAS, the Common Council has determined that it is necessary and in the best interest of the City that such amount be borrowed through the issuance of general obligation promissory notes pursuant to Section 67.12(12) of the Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Issuance of Notes. The City shall issue its General Obligation Promissory Notes (the "Notes") in a principal amount of approximately \$9,895,000 for public purposes, including paying the cost of projects included the City's Capital Improvement Program.

Section 2. Sale of Notes. The Common Council hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk be and hereby is directed to cause the sale of the Notes to be publicized in such manner as the City Clerk may determine and to cause copies of a complete, official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk shall cause an Official Statement concerning the Notes to be prepared by Robert W. Baird & Co. Incorporated. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted, approved and recorded this _____ day of February, 2020.

Recommended by: Finance and
Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Dean R. Kaufert, Mayor

Passed: _____

Patricia A. Sturn, City Clerk

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, February 10, 2020 – 6:00 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

Present: Chairman Erickson; Aldermen Boyette, Kunz, Steele (arrived at 6:25 p.m.) and Stevenson; Mayor Kaufert; City Attorney Godlewski; Director of Finance Easker.

Others Present: Director of Information Systems Wenninger, Director of Community Development and Assessment Haese, Deputy Director of Community Development and Assessment Schmidt, Wesley McKee.

Absent/Excused: None.

Public Appearances: None.

Minutes: Motion/Second/Carried Stevenson/Boyette to approve the minutes from the January 27, 2020 Regular Meeting. All voting aye.

Motion/Second/Carried Stevenson/Boyette to convene into closed session at 6:05 p.m. pursuant to Wis.Stat. §19.85(1)(g) for the purpose of conferring with legal counsel for the City regarding strategy for settling litigation involving the City in light of the Gable v. Douglas case. All voting aye.

Reconvene into open session at 7:05 p.m.

Electronic Form Solution: Committee reviewed memo of Director Wenninger requesting approval to purchase and implement SeamlessDocs, an electronic forms solution, at a cost not to exceed \$17,545. Funding for this purchase would be a combination of \$8,772.50 from Information Systems 2020 operating budget and \$8,772.50 of Preparedness Grant funds. His memo indicated that the solution will empower City departments to go paperless with many forms and deliver better online services to citizens and staff when applicable. Specific objectives achieved by the solution were identified as 1). Replace current and develop new workflow processes; 2). Convert all PDF documents residing on the City's website to forms and online services, and; 3). Convert all PDF documents residing on the City website to ADA compliant forms.

Committee and staff discussed various aspects of the proposed purchase. Upon questioning, Director Wenninger said that the solution has been viewed and demonstrated favorably by a group of City Administrative Assistants. He also said that, on top of the initial investment, the City would be responsible for a \$15,900 annual software service fee for the solution, which would include ten user licenses for City staff. Several committee members expressed concern about the high cost of the annual fee, especially because of the perceived impact and value of the solution relative to the cost.

Motion/Second Kunz/Stevenson recommending Council approve the purchase and implementation of SeamlessDocs, an electronic forms solution, at a cost not to exceed \$17,545, including the acknowledgment of a \$15,900 annual software service fee for the solution in future years. Initial funding for this purchase would be a combination of \$8,772.50 from Information Systems 2020 operating budget and \$8,772.50 of Preparedness Grant funds.

Discussion continued. Committee members continued to express concern about the cost and value derived from the proposed purchase as well as requesting information on what other options are available and how this solution compares to other comparable communities.

Motion/Second/Carried Boyette/Stevenson to amend the previous motion so as to not consider the motion to approve the purchase pending Director Wenninger providing the Committee further information regarding what other options are available and how this solution compares to other comparable communities. All voting aye on amendment.

Action on amended motion. All voting aye.

Development Agreement – Castle Oak VI Subdivision: Committee reviewed memo of Deputy Director Schmidt recommending Council approve the Castle Oak VI Development Agreement. The provisions are similar to previous approved Agreements on the previous Castle Oak Subdivision phases. Director Schmidt indicated that the proposed plat for Castle Oak VI includes 33 single-family residential lots located along Calvary Lane, with an average lot size of 9,750 square feet. Issues discussed included the proposed buffering for those lots that are adjacent to the City's Industrial Park.

