

Open House in Lobby 6-8 pm – Questions regarding  
2016 street projects



City of Neenah  
**COMMON COUNCIL AGENDA (1)**  
Wednesday, February 3, 2016 - 7:00 p.m.  
Neenah City Hall  
Council Chambers

- I. Roll Call and Pledge of Allegiance.

**PRESENTATION TO THE WINNEBAGO COUNTY MASTER GARDENERS**

**POLICE CHIEF WILKINSON PRESENTATION TO CITIZEN**

- II. Introduction and Confirmation of Mayor's Appointment(s). (None)
- III. Approval of Council Proceedings of January 20, 2016 regular session. (Proceedings and Minutes can be found on the City web site) **(2 & 3) (RollCall-Pro)**
- IV. Public Hearings.
- A. Consider Curb, gutter and HMA (blacktop) pavement construction on Franklin Avenue (Oak to Congress), Higgins Avenue (Laudan to Division) and Columbian Avenue (Oak to Elm). **(4)**
- B. Consider HMA (blacktop) resurfacing on Franklin Avenue (Walnut to Oak), Henry Street (Sherry to Adams) and Lincoln Street (Third to Fourth). **(5)**
- C. Consider sanitary sewer lateral construction on Franklin Avenue (Oak to Congress), Higgins Avenue (Laudan to Division), Columbian Avenue (Oak to Elm), Franklin Avenue (Walnut to Oak), Henry Street (Sherry to Adams), Lincoln Street (Third to Fourth) and Oak Street (Franklin to Doty). **(6)**
- V. Plan Commission report pertaining to the public hearings. (None)
- VI. Consideration of ordinances pertaining to the public hearings. (None)
- VII. Consideration of resolution pertaining to the public hearings. (None)
- VIII. Public Forum.
- A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- IX. Mayor/Council consideration of public forum issues.
- X. Consent Agenda.
- A. Approve beverage operator license applications for Alexandra L. Chiavetta and Amy R. Valleskey. (PSSC)
- B. Approve a temporary Class "B" retail beer license to St. Gabriel's Congregation, 900 Geiger Street, for their Friday Fish Fry events to be held on February 12, 19 & 26, and March 4, 11 & 18, 2016. (PSSC)

- C. Approve a retail reserve "Class B" malt and liquor license application for Charctails, LLC, d/b/a Town Council Kitchen and Bar, 133 W. Wisconsin Avenue, Sean Hathaway-Casey, agent. (PSSC)
  - D. **(RollCall-Pro)**
- XI. Reports of standing committees and consideration thereof.
- A. Regular Public Services and Safety Committee meeting of January 26, 2016: (Minutes can be found on the City web site) **No Report. (7)**
  - B. Regular Finance and Personnel Committee meeting of January 25, 2016: (Minutes can be found on the City web site) **(8)**
    - 1. Committee recommends Council adopt Resolution 2016-7 Authorizing Withdrawal by the City of Neenah from the Local Government Property Insurance Fund. (Resolution to follow)
- XII. Reports of special committees and liaisons and various special projects committees and consideration thereof.
- A. Regular Plan Commission meeting of January 26, 2016: (Cancelled)
  - B. Park & Recreation Commission meeting of January 21, 2016: (Minutes can be found on the City web site) (Ald. Kunz) **(9)**
    - 1. Commission endorsed the recommendation of the Selection Committee, and recommends Michael Kading to Council as the next Director of Parks and Recreation. **(RollCall-Pro)**
  - C. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee meeting of January 26, 2016: (Minutes can be found on the City web site) (Vice Chairman Stevenson) **(10 & 11)**
    - 1. Committee recommends the City of Neenah and City of Menasha Common Councils approve the Tentative Agreement with Local 275 as outlined in the January 14, 2016 summary and subject to ratification by Local 275 IAFF. **(RollCall-Pro)**
    - 2. Committee recommends the City of Neenah Common Council approve Station 32's remodeling project and approve JAK Enterprises to complete the cabinets, counter/desks and window sills, NMFR staff will remove, and re-install, the desk tops to receive a \$500 credit for a total price of \$11,600.00. Approve Watters Plumbing to make plumbing changes at a cost of \$1,513.00 and Bauer Electric to complete the electrical work at a cost of \$830.00. Authorize NMFR to purchase a kitchen sink and LED lighting at a cost of \$652.88. The final cost of the total project to be \$14,595.88. **(RollCall-Pro)**
  - D. Board of Public Works meeting of January 26, 2016: (Minutes can be found on the City web site) **(12)**
    - 1. Information Only Items:
      - a) Board approved Change Order No. 1 Contract 6-15 HMA Pavement Repair 2 to Northeast Asphalt, Inc., Greenville for (\$93,430.68).
    - 2. Council Action Items:
      - a) Final Payment Contract 3-15 Epoxy Pavement Marking to Guide Lines Pavement Marking, LLC, Rio for \$24,925.58. **(13) (RollCall-Pro)**

- b) Board recommendation regarding Final Payment Contract 6-15 HMA Pavement Repair 2 to Northeast Asphalt, Inc., Greenville for \$89,200.95. **(14) (RollCall-Pro)**
- E. Landmarks Commission
  - 1. Report from the Landmarks Commission – Alderman Lang
- F. Bergstrom Mahler Museum
  - 1. Report from the Bergstrom Mahler Museum – Alderman Lang
- G. Reports on neighborhood groups.
  - 1. Business Improvement District Board (BID Board) – Alderman Erickson
- XIII. Presentation of ordinances and resolutions and consideration thereof.
  - A. **Resolution No. 2016-07** Authorizing Withdrawal by the City of Neenah from the Local Government Property Insurance Fund. **(15) (RollCall-Pro)**
- XIV. Presentation of petitions.
  - A. Any other petition received by the City Clerk’s Office prior to the Common Council meeting.
- XV. Council Directives. **(16)**
- XVI. Unfinished Business.
- XVII. Presentation of communications, claims, memorials, accounts and other new business.
  - A. Mayor Kaufert’s appointment to fill the unexpired term of Rosemarie Steinke on the Committee on Aging, term expires September 2016. (To be made at the February 17, 2016 Council meeting)
  - B. Mayor Kaufert’s appointment to fill the vacant position of Debbie Ramus on the BID Board – term expires December 2016. (To be made at the February 17, 2016 Council meeting)
  - C. Any announcements/questions that may legally come before the Council.
  - D. The Council will convene into closed session as the Committee of the Whole pursuant to Wis. Stat. Sec. 19.85(1)(e) for the purpose of discussing bargaining strategy for possible amendment to the lease termination agreement with Fox Valley Energy for the ground lease at 231 Millview Drive.
  - E. Adjournment.

**“Neenah City Hall is accessible to the physically disadvantaged. If special accommodations are needed please contact the Neenah City Clerk’s Office at 886-6100 at least 24 hours in advance of the meeting.”**

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

Wednesday, January 20, 2016 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., January 20, 2016 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Aldermen Lendrum, Bates, Hillstrom, Pollnow, Erickson, Lang, Ramos, Kunz and Stevenson, City Attorney Godlewski and City Clerk Sturn.

Also Present: Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Police Chief Wilkinson, Police Officer Franzke, his fiancé Amanda and friend & family, several members of the Neenah Police Department, Rev. Tony Fuller of First United Methodist Church, City Financial Advisor Brad Viegut, Forrest Bates, Brandon & Lisa Robak, Janice & Tracy Lamb, Mark Mitchell, Jake Lamb, Megan Healy, Brian & Patricia LaTonzea, Jim & Jan Runnerstrom, David Shrofe, Bill Escribano, Pat & Kim Breen, Paul Geibel, Jae Cho, Travis Beyer, Eric Hanneman, David Salzwedel and Troop 10 Boys Scouts from the First United Methodist Church.

Mayor Kaufert called the meeting to order at 7:15 pm.

### **Introduction and Confirmation of Mayor's Appointment(s)**

- I. **MSCRP Ramos/Stevenson to confirm Mayor Kaufert's appointment of Amanda Louden to the Park & Recreation Commission – term expires December 2017, all voting aye.**
- II. **MSC Stevenson/Pollnow to confirm Mayor Kaufert's appointment of Forrest Bates on the Neenah-Menasha Sewerage Commission, term expire December 2017, all voting aye.**
- III. **MSCRP Stevenson/Ramos to ratify Mayor Kaufert's appointment of Wayne Streck as Fox Cities Room Tax Commissioner for the City of Neenah for a term to begin January 4, 2016 and expire the third Monday in April 2017, all voting aye.**
- IV. **MSCRP Stevenson/Ramos to ratify Mayor Kaufert's appointment of himself to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority, term expires April 2017, all voting aye.**

### **Council Proceedings**

- I. **MSCRP Pollnow/Kunz to approve the Council Proceedings of January 6, 2016 regular session, all voting aye.**

**MSC Ramos/Bates to amend agenda to move up agenda items: XII (B) Report from the Community Development Authority, XI (D) Report from the Special Finance &**

**Personnel Committee meeting of January 20, 2016 and XIII (B) Resolution No. 2016-01 to refund \$3.5 million of the 2008 CDA Lease Revenue Bonds, with staff to continue to evaluate the proper timing to recommend the issuance of up to \$6.5 million to finance 2016 Capital Projects, all voting aye.**

XII. Reports of special committees and liaisons and various special projects committees and consideration thereof.

B. Ald. Hillstrom reported from the Community Development Authority meeting of January 20, 2016:

1. **MSC Ramos/Stevenson to waive the 24-hour rule relative to providing minutes for Council consideration and action, all voting aye.**
2. The CDA approved the Resolution Approving an Amended and Restated Lease with the City of Neenah; and authorizing the borrowing of \$3,500,000 and the issuance and sale of Community Development Lease Revenue Refunding Bonds, Series 2016 Thereof. (Resolution to follow)

XI. Reports of standing committees and consideration thereof.

D. Special Finance and Personnel Committee meeting of January 20, 2016:

1. **MSC Pollnow/Stevenson to waive the 24-hour rule relative to providing minutes for Council consideration and action, all voting aye.**
2. The Committee recommended the Council adopt Resolution No. 2016-06 Approving the Amended and Restated Lease of Certain Property and Improvements by the City and Approving the Issuance of \$3,500,000 Community Development Authority Lease Revenue Refunding Bonds, Series 2016 by the Community Development Authority and Related Documents and Transactions. (Resolution to follow)

XIII. Presentation of ordinances and resolutions and consideration thereof.

B. **Resolution No. 2016-06** Approving the Amended and Restated Lease of Certain Property and Improvements by the City and Approving the Issuance of \$3,500,000 Community Development Lease Revenue Refunding Bonds, Series 2016 by the Community Development Authority and Related Documents and Transactions was presented.