Motion/Second/Carried Stevenson/Boyette recommending Council approve the Castle Oak VI Development Agreement. All voting aye.

Amend Budget and Approve Initial Borrowing for Loren's Salvage Yard: Committee reviewed memos of Directors Haese and Easker recommending amending the budget and approving the borrowing for the purchase of Loren's Salvage Yard located in TIF #9. Subsequent to the memo from Director Haese being distributed, staff determined that the Common Council had already amended the budget for the project to \$950,000 in 2019, so no action on that item was required. The memo from Director Easker recommended approval of a loan from the Board of Commissioners of Public Lands (BCPL) State of Wisconsin Trust Fund Loan program, to fund the estimated costs of \$950,000 associated with the purchase of Loren's Salvage Yard located in TIF #9, with the loan to have a 20-year repayment schedule and a fixed interest rate of 3.75% for the life of the loan.

Committee and staff discussed various aspects of the proposed project and borrowing. Issues discussed included the plans and timing to remove the salvage vehicles remaining on the property, the City's plans for environmental testing and potential remediation of the

REPORT

property, the costs vs benefits of the ten year vs twenty year debt repayment option through the State of Wisconsin Trust Fund Loan program and the recent TIF 9 pro forma analysis.

Motion/Second/Carried Stevenson/Kunz recommends Council approve a loan from the Board of Commissioners of Public Lands (BCPL) State of Wisconsin Trust Fund Loan program, to fund the estimated costs of \$950,000 associated with the purchase of Loren's Salvage Yard located in TIF #9, with the loan to have a 20-year repayment schedule and a fixed interest rate of 3.75% for the life of the loan. Motion approved 4-1, with Alderman Boyette voting nay.

TIF Report Follow-Up: Committee reviewed memo of Director Easker. Discussion took place on the pro forma projections for TIF 8 and TIF 10.

Motion/Second/Carried Stevenson/Kunz to adjourn the meeting at 8:50 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "M.K. Easker".

Michael K. Easker, CPA
Director of Finance



RESOLUTION NO. 2020-04

A RESOLUTION AUTHORIZING A \$950,000 LOAN FROM THE TRUST FUNDS OF THE STATE OF WISCONSIN FOR THE PURCHASE OF 2405 SCHULTZ DRIVE, NEENAH AS PART OF THE PROJECT PLAN FOR LAND PURCHASES IN TID #9

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of Neenah, in the County of Winnebago, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of Nine Hundred Fifty Thousand And 00/100 Dollars (\$950,000.00) for the purpose of financing TID #9 land purchase and for no other purpose.

The loan is to be payable within 20 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 3.75 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of Neenah, in the County of Winnebago, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of Neenah by such loan from the state be applied or paid out for any purpose except financing TID #9 land purchase without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the Mayor and clerk of

the City of Neenah, in the County of Winnebago, Wisconsin, are authorized and empowered, in the name of the City to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the City pursuant to this resolution. The Mayor and Clerk of the City will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the Clerk of this City forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Recommended by:

CITY OF NEENAH, WISCONSIN

Moved: _____

Dean R. Kaufert, Mayor

Passed: _____

Patricia A. Sturn, City Clerk

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, February 11, 2020
4:15 p.m.

Present:

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

Also present:

Brad Schmidt, Deputy Director of Community Development	Cassandra Kohls, Administrative Assistant Community Development	Jaime Thienel – 990 S. Lake St.
Philip Popour – 308 Division St.		

Minutes: MSC Kaiser/Genett to approve the December 10, 2019 meeting minutes. All Aye. Piergrossi abstained. Motion passed.

Public Appearances: Mayor Kaufert opened for Public Appearances. No one commented. Mayor Kaufert closed Public Appearances.

Public Hearings: Mayor Kaufert opened the Public Hearing for a Special Use Permit to establish an Urban Farm located at 410 Walnut Street.

Philip Popour (308 Division St.) indicated his intent to turn the vacant lot into a small urban farm. The proposed site was previously owned by Wisconsin Electric Power Company and utilized as a power station. Mr. Popour intends to lease the lot from the current owner (Jaime Thienel Properties, LLC). He indicated a small greenhouse and small shed would be constructed on the site. Mr. Popour stated he plans to use organic practices and work with the neighbors to address any concerns.