1. **MSCRP Stevenson/Ramos to adopt Resolution No. 2016-06, all voting aye.**

### Consent Agenda

I. **MSCRP Pollnow/Ramos to approve the Consent Agenda as follows:**

- A. **Approve beverage operator license applications for Ann M. Garcia, Brittany L. Schmidt and Sebastian B. Schulz (PSSC)**
- B. **Approve the beverage operator license application (new) for Derek W. Wienandt contingent upon payment of delinquent utility bill of \$136.66 and any other outstanding City fees. (PSSC)**

- C. **Approve the Retail “Class A” Liquor (Cider Only) application for Kwik Trip, Inc., d/b/a Tobacco Outlet Plus 526, 501 S. Commercial Street, Jennifer Ross, agent, contingent upon passing all inspections. (PSSC)**
- D. **All voting aye.**

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

- I. Chairman Hillstrom reported the regular meeting of January 12, 2016:
  - A. Committee recommends Council approve purchase of a pool sound system using remaining 2015 CIP funds of \$5,623 with the balance coming from the 2016 Operating Budget. **MS Hillstrom/Lendrum.**
    - 1. Ald. Bates realized the importance of his purchase. She asked for a friendly amendment to include the total cost of \$6,000 in the motion.
    - 2. Ald. Hillstrom/Lendrum both agreed with the friendly amendment indicating the total of \$6,000.
    - 3. **The original motion to approve the purchase of a pool sound system using remaining 2015 CIP funds of \$5,623 with the balance coming from the 2016 Operating Budget, with the friendly amendment to include the total cost of \$6,000, carried by the RollCall-Pro System, all voting aye, Ald. Stevenson voting nay.**
  - B. Committee recommends Council approve purchase of 250 Start Lighting 45W LED lamps and 250 clear polycarbonate globes from Bauer Electric for a total price of \$38,000 with funding to come from the budgets for the Wisconsin Avenue lighting conversion, the Oak Street Bridge lighting conversion and the Church Street Ramp lighting conversion. **MSCR Hillstrom/Lendrum, all voting aye.**
  - C. Committee recommends Council approve extending the abandonment date for Investment Creations, LLC, d/b/a ERA Ballroom liquor license to June 30, 2016. **MSCR Hillstrom/Lendrum, all voting aye, Ald. Pollnow voting nay.**

### **Finance & Personnel Committee**

- I. Chairman Ramos reported the regular meeting of January 11, 2016:
  - A. Committee recommends Council approve the 2016 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. **MSCR Ramos/Kunz, all voting aye.**
  - B. Committee recommends Council grant staff the authority to negotiate enhanced vacation with prospective employees without Finance Committee approval. **MSCR Ramos/Kunz, all voting aye.**

### **Plan Commission**

- I. Ald. Bates reported the regular meeting of January 12, 2016:


- A. Committee recommends Council approve Resolution No. 2016-05, establishing the Public Participation Plan for the City of Neenah 2040 Comprehensive Plan update. (Resolution to follow)

**Resolution**

- I. **Resolution No. 2016-05** establishing the Public Participation Plan for the City of Neenah 2040 Comprehensive Plan update was presented.
  - A. **MSCRIP Stevenson/Bates to adopt Resolution No. 2016-05, all voting aye.**

**Adjournment**

- I. **MSC Stevenson/Pollnow to adjourn at 9:08 p.m., all voting aye.**

  
Patricia A. Sturn, WCPC/MMC

## **COMMON COUNCIL MINUTES**

Wednesday, January 20, 2016 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., January 20, 2016 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Aldermen Lendrum, Bates, Hillstrom, Pollnow, Erickson, Lang, Ramos, Kunz and Stevenson, City Attorney Godlewski and City Clerk Sturn.

Also Present: Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Police Chief Wilkinson, Police Officer Franzke, his fiancé Amanda and friend & family, several members of the Neenah Police Department, Rev. Tony Fuller of First United Methodist Church, City Financial Advisor Brad Viegut, Forrest Bates, Brandon & Lisa Robak, Janice & Tracy Lamb, Mark Mitchell, Jake Lamb, Megan Healy, Brian & Patricia LaTonzea, Jim & Jan Runnerstrom, David Shrofe, Bill Escribano, Pat & Kim Breen, Paul Geibel, Jae Cho, Travis Beyer, Eric Hanneman, David Salzwedel and Troop 10 Boys Scouts from the First United Methodist Church.

Mayor Kaufert called the meeting to order at 7:15 pm.

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

### **Swearing in Ceremony for Police Officer Nathan Franzke**

- I. Police Chief Wilkinson introduced newly hired Police Officer Nathan Franzke and welcomed him back to the Neenah Police Department. Nathan served as a CSO for 2-1/2 years on the Neenah Police Department before leaving for a Deputy position in Waukesha County. Chief Wilkinson gave a brief history of his background and qualifications. His fiancé Amanda, his mother & father, Sue & Gregg and friends & relatives were present to witness the ceremony with Nathan. His fiancé Amanda held the bible while Clerk Sturn administered the oath of office. Rev. Tony Fuller, First United Methodist Church, blessed Nathan's badge. Nathan's fiancé Amanda pinned on his badge.
  - A. Nathan thanked everyone for this opportunity to return to the City of Neenah. The City of Neenah gives him more of a "home" feeling than Waukesha. He thanked his fiancé & family for supporting him in this decision. He looks forward to a long career with the City of Neenah.

### **Presentation by Rotary Club of Neenah**

- I. Dave Salzwedel, President of the Neenah Rotary Club gave a brief presentation on their club and the service work they do. The Neenah Rotary has been a great experience for him. He thanked the Council for the opportunity to do this presentation. Last year was the 90<sup>th</sup> Anniversary of the Neenah Rotary. He thanked Mayor Kaufert and Ald. Lendrum & Hillstrom for attending their meetings.



He also thanked Ald. Lang for serving as their historian. He left a brochure for each of the Aldermen.

### **Introduction and Confirmation of Mayor's Appointment(s)**

- I. Ald. Hillstrom gave a brief history of Amanda Loudon's background and qualifications indicating he is happy to have someone with her quality on the Parks Commission.
  - A. **MSCRП Ramos/Stevenson to confirm Mayor Kaufert's appointment of Amanda Loudon to the Park & Recreation Commission – term expires December 2017, all voting aye.**
  
- II. **MSC Stevenson/Pollnow to confirm Mayor Kaufert's appointment of Forrest Bates on the Neenah-Menasha Sewerage Commission, term expire December 2017, all voting aye.**
  - A. Mayor Kaufert introduced Forrest Bates his recommended appointee to the Neenah-Menasha Sewerage Commission and asked him to say a few words.
  - B. Forrest Bates thanked the Council for the appointment. He looks forward to learning about sewerage.
  - C. City Clerk Sturn administered the oath to Forrest Bates.
  
- III. **MSCRП Stevenson/Ramos to ratify Mayor Kaufert's appointment of Wayne Streck as Fox Cities Room Tax Commissioner for the City of Neenah for a term to begin January 4, 2016 and expire the third Monday in April 2017, all voting aye.**
  
- IV. **MSCRП Stevenson/Ramos to ratify Mayor Kaufert's appointment of himself to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority, term expires April 2017, all voting aye.**

### **Council Proceedings**

- I. **MSCRП Pollnow/Kunz to approve the Council Proceedings of January 6, 2016 regular session, all voting aye.**

**MSC Ramos/Bates to amend agenda to move up agenda items: XII (B) Report from the Community Development Authority, XI (D) Report from the Special Finance & Personnel Committee meeting of January 20, 2016 and XIII (B) Resolution No. 2016-01 to refund \$3.5 million of the 2008 CDA Lease Revenue Bonds, with staff to continue to evaluate the proper timing to recommend the issuance of up to \$6.5 million to finance 2016 Capital Projects, all voting aye.**

- XII. Reports of special committees and liaisons and various special projects committees and consideration thereof.
  - B. Ald. Hillstrom reported from the Community Development Authority meeting of January 20, 2016:

1. **MSC Ramos/Stevenson to waive the 24-hour rule relative to providing minutes for Council consideration and action, all voting aye.**
  2. The CDA approved the Resolution Approving an Amended and Restated Lease with the City of Neenah; and authorizing the borrowing of \$3,500,000 and the issuance and sale of Community Development Lease Revenue Refunding Bonds, Series 2016 Thereof. (Resolution to follow)
    - a) City Financial Advisor Brad Viegut advised that the CDA and the City were in the bond market today to refinance outstanding debt related to TID #8. This is a \$3.5 million dollar issue that exchanges higher interest rate debt with lower interest rate debt. They are not borrowing money for new projects, just exchanging higher rates for lower rates. Annual savings through 2032 was approximately \$25,000 and in total, the present value savings is nearly \$310,000. Overall the savings is roughly \$5-10,000 greater on an annual basis than originally anticipated when this was brought forward back in November/December. The overall interest rate on the sixteen year obligation is 2.82%. Standard & Poor's assigned a "AA-" bond rating to the obligation which is a very high quality bond rating for a lease revenue bond issue. That is only a one notch differential from the City's General Obligation rating of AA which is the third highest rating Standard & Poor's issues.
- XI. Reports of standing committees and consideration thereof.
- D. Special Finance and Personnel Committee meeting of January 20, 2016:
    1. **MSC Pollnow/Stevenson to waive the 24-hour rule relative to providing minutes for Council consideration and action, all voting aye.**
    2. The Committee recommended the Council adopt Resolution No. 2016-06 Approving the Amended and Restated Lease of Certain Property and Improvements by the City and Approving the Issuance of \$3,500,000 Community Development Authority Lease Revenue Refunding Bonds, Series 2016 by the Community Development Authority and Related Documents and Transactions. (Resolution to follow)
- XIII. Presentation of ordinances and resolutions and consideration thereof.
- B. **Resolution No. 2016-06** Approving the Amended and Restated Lease of Certain Property and Improvements by the City and Approving the Issuance of \$3,500,000 Community Development Lease Revenue Refunding Bonds, Series 2016 by the Community Development Authority and Related Documents and Transactions was presented.
    1. **MSCRPs Stevenson/Ramos to adopt Resolution No. 2016-06, all voting aye.**

### **Public Forum**

- I. Jake Lamb, 221 Kraft Street, owner of Pump N Munch, 101 W. Bell Street, indicated he was disappointed in how the Public Services & Safety Committee went discussing his efforts to allow the sale of beer in gas stations. He feels the process is broken. He was denied with no vote and/or no explanation. He is not the enemy here. He does not deserve the silent treatment. He expressed concern that he was only trying to change a 40 year old ordinance that is outdated. He feels this is a vote as to whether the Council supports small businesses the same way they treat the big businesses. This is referring to the ordinance change to assure Festival Foods would build in Neenah. He donates time and money to be a part of this community. He asked that this be put on a future Council agenda to at least get a vote on the topic. He thanked the Council for their time.
- II. Megan Healy, 1211 Skyview Drive, an Attorney at Di Renzo & Bomier, supported Mr. Lamb's efforts to allow the sale of beer in gas stations. She is very disappointed that no one bothered to support him in his request. Like him, she owns a small business in this community. Like him, she donates time and dollars to help the community. She expressed concern over the City helping the big businesses but not the small businesses. She hopes the Council takes his request into consideration and votes in favor of changing the ordinance.
- III. Mark Mitchell, 2254 Henry Street, neighbor to Pump N Munch, questioned why the Council would not support Mr. Lamb's gas station and allow him to sell beer. He does not see an issue with allowing beer sales. He asked the Council to support the small businesses.
- IV. Brian LaTonzea, 1436 Seymour Court, supported selling beer at Pump N Munch and other gas stations in the City. It would be more convenient.
- V. David Shrofe, 218 Whitenack Court, supported the Council taking another vote on the issue of selling beer in gas stations.
- VI. Jim Runnerstrom, 709 Elm Street, supported Jake Lamb. He does not see an issue selling beer in gas stations. He sees what Jake has done to help the youth in this area and feels he should be heard.
- VII. Bill Escribano, 107 Lexington Court, supported Jake Lamb and Pump N Munch, indicating the old ordinance is out dated. He asked the Council to reconsider changing this 40 year old ordinance.
- VIII. There being no further appearances, Mayor Kaufert declared the public forum closed at 8:09 pm.

### **Mayor/Council Consideration of Public Forum Issues**

- I. Ald. Lendrum clarified that she DOES support small businesses. Her recent conversation with Jake lead her to believe Jake & her do not agree. She explained

that due to the lack of a motion, the issue died in Committee. No vote was taken. No one wanted to change the status quo. She apologized for not explaining this at the meeting. It is rare they get an audience that questions the process. She explained to Jake that she can call Clerk Sturn to find ways to put this back on the agenda.

- II. Ald. Pollnow expressed concern over the process. Typically in a committee meeting the process is for the committee to make a recommendation to the Council. Another action might be to have City Atty. Godlewski draft something and bring it back for approval. In some instances, a petition is filed with the City Clerk and presented to the Council to refer it to a committee. He recommends taking that route. He feels this is a fairness issue. He understands both sides of the discussion but definitely feels pigeon holing one type of business does not make sense.
- III. Ald. Kunz asked for clarification that if the committee would have made a recommendation either way and took a vote, that would come before the Council.
  - A. City Atty. Godlewski clarified that is correct. Actions by the committee must be reviewed by the Council unless the Council delegates that authority to the Committee to make a final decision. Had the committee directed him to draft something to consider, that would just go back to the committee.
  - B. Ald. Kunz asked the legal ramifications of not taking a vote at all.
  - C. City Atty. Godlewski indicated he does not know what the committee members were thinking. There is not obligation that the committee take action or not take action. He clarified the change in the ordinance being referenced indicating the only change in the ordinance was to allow businesses whose majority of sales are not alcohol to sell alcohol from a separate room but also allow those sales to take place at a register in the larger facility. Businesses that do not have a majority of alcoholic sales have always been able to sell fermented malt beverages or beer.
- IV. Ald. Bates clarified that this is not big business versus small businesses. Neenah has a lot of small businesses that sell alcohol. It's the idea of selling alcohol and gasoline that started this 40 years ago. We have laws that do not allow alcohol in the parks. Just because a law is old does not mean it is archaic or wrong. It just means Neenah has chosen to be a family minded area.
- V. Ald. Stevenson indicated at the first meeting this was discussed, the committee requested from the City Atty. Additional information regarding history, definition, authority and process so it could be addressed. As that first meeting ended, he explained what that action accomplished. It was purely a fact finding request of the committee to the City Attorney. There was no instruction to bring back an ordinance change. The committee received that information and heard input that was very strong in one direction. They vetted the information to a level they deemed appropriate and short of attempting to create an ordinance consistent with Jake's request, he deemed it not his responsibility to try to interpret Jake's specific request. He since has asked Jake to submit in writing to him the ordinance change he would like to see.

- A. Jake Lamb advised Ald. Stevenson that he did send that email.
- B. Ald. Stevenson indicated he just saw the mail in his in box. This will help him understand the scope, depth and breadth of his request.

### **Consent Agenda**

- I. **MSCRIP Pollnow/Ramos to approve the Consent Agenda as follows:**
  - A. **Approve beverage operator license applications for Ann M. Garcia, Brittany L. Schmidt and Sebastian B. Schulz (PSSC)**
  - B. **Approve the beverage operator license application (new) for Derek W. Wienandt contingent upon payment of delinquent utility bill of \$136.66 and any other outstanding City fees. (PSSC)**
  - C. **Approve the Retail "Class A" Liquor (Cider Only) application for Kwik Trip, Inc., d/b/a Tobacco Outlet Plus 526, 501 S. Commercial Street, Jennifer Ross, agent, contingent upon passing all inspections. (PSSC)**
    - 1. Ald. Bates questioned the cider only license.
    - 2. City Atty. Godlewski advised that Wis. Act 55 changed state law to allow Class "A" Malt establishments to sell cider as well. This is mandated and overrides the City's ability to regulate.
  - D. **All voting aye.**

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

- I. Chairman Hillstrom reported the regular meeting of January 12, 2016:
  - A. Committee recommends Council approve purchase of a pool sound system using remaining 2015 CIP funds of \$5,623 with the balance coming from the 2016 Operating Budget. **MS Hillstrom/Lendrum.**
    - 1. Superintendent Olson advised Ald. Bates that the total cost is \$6,000.
    - 2. Ald. Stevenson advised Ald. Pollnow that his reason for voting against this in committee was that the Council has been requested on a number of occasions to utilize unspent dollars within the Capital budget to fund other things and in some cases, like this one, for an item that does not even appear in the five year plan. He does not think it is an unwise utilization of dollars, he just feels it should have been included in the five year plan.
    - 3. Ald. Bates realized the importance of his purchase. She asked for a friendly amendment to include the total cost of \$6,000 in the motion.
    - 4. Ald. Hillstrom/Lendrum both agreed with the friendly amendment indicating the total of \$6,000.
    - 5. Mayor Kaufert pointed out this would need a 2/3 vote as it is a change to the budget.
    - 6. Ald. Kunz added that as this budget gets tighter, we are shifting more levy dollars to borrowed dollars. These type of requests seem to be more frequent. At some point, we need to decide how to handle these issues as they come up.