Mayor Kaufert asked if the surrounding neighbors were notified of the Public Hearing. Deputy Director Schmidt indicated all neighbors within 200 feet of the site received a letter. He has not been contacted by any of the owners who were notified.

Mayor Kaufert closed the Public Hearing.

Action Items:

1. Special Use Permit – 410 Walnut Street – Urban Farm

Deputy Director Schmidt provided an overview. The proposed use is not consistent with the M-2, Multi-Family Residence District as a permitted use. The proposal includes a large off-site, non-connected garden. The process provides an opportunity for neighbors to provide their input. WE Energies has owned the subject property since 1970 and operated a substation on this site. The current owner purchased the property last year. The subject site is fenced on 3 sides. The proposal includes a greenhouse on the north and a 200-square foot shed. The code would limit to one accessory structure. The proposal included a gravel driveway, however, Staff would recommend eliminating the driveway and utilizing on-street parking. A fence along the front property line shall not exceed 3 feet in height or 4 feet if chain-link. No outdoor lighting is permitted. All structures, compost bins, water collection systems, and solar array shall meet the minimum setbacks as identified in the Zoning Code. There shall be no signage on this property.

Member Piergrossi inquired whether the intent was to create a market. Mr. Popour indicated that there would not be transactions on the site. The produce would be sold to consumers off-site at the farmer's market.

Deputy Director Schmidt clarified that the proposed use would not be a community garden.

Member Piergrossi inquired about storage on the site. Mr. Popour indicated storage would be located at the rear of the property. He proposed a 10'x10' or 12'x12' shed. A solar ray would be roof-mounted on the shed to integrate it into one space.

Mayor Kaufert inquired about the size limitations for a shed. Deputy Director Schmidt explained 200-feet is the maximum size for a shed.

Member Genett inquired about the types of plants that will be grown on the site. Mr. Popour indicated spring lettuce, broccoli, cauliflower and other fruits/vegetables typically grown in our region. He intends to grow produce from April through October/November with plants growing constantly. Member Genett asked if hemp would be grown. Mr. Popour indicated he would not grow hemp.

Ald. Lang inquired about the water collection and watering system. Mr. Popour explained the water will collect in totes from rain running off the shed roof. There will be an irrigation pump to water the plants which will be powered off of the solar panel mounted on the roof of the shed. He plans for the site to be self-sustaining. He would like to see this model reproduced at other locations.

Ald. Lang inquired about how this plan would handle a drought. Mr. Popour indicated he has additional water collection totes at his residence and could bring water to the site if necessary.

Ald. Lang raised concern regarding fruit trees located along the sidewalk. Her concern was in regards to debris from the trees and attraction of bees to the area. Mr. Popour indicated the fruit trees would not be located in the terrace. The trees would be dwarf or semi-dwarf varieties. His goal would be to harvest the fruit and create the least amount of debris/wasted fruit.

Member Andrews indicated the fruit trees would add visual appeal to the site.

Ald. Kaiser raised questions about the type of equipment used in the garden. Mr. Popour explained he intends to use a soil cultivator initially, and the remainder of the work would be done by hand. He indicated he would also use a weed-eater and lawn mower.

Member Andrews asked if manure would be used. Mr. Popour stated that composted manure would be used, not raw manure. Member Andrews cited a similar concept used at ThedaCare. He spoke in favor of the use.

Ald. Kaiser asked for clarification regarding the shed. Deputy Director Schmidt indicated the code allows for one accessory structure. Plan Commission could approve two accessory structures (shed and greenhouse). Staff would ask for an updated site plan to include the shed.

Mr. Popour explained the greenhouse would be situated on landscape fabric and would be anchored to the grass. The shed would sit on a 4'x4' timber platform.

Ald. Kaiser asked whether the use was tied to the owner or the land. Deputy Director Schmidt indicated the use goes with the property. If the use is abandoned for a 12-month period, the special use permit would become null and void.