7. Mayor Kaufert indicated that would be a policy discussion for the Council and a task that the Dir. of Finance could give some input into. Many times, these types of requests come to him or Dir. Easker and they never get to the Council because he determines that he would prefer to wait.
  8. Dir. Easker added that Ald. Kunz is correct in that we have had to address the budget process, changes, etc. based on the levy limits and expenditure restraint limits. There is always that balance of doing that and still leaving the City and department heads the flexibility to bring things like this to the Council that may not have been anticipated.
  9. **The original motion to approve the purchase of a pool sound system using remaining 2015 CIP funds of \$5,623 with the balance coming from the 2016 Operating Budget, with the friendly amendment to include the total cost of \$6,000, carried by the RollCall-Pro System, all voting aye, Ald. Stevenson voting nay.**
- B. Committee recommends Council approve purchase of 250 Start Lighting 45W LED lamps and 250 clear polycarbonate globes from Bauer Electric for a total price of \$38,000 with funding to come from the budgets for the Wisconsin Avenue lighting conversion, the Oak Street Bridge lighting conversion and the Church Street Ramp lighting conversion. **MS Hillstrom/Lendrum.**
1. Ald. Bates questioned if the new globes look like the old ones.
  2. Dir. Kaiser advised that the new ones are a clear polycarbonate globe just like the old ones. They intend to replace what is out there and salvage those in good condition for use as a backup for the time being.
  3. Ald. Pollnow expressed the importance of quantify the savings. He asked Dir. Kaiser the mechanism he is using to do this.
  4. Dir. Kaiser indicated in the past he has provided information to the Sustainable Neenah Committee using a spreadsheet. He will use a spreadsheet to track this savings as well.
  5. **The motion carried by a 9-0 RollCall-Pro System vote, all voting aye.**
- C. Committee recommends Council approve extending the abandonment date for Investment Creations, LLC, d/b/a ERA Ballroom liquor license to June 30, 2016. **MS Hillstrom/Lendrum.**
1. Ald. Pollnow asked if anyone is waiting for a license.
  2. Clerk Sturn advised that the one name on our waiting list has decided to apply for a \$10,000 Reserve Licenses. They are waiting to discuss the process for reimbursement through the grant with Dir. Haese. Then there will be no one on the list. She advised that this license is our last regular license with no reserve fee attached. The applicant for the Reserve License would like to be put on the list for the first available regular license.
  3. City Atty. Godlewski reminded that the Council approved a grant program to reimburse the \$10,000 initial fee based on expenditures

- of the developer of the property. That is found in Ordinance Sec. 4.92(d).
4. Mayor Kaufert advised that the ability to reimburse that initial fee was taken away in the Governor's budget but it was vetoed.
  5. Ald. Bates asked there targeted opening date.
  6. Clerk Sturn advised they are looking at opening on February 4<sup>th</sup>. She clarified that one other Reserve License was issued to Uncorked on Wisconsin Avenue. Once a regular license became available they did apply and now hold a regular license. We currently have only (10) Reserve Licenses available. The grant reimbursement was not discussed in committee because the applicant just came in today to apply for that license. It will go before the committee February 23<sup>rd</sup>.
  7. Dir. Haese further explained if the applicant makes a \$10,000 investment in the property that money can be refunded through the grant process. This is a municipal grant not through the state.
  8. Ald. Pollnow indicated he will not be supporting this.
  9. Ald. Kunz indicated he supports this as it has a positive impact on our community.
  10. **The motion carried, by an 8-1 RollCall-Pro System vote, all voting aye, Ald. Pollnow voting nay.**

#### **Finance & Personnel Committee**

- I. Chairman Ramos reported the regular meeting of January 11, 2016:
  - A. Committee recommends Council approve the 2016 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. **MSCRП Ramos/Kunz, all voting aye.**
  - B. Committee recommends Council grant staff the authority to negotiate enhanced vacation with prospective employees without Finance Committee approval. **MSCRП Ramos/Kunz, all voting aye.**

#### **Plan Commission**

- I. Ald. Bates reported the regular meeting of January 12, 2016:
  - A. Committee recommends Council approve Resolution No. 2016-05, establishing the Public Participation Plan for the City of Neenah 2040 Comprehensive Plan update. (Resolution to follow)

#### **Community Development Authority Update**

- I. Dir. Haese advised that internal staff met with the contractor for the Site 7 redevelopment and the anticipation construction to begin in April of this year.

#### **Library Board**

- I. Ald. Erickson reported from the Library Board Meeting of January 20, 2016:
  - A. Program attendance was up 5% in 2015.

- B. Ald. Erickson invited everyone to visit the Library
- C. Mayor Kaufert advised that he had the pleasure of going over to the Library for the retirement of Judy Osier. Judy retired from the Library after 50 years.

### **Resolution**

- I. **Resolution No. 2016-05** establishing the Public Participation Plan for the City of Neenah 2040 Comprehensive Plan update was presented.
  - A. **MSCRP Stevenson/Bates to adopt Resolution No. 2016-05, all voting aye.**
  - B. Dir. Haese advised that the 2040 Comprehensive Plan will be available on the web site. It can be found under the Community Development Department, click on the tab for Comprehensive Plan.

### **Council Directives**

- I. Ald. Pollnow asked for an update on parking Council Directive since the Parking Task Force met today.
  - A. Dir. Haese advised that the Parking Task Force met this morning and made a recommendation to the Public Services & Safety Committee and ultimately the Council to contract with Newpark. The intent is to have a demonstration of that product before the committee. He and Dir. Kaiser will work with the committee chairman to schedule that. The Parking Task Force and Council is encouraged to attend to see what that product can do and ask questions of the consultant. Hopefully from that point, it moves forward to Council for consideration.

### **Unfinished Business**

- I. Ald. Pollnow asked if there has been any discussion on scheduling the Legislative Review Committee meeting.
  - A. Mayor Kaufert advised that he was in Madison today and asked Legislators to send him a list of issues that could impact the City of Neenah. They just came back into session and should be done by the end of February. Once he sees that list he will add them to the agenda along with the recycling and schedule a meeting of the Legislative Review Committee. He has not seen the requests from municipalities to up the Recycling Grant dollars on their agenda. He asked to be made aware if that is going to move forward as we should take definitive action on it. Mayor Kaufert indicated it is not a good use of any of our time if it is for things that are not going to go anywhere in the Legislature.
  - B. Ald. Erickson asked if we could discuss with Legislators the item discussed in our budget workshops to change law on collections
  - C. Mayor Kaufert indicated that item could be added to that agenda when we meet with Rep. Rohrkaste and Senator Roth.


### **New Business**



- I. Mayor Kaufert's appointment to fill the unexpired term of Ann Teal on the Committee on Aging – term expires September 2016. (To be made at the January 20, 2016 Council meeting)
- II. Mayor Kaufert advised that he will also make an appointment to one of the vacant positions on the Sustainable Neenah Committee.
- III. City Atty. Godlewski advised the Council that the \$50 million dollar lawsuit against the City was dismissed today with prejudice.

**Adjournment**

- I. **MSC Stevenson/Pollnow to adjourn at 9:08 p.m., all voting aye.**

  
Patricia A. Sturn, WCPC/MMC

**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:

**Curb, gutter and HMA (blacktop) pavement construction on the following streets:**

1. Franklin Avenue (Oak to Congress)
2. Higgins Avenue (Laudan to Division)
3. Columbian Avenue (Oak to Elm)

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 Utilities 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 3rd of February 2016, 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 22nd day January 2016.

Patricia Sturn  
City Clerk  
Neenah, Wisconsin

*Publish: January 22, 2016*

**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:

**HMA (blacktop) resurfacing on the following streets:**

1. Franklin Avenue (Walnut to Oak)
2. Henry Street (Sherry to Adams)
3. Lincoln Street (Third to Fourth)

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 3rd of February 2016, 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 22nd day January 2016.

Patricia Sturn  
City Clerk  
Neenah, Wisconsin

*Publish: January 22, 2016*

**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 lateral construction on the following streets:**

- |                                      |  |
|--------------------------------------|--|
| 1. Franklin Avenue (Oak to Congress) | 2. Higgins Avenue (Laudan to Division) |
| 3. Columbian Avenue (Oak to Elm)     | 4. Franklin Avenue (Walnut to Oak)     |
| 5. Henry Street (Sherry to Adams)    | 6. Lincoln Street (Third to Fourth)    |
| 7. Oak Street (Franklin to Doty)     |  |

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 3rd of February 2016, 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 22nd day January 2016.

Patricia Sturn  
City Clerk  
Neenah, Wisconsin

*Publish: January 22, 2016*

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**Tuesday, January 26, 2016 - 7:00 PM**  
**Hauser Room - City Administration Building**

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

**Also Present:** Director of Public Works Kaiser, Assistant Public Works Superintendent Harding, Alderman Pollnow, Alderman Kunz, Ryan Roth, Brandon Robak, Lisa Robak

A quorum of the Common Council was present, but no action of the Council was taken.

**MINUTES: Motion/Second/Carried Lendrum/Bates to approve the minutes of the January 12, 2016, Regular Meeting.** All voting aye

**APPEARANCES:** None

**COUNCIL REFERRALS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Parks and Recreation:** None

**Police Department:** None

**Community Development:** None

**Public Works Department:**

Presentation by Ryan Roth (Habitat for Humanity) Regarding Rock the Block Event: Ryan Roth, Community Development Manager for Habitat for Humanity, addressed the Committee about the "Rock the Block" program. The event will be held from May 2 – May 7. He provided the Committee with a "Frequently Asked Questions" information sheet and a map of the target area. The target area is bounded by the railroad tracks – Main Street/Wisconsin Avenue – Commercial Street and Winneconne Avenue. There are approximately 240 residential properties included in the target area. The program offers property owners within that area the opportunity to have low cost improvements done to their property. The maximum project cost per property is \$3,000. Residential owner-occupied properties can pay the project cost back with a 0% interest deferred loan. Commercial or tenant-occupied property owners must pay project costs up front. Project costs are typically limited to material costs since the labor is provided by volunteers. Event headquarters will be at First Presbyterian Church. He emphasized that the goals of the event are to improve homes in the area, improve the appearance of a neighborhood and increase connections among the residents, which can spur further neighborhood improvement. Committee discussed various aspects of the event including volunteer recruitment, project types, coordinating project refuse removal and age qualifications for volunteers.

Automated Refuse Collection Discussion: Director Kaiser reviewed his January 21, 2016, and October 13, 2015, memo regarding the proposal to convert to automated refuse/recycling collection in the City. The October memo outlined current operations, current operational costs, capital costs related to automated collection, operational adjustments under automated collection, operational costs for automated collection, estimates to convert to private hauler collection, and implementation considerations.

**Public Services and Safety Committee Meeting**  
**January 26, 2016**  
**Page 2**

We currently have 9,177 collection stops. Including time needed to unload at the Winnebago County Landfill, our current collection rate is about 70 stops per hour. Current operations are estimated to cost \$89 per stop per year. Fully automating collection is estimated to cost slightly more than \$2.7 million. This cost is for 5 trucks and approximately 18,400 refuse/recycling carts. Staff projects that the collection cost per stop would remain at \$89 per year even if we assume that one manufacturer's projected collection rate of 90 stops per hour is accurate. The reduced collection time is offset by higher equipment costs.

Director Kaiser reviewed the January memo, which identified a variety of questions and considerations that need to be clarified in order to develop a path for conversion to automated collection including truck type, recycling collection frequency, truck quantity, basic level of service, cart sizes, cart purchase considerations, cart ownership, collection schedule adjustments, holiday collections, expanding refuse and recycling collection service to non-residential property owners, overflow considerations, and transition options. Assistant Superintendent Harding provided a sample of a 65 gallon cart and a 95 gallon cart.

Committee and the aldermen present discussed if this is the direction that the City should take and if so, the appropriate time to proceed. They also discussed a number of aspects of the proposal including the resale or trade-in value of the existing equipment, cart purchase costs if purchased in stages or in a single purchase, maintenance issues with retrofitting existing equipment to handle automated collection, general maintenance of the existing equipment performed by the operators, the landfill hours of operation and the limitations that places on our collection options, the impact of reducing staff on other Public Works operations if collection were privatized, cart size options, cart placement and storage, landlord-tenant considerations in container sizing and ownership, impact on collected recycling volume, cart replacement cycle, the potential inversion of work desirability, sanitation worker recruiting, and feedback from residents on the proposal.

Committee requested that staff collect information from neighboring communities about their method for determining the cart size used at each property. Committee also requested that staff investigate trade-in or resale value for the existing equipment at various points in its life.

Large Item / Metal Drop-Off Site Report - Year-End 2015: Committee reviewed the year-end 2015 summary of the monthly tonnage of metal and large items collected at the Tullar Garage site and curbside. Committee discussed the notable difference in curbside collection tonnage as compared to the drop-off site collection tonnage and the potential to reduce the curbside service schedule for large item and metal collection.

**Motion/Second/Carried Lendrum/Bates to accept the year-end 2015 large item and metal drop-off report and place on file.** All voting aye.

Public Works General Construction and Department Activity:

1. (Contract 3-15, Epoxy Pavement Marking) Final estimate was approved by the Board of Public Works on 01/25/2016. This will go to Council on 02/03/2016.
2. (Contract 5-15, Cured in Place Pipe/Grouting) Work is tentatively set to begin at the beginning of February.

## Public Services and Safety Committee Meeting

January 26, 2016

Page 3

3. (Contract 6-15, Asphalt Pavement Patch) Final estimate was approved by the Board of Public Works on 01/25/2016. This will go to Council on 02/03/2016.
4. (Contract 1-16, Franklin, Higgins, Columbian, Henry and Lincoln) Public hearing notices and property owner information have been sent. The Water Utility wants to take the opportunity to install water main in Oak Street from Franklin to Doty as part of this project. This would allow them to replace 5 problematic long services to properties on Oak Street with shorter, more typical services. In running the water services to that new main, we intend to replace the accompanying sanitary sewer laterals. The affected residents have been notified of the public hearing of the impending sanitary sewer lateral assessment. Our goal is to have a bid opening in mid-February.
5. Staff met with WDNR representatives to discuss the sanitary sewer overflows of early December. They were interested in seeing the efforts that we are making toward improving our system to reduce I/I. We also discussed the public notice requirements, which are new since our last sanitary sewer overflow. The rules are not clear as to how this public notice must be done, so we discussed the alternatives that WDNR finds acceptable. In December, we sent a media release to the Post-Crescent. WDNR has indicated that a website posting would be sufficient. That is the approach that we will take in the future.
6. We received our Local Road Improvement Program allocation from WisDOT for the Bridgewood Drive reconstruction. The allocation was just under \$60,000. We have applied for the 2016-2017 program cycle for 2017 street work on E. Cecil Street. We can substitute a different project if our submitted project is postponed.
7. Through our storm water consultant, staff had asked WDNR about the possibility of diverting a portion of the water treatment plant's intake capacity to a separate treatment basin where it could be treated for phosphorus removal and then discharged back into the lake. The goal would be to have this water quality improvement count toward our current or future Total Maximum Daily Load (TMDL) allocations for our Lake Winnebago basin and potentially have any excess removal credited toward our Fox River basin allocations. Both of those basins have limited opportunity for conventional storm water treatment devices. WDNR has expressed interest in the potential of this operation, but wants to have the concept fleshed out before they make any formal judgment. PW staff and Water Utility staff are looking at the existing plant infrastructure to see how this might be achieved. The Storm Water Utility may proceed with a feasibility analysis if it is determined that this treatment has potential and doesn't conflict with Water Utility needs.

### Licenses:

Beverage Operator License Applications: The Committee reviewed the beverage operator license applications for Alexandra L. Chiavetta and Amy R. Valleskey.

C.A. Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license applications for Alexandra L. Chiavetta and Amy R. Valleskey.** All voting aye

Temporary Class "B" Retail Beer License - St. Gabriel Congregation - Friday Fish Fry Events: The Committee reviewed the request for a temporary Class "B" retail beer license application from St. Gabriel's Congregation for their Friday Fish Fry events. The events are to be held February 12, 19 & 26 and March 4, 11 & 18, 2016.

**Public Services and Safety Committee Meeting  
January 26, 2016  
Page 4**

C.A.

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council grant a temporary Class "B" retail beer license to St. Gabriel's Congregation, 900 Geiger Street, for their Friday Fish Fry events to be held on February 12, 19 & 26, and March 4, 11 & 18, 2016.** All voting aye

Retail Reserve "Class B" Malt and Liquor License Application: Committee reviewed the retail reserve "Class B" malt and liquor license application for Charctails, LLC, d/b/a Town Council Kitchen and Bar, 133 W. Wisconsin Avenue.

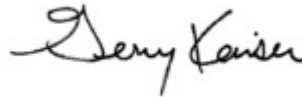
C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve a retail reserve "Class B" malt and liquor license application for Charctails, LLC, d/b/a Town Council Kitchen and Bar, 133 W. Wisconsin Avenue, Sean Hathaway-Casey, agent.** All voting aye

Announcements/Future Agenda Items: Director Kaiser informed the Committee that NuPark, the parking permitting and enforcement solution provider recommended by the Downtown Parking Task Force, will make a presentation at the Feb 9 meeting. Other topics for upcoming agendas are commercial dumpster contract approval, the downtown traffic survey results, and changes to the street use permit process.

**Motion/Second/Carried Lendrum/Stevenson to adjourn at 9:55 p.m.** All voting aye

Respectfully submitted,



Gerry Kaiser  
Director of Public



**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, January 25, 2016 – 7:00 p.m.**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

**Present:** Chairman Ramos, Aldermen Stevenson, Pollnow, Erickson, Kunz; Mayor Kaufert; City Attorney Godlewski; Director of Finance Easker.

**Others Present:** Alderman Lendrum.

**Public Appearances:** None.

**Minutes:** Motion/Second/Carried Pollnow/Stevenson to approve the minutes from the January 11, 2016 Regular Meeting and the January 20, 2016 Special Meeting. All voting aye.

**Resolution 2016-7 Authorizing Withdrawal by the City of Neenah from the Local Government Property Insurance Fund:** Committee reviewed Resolution 2016-7 Authorizing Withdrawal by the City of Neenah from the Local Government Property Insurance Fund (LGPIF) through the State of Wisconsin. Along with a significant number of communities in the state, the LGPIF has been the City's property insurance carrier for well over two decades. The LGPIF has experienced financial difficulties in recent years leading to both significant increases in anticipated premiums for 2016 as well as discussion of the State's intention to eventually discontinue supporting the insurance fund.

At the request of municipalities across the state, the League of Wisconsin Municipalities, Cities and Villages Mutual Insurance Company (CVMIC) and Wisconsin Municipal Mutual Insurance Company has jointly formed the Municipal Property Insurance Company (MPIC) in an effort to provide a viable property insurance alternative for municipalities. The City's insurance policy period with LGPIF expires April 4, 2016. City staff is recommending that the City formally withdraw from LGPIF and contract with MPIC to provide property insurance to the City effective with the new policy period.