Ald. Lang spoke in favor of the idea and inquired about the history of the property. Deputy Director Schmidt indicated prior to WE Energies purchasing the property around 1970, a home built around 1870 was located there.

Mayor Kaufert asked about security on the site. Mr. Popour expressed that he has concern about security. However, he indicated if necessary he could monitor the site from his residence. Due to the site's close proximity to City Hall and Fire Department he feels the site will be watched over.

Member Piergrossi stated that the site is a hangout for children.

Jaime Thienel (990 S. Lake Street), introduced himself to Plan Commission as the owner of the subject property. He explained his intent to construct a residence of the property in the future. He inquired whether a waiting period of 12 months would be required before building a home. Deputy Director Schmidt explained that a waiting period would not be required. The normal process would apply and the special use would no longer exist.

Plan Commission discussed whether agricultural use would apply to the site.

MSC Andrews/Genett, Plan Commission finds that the proposed use meets the findings of fact for a Special Use Permit (Sec. 26-48) and recommends Common Council approve a Special Use Permit for an urban farm located at 410 Walnut Street subject to the conditions of the Approval Letter. All Aye. Motion passed.

2. Final Plat – Castle Oak VI Subdivision

Deputy Director Schmidt provided an overview explaining this is the final phase of the Castle Oak development. The proposed plat is 9.53 acres in size and includes 33 single-family residential lots. The average lot size is 9,750-square feet; smaller than lots in Castle Oak V. The plan includes connecting Cavalry Lane on the north and south end of the development. There are no proposed sidewalks within the plat except for a mid-block sidewalk which allows access to Lakeview School via Olde School Road.

Member Genett stated she thought there was opposition to mid-block sidewalks.

Ald. Kaiser explained the mid-block sidewalk serves as a cut-through to Wallace Avenue. Otherwise pedestrians would be using Marathon Avenue and crossing to get to Olde School Road. The City maintains the mid-block sidewalk as it is designated as an outlot.

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Deputy Director Schmidt indicated that lots in Castle Oak V have sold faster than the developer anticipated; approximately three-quarters of the lots have been sold.

MSC Kaiser/Andrews, Plan Commission recommends Common Council approve the Final Plat of the Castle Oak VI Subdivision. All Aye. Motion passed.

Announcements and future agenda items:

Deputy Director Schmidt indicated the following future agenda items:

- 1) Public Hearing for Special Use – 349 S. Green Bay Road - Commercial Kennel
- 2) Rezoning – 125 Byrd Avenue

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

Respectfully Submitted,



Cassandra Kohls
Administrative Assistant, Community Development

CA

**Minutes of the Board of Public Works Meeting
Tuesday, February 11, 2020, 12:00pm Noon
Hauser Room**

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

ALSO PRESENT: City Clerk Sturn, Deputy Director of Community Development & Assessment Schmidt, and Director of Parks & Recreation Kading.

Ald. Lang called the meeting to order at 12:04 p.m.

MINUTES: MSC Godlewski/Kaiser to approve the minutes from the January 7, 2020 meeting, all voting aye.

APPEARANCES: None.

UNFINISHED BUSINESS: None.

Mayor Kaufert entered the meeting at 12:05 p.m.

NEW BUSINESS:

Community Development

Development Agreement for Castle Oak VI Subdivision. Deputy Director Schmidt briefly reviewed his memo dated February 5, 2020 recommending approval of the Castle Oak VI Subdivision Development Agreement. This is the 6th and final phase of Castle Oak. The proposed plat contains 33 single family residential lots along Cavalry Lane. The developer pays the costs up front. The escrow required is approximately \$60,000. Dir. Kaiser clarified for Mayor Kaufert that the 2" mat will be used because they will fill the gap of the two areas that currently have the 2" mat. Dir. Schmidt advised Dir. Easker that there really is no land adjacent to be developed. **MSC Godlewski/Kaiser to recommend Council approve the Development Agreement for Castle Oak VI Subdivision, all voting aye.**

ADJOURNMENT

MSC Godlewski/Kaiser to adjourn at 12:13 p.m., all voting aye.

Respectfully Submitted,



Patricia A. Sturn, WCPC, MMC
City Clerk

STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981

Date: February 19, 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