Committee and staff discussed various aspects of the proposed resolution. Director Easker explained the role CVMIC, as the City's mutual liability and workers compensation carrier, has played in forming this new company to provide another level of insurance coverage to member/owners. Mayor Kaufert provided information he learned from the State of Wisconsin regarding the problem experienced by LGPIF. He also shared information he learned from the League of Wisconsin Municipalities regarding the positive aspects of and participation levels in MPIC. Alderman Pollnow asked if the City should engage in a bidding process for the insurance services. After discussion, committee consensus was to approve participation in the new MPIC company for the next annual policy period, with the committee to revisit the potential of bidding out the services later in the year.

RESOLUTION

**Motion/Second/Carried Stevenson/Erickson to recommend Council Adopt Resolution 2016-7 Authorizing Withdrawal by the City of Neenah from the Local Government Property Insurance Fund.** All voting aye.

**Purchasing Discussion:** Committee reviewed memo and attachments from Director Easker regarding discussion and changes to purchasing policies and procedures. Committee had requested Director Easker to provide an update and discuss potential changes to existing purchasing protocols. The documents provide historical background from 2008 through 2013. The information included the parameters within which capital equipment purchases are approved, a history of discussion and decisions related to vendor selection throughout the City as well as the role of the Purchasing User Group (PUG).

Committee and staff discussed various aspects of purchasing policies and procedures. Items discussed included the current predominantly decentralized process that uses budget constraints and the expertise of department staff to guide the purchasing of goods and services. Discussion took place on the potential benefits of creating a more centralized process, including a greater emphasis on establishing a standardized list of preferred providers for various purchases. Director Easker highlighted what he saw as the challenges of incorporating far more stringent purchasing protocols without the hiring of a centralized purchasing agent. Discussion took place on justifications for creating such a position in a city the size of Neenah. Discussion also took place as to whether the widely diverse services provided by a full service city (such as police, fire, library, public works, park and recreation, water and sewer, etc.) lends itself to a more centralized or less centralized purchasing process. The need to incorporate LEAN principals when determining the most efficient use of City labor time was also discussed.

Continued discussion took place. Committee members focused on their desire to generate cost savings through a more cost effective way of identifying and choosing City vendors. They also discussed the need to have a more active Purchasing User Group (PUG). By consensus, committee directed Director Easker to convene a PUG meeting in the near future with the instructions that departments begin to identify new strategies within the purchasing process to reduce costs, with the outcome of the meeting reported back to committee for future discussion.

**Discuss 2016-2020 CIP and Borrowing Timelines and Guidelines:** Committee reviewed Proposed 2016-2020 Capital Improvement Plan Timeline Memo from Director Easker. The committee had requested this review to discuss two basic decisions. The first would be to determine if the City would continue to use the CIP process to provide further scrutiny and create standardized budget amendments to the current year adopted capital budget. The second decision was to determine when the borrowing process should begin based upon the current interest rate environment.

Discussion took place on the issues. Items discussed included the recent history of how incorporating budget amendments to the current year provided challenges within the CIP process specifically and capital project planning in general, including how amending the current year capital budget affects the capital borrowing process. Alderman Pollnow questioned whether the current year capital budget should be part of the five-year CIP. Alderman Kunz suggested that only significant changes to events or priorities should trigger amending the capital budget once it had already been adopted. Alderman Erickson asked about the decision making process for implementing projects that were included in the current year capital budget. Alderman Stevenson reminded the committee that amendments to the capital budget can take place any time throughout the year, not just during the CIP process. He indicated he would take the input from this meeting and fashion a process designed to minimize discussion and potential amendments to the current year budget as part of the CIP process.

Continued discussion took place on the borrowing timeline. Upon questioning from the committee, Director Easker said, in the current environment, he would recommend beginning the borrowing process now to allow for the locking in of rates as soon as possible. He said he would use the adopted budget of approximately \$6.5 million as the targeted borrowing amount. Committee directed Director Easker to work with financial advisor Robert W. Baird & Co. to begin the process to borrow for 2016 capital needs identified in the 2016 Adopted Budget.

Meeting adjourned at 9:20 p.m.

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance



**REGULAR MEETING – January 21, 2016**

**MEMBERS PRESENT**

X	Lee Hillstrom	Kate Hancock - Cooke	X	Gary Lawell	
	Peter Kelly	X	Jim Vedder	X	Ted Galloway
X	Judy Zaretzke	X	Christopher Kunz		

**STAFF PRESENT**

X Eileen McCoy, Director of Parks & Recreation  
X Laurie Olson, Superintendent of Recreation  
X Trevor Fink, Superintendent of Parks  
X Jim Kluge, Recreation Supervisor

OTHERS PRESENT: Lisa and Brandon Robak

**MEETING CALLED TO ORDER BY President Hillstrom at 4:35 P.M.**

The Commission welcomed newly appointed Commissioner Amanda Loudon. She is the Program Director for Girls on the Run, a non-profit empowerment and leadership program for girls in grades 3 through 8. She and her family enjoy the parks and programs offered by NPRD, and she is looking forward to helping support those efforts.

**CORRESPONDENCE**

None.

**APPEARANCES**

None.

**MINUTES**

MSC Lawell / Zaretzke to approve the minutes of December 17, 2015. All voting aye.

**BILL VOUCHERS**

Commissioner Hillstrom reviewed the vouchers for December 2015 and found them to be in order.

**MISSION ACTION REPORT**

The report was distributed earlier. The following items were discussed:

- Superintendent Fink notified the Commission of a possible new Eagle Scout project at Memorial Park. The project involves enhancing the existing Veterans memorial, which was also an Eagle project. The new project would create a landscaped area around the flagpole with a seat wall, and possibly the emblems of the 5 US Armed Services. Fink noted Neenah Soccer Club recently donated electric service for this area that will be used to light the flag.
  - Director McCoy informed the Commission that she and Supt. Fink met with Jon Gumtow, a Senior Scientist with Stantec, about habitat restoration at Arrowhead Park. He hopes to involve the Neenah High School Fishing Team in the effort. They will be attending a meeting of the NHS Fishing Team that will include a presentation by a WDNR fishery representative on January 27 to learn more. Jon will be invited to come discuss his ideas with the P&R Commission at the February 18 meeting.
-

- Staff reported on the recent LEAN training. The plan is to use the training to evaluate various processes in all departments.
- Superintendent Olson described the ice rink operation at Washington Park. It is the only rink being maintained this year due to the relatively warm weather.
- Supervisor Kluge reported summer job applications are coming in. The deadline is Feb 5. Olson explained that former employees are not automatically hired back. Everyone is interviewed. It is beneficial to have returning experienced employees.
- McCoy reported the Trestle Project (Loop The Little Lake) fundraising is at the halfway mark. The planning team is working with the architects on elements that can be sponsored, and what amounts to assign to each of those elements. It was agreed that the design should be brought to the Commission for review before construction documents are developed.

### **BUSINESS FOR CONSIDERATION**

- 1) Nominations for 2016 Officers** – Commissioner Vedder, serving as the nominating committee, asked that nomination be turned in to him. He will contact candidates to confirm their willingness to serve and present a slate of officers for election at the February meeting.

Commissioner Galloway entered the meeting at 5:30 PM.

- 2) Discussion of 2016 – 2021 Capital Improvement Program** – Director McCoy presented the existing 2017 – 2020 program that was recommended in April of last year. Staff and Commissioners discussed some issues with the plan. The proposed funding is inadequate for appropriate playground upgrades including ADA access. Carpenter Preserve has been in the program for many years but is continually deferred. The Washington Park tennis courts are in poor shape, but the new Washington Park Master Plan would address that if implemented.

Commissioner Galloway noted that Carpenter Preserve can be used by residents in its current condition. The Master Plan for that park is now 13 years old. Commissioners Kunz, Galloway and Vedder commented on the need to address the Washington Park Master Plan in the CIP while the information is current and relevant. Commissioner Kunz recommended that items having little or no chance of moving forward be removed.

Staff was directed to examine the existing CIP and re-organize the priorities, taking into consideration the new Washington Park Plan and other new items.

Commissioner Lawell asked about the Oak Hill Cemetery water project and how it is related to the Catholic Cemetery. Superintendent Fink explained the project will replace the underground pipe system that connects to the well. The Catholic Cemetery also uses the well, but they have already upgraded their pipe system. Fink further explained that the Catholic Cemetery contributes to the cost of the well and the pump when work is needed. He does not anticipate any other major projects at Oak Hill in the foreseeable future.

MSC Lawell / Vedder to convene in closed session pursuant Wis. Stat. sec. 19.85(1)(c) for the purpose of considering the qualifications and personal histories of candidates for Director of Park & Recreation at 5:43 PM.

The Commission reconvened into regular session at 6:05 PM

Commission President Hillstrom reported the P&R Director Selection Committee consisting of Commissioners Lawell, Zaretzke and Hillstrom had unanimously agreed to recommend Michael Kading to Council as the next Director of Parks and Recreation. **MSC Lawell / Galloway to endorse the recommendation of the Selection Committee, and to recommend Michael Kading to Council as the next Director of Parks and Recreation.** All voting aye.

**LIAISON REPORTS**

**PLANS COMMISSION:** McCoy reported the Plans Commission adopted a resolution establishing a Public Participation Plan for the City of Neenah 2040 Comprehensive Plan. The Parks and Recreation Department will have an opportunity to provide input.

**HARBOR COMMITTEE:** No report.

**SCHOOL BOARD:** No report.

MSC Vedder / Lawell to adjourn at 6:10 PM.

Recorded for the Commission by M. Eileen McCoy, CPRP

**NMFR Joint Finance & Personnel Committee Meeting**  
**January 26, 2016 – 5:30 p.m.**  
**Hauser Room – City of Neenah**

Present: Ald. Stevenson, Keehan, Benner and Kunz

Excused: Ald. Ramos and Taylor

Also Present: Chief Auxier, Director Steeno, Director Easker, CA Godlewski, Director Barber and MA Theisen.

Public: Ald. Pollnow, Jamie Leonard and Jim Dunbar

Ald. Benner called the meeting to order at 5:34 p.m.

Public Forum: No members of the public chose to speak.

Minutes: The Committee reviewed the December 8, 2015 meeting minutes. **MSC Stevenson/Kunz to approve the December 8, 2015 meeting minutes, all voting aye.**

**MSC Stevenson/Keehan to have item #8, consideration and action of the Tentative Agreement between the Cities of Neenah and Menasha and Local 275 IAFF, reviewed at this time, all voting aye.**

Tentative Agreement between the Cities of Neenah and Menasha and Local 275 IAFF: CA Godlewski reviewed the summary of the Tentative Agreement between the Cities of Neenah and Menasha and Local 275 IAFF with the Committee members. It was noted that this will not take effect until this is approved by both City Councils and it also has to be ratified by the union. Discussion was held regarding the health insurance changes to the contract, Side Letter #4's only change is the date the union members can pick scheduled vacation for the upcoming year, and changes for accumulated sick leave language. Clarification was given regarding the light duty language for work and non-work related injuries. **MSC Stevenson/Keehan recommends the City of Neenah and City of Menasha Common Councils approve the Tentative Agreement with Local 275 as outlined in the January 14, 2016 summary and subject to ratification by Local 275 IAFF, all voting aye.**

5:50 p.m. CA Godlewski and Director Barber left the meeting.

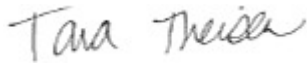
Monthly Budget Report: Chief Auxier noted the budget report is not available at this time as the City of Neenah Finance Department is processing invoices from 2015 until the end of the month. There should be a report available at the next meeting. He said he is anticipating a return of around \$120,000 of unused funds from 2015's budget.

2015 Year-To-Date Activity and Automatic Aid Reports: The Committee reviewed the 2015 activity, automatic aid reports and NMFR's 2015 Call and Activity Summary. The Committee commended the Department for the end of the year summary and asked Chief Auxier to present this information during an upcoming Common Council meeting. They felt a 5-10 minute review is more beneficial versus handing it out in a Council packet for people to try to read at a later date. Chief Auxier said he would ask DC Voss to put this together and would work with both City Clerks to add this to a future agenda. **MSC Stevenson/Keehan to approve the 2015 Year-to-Date Activity and Automatic Aid reports and place on file, all voting aye.**

February Meeting: Chief Auxier asked for consideration of re-scheduling the February 23, 2016 meeting and would like to reschedule this to February 16, 2016 and it will be in the City of Menasha. Ald. Kunz is unavailable. MA Theisen will contact Ald. Taylor and Ramos to find out their availability and will notify everyone once she finds out if there is a quorum.

**MSC Stevenson/Keehan to adjourn at 6:15 p.m., all voting aye.**

Respectfully Submitted,

A handwritten signature in cursive script that reads "Tara Theisen".

Tara Theisen  
Management Assistant





## **Memorandum**

---

**TO:** NMFR Joint Finance & Personnel Committee Members

**FROM:** Fire Chief Al Auxier

**DATE:** January 19, 2016

**RE:** Station 32 Cabinet, Counter/Desk & Window Sill Upgrade

The City of Neenah's 2016 Capital Improvement budget includes \$15,000 to update kitchen cabinets, dormitory counters/desks and windowsills at Station 32 (125 E. Columbian Ave.). We have received quotes and would like to move forward with this project. Enclosed you will find quotes from two different companies.

The first quote is from Tuttle Lake Woodworking. Their portion of the work includes three estimates, #3189, #3190 and #3191, for a total cost of \$20,891.00.

The second quote is from JAK Enterprises. Their portion of the work includes two estimates, #1 and #2, for a total cost of \$12,100.00. Please note this price can be reduced by \$500 if our staff will remove and re-install the desk tops. Our staff is willing to complete this so the actual cost for JAK Enterprises would be \$11,600.00.

The two above quotes do not include the additional work that would need to be completed for this project. This includes changing the kitchen sink and disposal plumbing and adding an additional water supply for an ice maker. We also obtained quotes for this work. The first quote is from Ogden Plumbing for \$2,646.28 and the second is from Watters Plumbing for \$1,513.00.

It should be noted, at this time we do not have an ice maker at any of our stations. When we have major incidents, especially in the warmer weather, we need rehab at the scene for the firefighters. The installation of the ice maker will allow us to make, package and store the ice at Station 32 for daily and emergency use. Command 32 will continue to carry a supply of ice and water in their vehicle and we will be able to go to one place to quickly gather more supplies and deliver them to the scene.

Electrical work will be needed for this project and we received one quote for this from Bauer Electrical. In November and December we had lights changed to LED at Station 32. This was partially funded through a Focus on Energy Rebate and if it was done by December 31<sup>st</sup> there was an additional 5% rebate incentive. Bauer Electrical was the contractor who completed this project. During this project, it was found some of the lights Fixtures were not compatible with the LED conversion. They changed these few lights out at no additional charge. Due to this experience, I am very comfortable in choosing them to do the electric work. Their quote for the project is \$830.00.

There are two additional items that we need and would purchase, and install, on our own to save money. This would be a new sink for a total of \$419.00 and LED under Cabinet Lighting for \$233.88.

I asking NMFR's Joint Finance Committee for consideration in recommending the City of Neenah Common Council approve JAK Enterprises to complete the cabinets, counter/desks and window sills, NMFR staff will remove, and re-install, the desk tops to receive a \$500 credit from them for a total price of \$11,600.00. Watters Plumbing to make plumbing changes at a cost of \$1,513.00. Bauer Electric to complete the electrical work at a cost of \$830.00 and authorize NMFR to purchase the kitchen sink and LED lighting at a cost of \$652.88. With the final cost of the project be \$14,595.88.

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

Attachment(s)

**Tuttle Lake Woodworking, Inc.**

2923 West American Drive

Neenah, WI 54956

(920) 836-2160

<b>Date</b>	<b>Estimate #</b>
1/6/2016	3189

<i>Name / Address</i>
<b>Neenah, City of-Fire Department 125 E. Columbian Ave. Neenah, WI. 54956</b>

P.O. No.	Terms	PROJECT		
	Net 10	Solid Surface Window Sills		
Description		Qty	Cost	Total
Build And Install Solid Surface Window Sills (Group B Seris)			2,966.00	2,966.00
<del>Build And Install Solid Surface Table Tops 10 Tops Total (Group B Series)</del>			<del>6,413.00</del>	<del>6,413.00</del>
ABOVE #6,413.00 ITEM WAS CHANGED TO REFLECT CHANCE AND PRICING NOTED IN ESTIMATE #3190.				

<i>It's been a pleasure working with you!</i>	<b>Subtotal</b>	<del>\$9,379.00</del> \$2,966.00
	<b>Sales Tax (5.0%)</b>	\$0.00
	<b>Total</b>	<del>\$9,379.00</del> \$2,966.00

Signature \_\_\_\_\_

**Tuttle Lake Woodworking, Inc.**

2923 West American Drive

Neenah, WI 54956

(920) 836-2160

<b>Date</b>	<b>Estimate #</b>
<b>1/6/2016</b>	<b>3190</b>

<b>Name / Address</b>
<b>Neenah, City of-Fire Department 125 E. Columbian Ave. Neenah, WI. 54956</b>

<b>P.O. No.</b>	<b>Terms</b>	<b>PROJECT</b>		
	<b>Net 10</b>	<b>Laminated Table Tops</b>		
	<b>Description</b>	<b>Qty</b>	<b>Cost</b>	<b>Total</b>
	<b>Build And Install Laminated Table Tops W/ T-MOLD Edge (10 Tops Total)</b>		<b>2,600.00</b>	<b>2,600.00</b>

<b>It's been a pleasure working with you!</b>	<b>Subtotal</b>	<b>\$2,600.00</b>
	<b>Sales Tax (5.0%)</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$2,600.00</b>

Signature \_\_\_\_\_

**Tuttle Lake Woodworking, Inc.**

2923 West American Drive

Neenah, WI 54956

(920) 836-2160

<b>Date</b>	<b>Estimate #</b>
<b>1/6/2016</b>	<b>3191</b>

<i>Name / Address</i>
<b>Neenah, City of-Fire Department 125 E. Columbian Ave. Neenah, WI. 54956</b>

<b>P.O. No.</b>	<b>Terms</b>	<b>PROJECT</b>		
	<b>Net 10</b>	<b>Laminated Cabinets</b>		
<i>Description</i>		<i>Qty</i>	<i>Cost</i>	<i>Total</i>
<b>Build And Install Laminated Upper-Base-Tall Storage Cabinets</b>			<b>14775.00</b>	<b>14,775.00</b>
<b>Cut Stainless Steel Sink And Supply And Install Stainless Steel Backsplash</b>			<b>550.00</b>	<b>550.00</b>

<b><i>It's been a pleasure working with you!</i></b>	<b>Subtotal</b>	<b>\$15,325.00</b>
	<b>Sales Tax (5.0%)</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$15,325.00</b>

Signature \_\_\_\_\_



**Manufacturers of Quality Commercial Cabinetry**

01/15/16

Nathan Monfort

Neenah Fire Department #1

We propose hereby to furnish material and labor - complete in accordance with specifications below, for the sum of Three thousand nine hundred dollars and no cents

\$ 3,900.00

Note: We may withdraw this proposal if not accepted within 60 days.

We hereby submit estimates for:

ITEM	TOTAL PRICE
7 Solid Surface Windowsills, price includes \$500.00 for removal of old sills	\$ 2,900.00
10 Desk tops removed, re-banded and Re-installed; Price includes \$500.00 for removal & Install	1,000.00
<b>SUBTOTAL</b>	\$ 3,900.00
WISCONSIN SALES TAX (TAX EXEMPT)	-
<b>TOTAL</b>	\$ 3,900.00

Acceptance of Proposal - The above prices, specification and conditions are satisfactory and are hereby accepted. We are authorized to do the work as specified. Payment will be made as follows: 20% Down Payment with progress payments every 30 days and balance due upon completion.

Title \_\_\_\_\_ Date \_\_\_\_\_  
**1665 Lamers Drive**  
**Little Chute, WI 54140-2519**  
**Phone: (920) 687-4090**  
**Fax: (920) 687-4091**



**Manufacturers of Quality Commercial Cabinetry**

01/15/16

Nathan Monfort

Neenah Fire Department #2

We propose hereby to furnish material and labor - complete in accordance with specifications below, for the sum of Eight thousand two hundred dollars and no cents

\$ 8,200.00

Note: We may withdraw this proposal if not accepted within 60 days

We hereby submit estimates for:

ITEM	TOTAL PRICE
New Kitchen Cabinets Per Nathans Drawings, includes re-using stainless top and cutting sink hole larger	\$ 7,700.00
Removal of Old kitchen cabinets~to be left on site for NFD to Distribute~	500.00
<b>SUBTOTAL</b>	\$ 8,200.00
WISCONSIN SALES TAX (TAX EXEMPT)	-
<b>TOTAL</b>	\$ 8,200.00
Fabricated and delivered to site	
Labor to install	

Acceptance of Proposal - The above prices, specification and conditions are satisfactory and are hereby accepted. We are authorized to do the work as specified. Payment will be made as follows: 20% Down Payment with progress payments every 30 days and balance due upon completion.

Title \_\_\_\_\_ Date \_\_\_\_\_

**1665 Lamers Drive  
Little Chute, WI 54140-2519**

**Phone: (920) 687-4090  
Fax: (920) 687-4091**

# QUOTE

**J.D. OGDEN PLB QUOTES**  
**P.O. BOX 689**  
**NEENAH, WI 54957-0689**

Quote Number: 23566  
 Quote Date: 1/6/16  
 Page: 1

Phone: 920-725-8985  
 Fax: 920-725-8984

**Quoted to:**  
**Fire Department**  
**125 E. Columbian**  
**Neenah, WI 54956**

**Quoted job site:**  
**COFFEE MAKER HOOKUP**

**PO#**

Customer ID	Good Thru	Payment Terms	Sales Rep
7514700	2/5/16	Net 10 Days	RRB

Quantity	Item	Description	Unit Price	Extension
		THIS QUOTE IS TO REMOVE THE 1/4" POLY TUBING THAT CURRANTLY IS FEEDING THE ICEMAKER ON THE REFRIDGERATOR. WE WILL NEED TO MAKE THE CONNECTION 1/2" AND THEN RUN IT THRU THE EXISTING HOLE, THEN THE LINE WILL RUN THRU A SPACE IN THE BASE OF THE NEW CABINETS WITH A VALVE IN THE BASE CABINET. PER OUR CONVERSATION.		
	5001447 Materials	1/2 WIRSBO AQUAPEX TUBING		
	5001967 Materials	JET SWEAT KIT		
	LABOR	BEVERAGE BACKFLOW PREVENTER		
	LABOR	LABOR ROUGHIN		
	LABOR	LABOR FINISH		

All materials are guaranteed to as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent up strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn by Ogden Plumbing Inc. if not accepted within 30 days.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. Ogden Plumbing, Inc. is authorized to do the work as specified. Payments will be made as outlined above.

Subtotal	988.25
Sales Tax	
<b>Total</b>	<b>988.25</b>

**Date of Acceptance: \_\_/\_\_/\_\_ Signature:**



# QUOTE

**J.D. OGDEN PLB QUOTES**  
**P.O. BOX 689**  
**NEENAH, WI 54957-0689**

Quote Number: 23562  
 Quote Date: 1/6/16  
 Page: 1

Phone: 920-725-8985  
 Fax: 920-725-8984

**Quoted to:**  
**Fire Department**  
**125 E. Columbian**  
**Neenah, WI 54956**

**Quoted job site:**  
**KITCHEN AREA REMODEL**

**PO#**

Customer ID	Good Thru	Payment Terms	Sales Rep
7514700	2/5/16	Net 10 Days	RRB

Quantity	Item	Description	Unit Price	Extension
		THIS QUOTE IS TO LOWER THE EXISTING ROUGHIN FOR THE DRAIN ON THE KITCHEN SINK, CHANGE THE WATER ROUGHIN FOR THE DISHWASHER, AND NEW ICEMAKER. THE NEW ICEMAKER DOESN'T REQUIRE A DRAIN PER OUR CONVERSATION, WE HAVE INCLUDED A BEVERAGE BACKFLOW PREVENTER FOR BOTH THE ICEMAKER AND THE COFFEE MAKER.		
		***OWNER TO HAVE CABINETS REMOVED AND COUTERTOP REMOVED. WE WILL CHANGE THE ROUGHIN AND THEN COME BACK TO INSTALL THE, EXISTING DISHWASHER, NEW ICEMAKER, NEW GARBAGE DISPOSAL, AND DRAINS FOR THE NEW DEEPER KITCHEN SINK.		
	5001147	2 CLAMPALL COUPLING		
	Materials	PVC FITTINGS		
	Materials	COPPER AND FITTINGS		
	5001316	1/2 MALE IRON PIPE MINI-RESTR		
	5001274	CONTRACTOR 333 3/4HP DISPOSER		
	5001278	DISHWASHER AIR GAP		
	Materials	BEVERAGE BACKFLOW PREVENTER		
	LABOR	LABOR		
		ROUGHIN		
	LABOR	LABOR		
		FINISH		

All materials are guaranteed to as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent up strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn by Ogden Plumbing Inc. if not accepted within 30 days.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. Ogden Plumbing, Inc. is authorized to do the work as specified. Payments will be made as outlined above.

Subtotal	1,658.03
Sales Tax	
<b>Total</b>	<b>1,658.03</b>

**Date of Acceptance: \_\_\_/\_\_\_/\_\_\_ Signature:**



1303 Midway Road  
P.O. Box 118  
Menasha, WI 54952  
P: (920) 733-8125  
F: (920) 733-2713  
[www.WattersPlumbing.com](http://www.WattersPlumbing.com)  
Master Plumber #220540

Client: Neenah-Menasha Fire Rescue  
Attention: Nate  
125 E Columbian Ave.  
Neenah, WI 54956

Date: December 21, 2015

### *Plumbing Proposal*

**We hereby submit specifications and estimates for the plumbing on the above project as follows:**

#### **Option# 1 – Kitchen Sink, Faucet, and Disposal Renovations**

- Set owner supplied sink, others to provide cut-out
- Set owner supplied kitchen faucet
- Supply and install (1) 1HP ISE low profile disposal
- Water and drain connections to code
- Shock absorption system for dishwasher
- Set owner supplied dishwasher, others to provide method of securing to top
- Rejuvenate the sanitary waste system at the kitchen sink
- 18 month warranty

**Option# 1 Project Total: \$957.00 \_\_\_\_\_ Initials**

#### **Option# 2 – Icemaker Renovation**

- Isolation control system and water delivery system to new icemaker unit
- Shock absorption system
- Install owner supplied icemaker and performance testing, others to provide anchoring method.

**Option# 2 Project Total: \$110.00 \_\_\_\_\_ Initials**

#### **Option# 3 – Coffee Maker Water Delivery Renovation**

- New water delivery system to coffee station
- Anchor, support, and protection system for water delivery piping
- Isolation control renovation
- Backflow prevention system per code
- Others to make final connection and test

**Option# 3 Project Total: \$446.00 \_\_\_\_\_ Initials**

*1 week to days*

**Option# 4 – Water Cooler Renovation, with Bottle Filling Station**

- Supply and install a single ADA water cooler with bottle filling station
- Water filtration system
- Removal and disposal of existing unit
- 1 year labor warranty

**Option# 4 Project Total: \$1,637.00 \_\_\_\_\_ Initials**

THANK YOU FOR ALLOWING US TO QUOTE YOUR PROJECT!

ALL OF THE MATERIAL SUPPLIED ON THIS PROJECT ARE WARRANTED TO THE MANUFACTURES' WRITTEN WARRANTIES. PLUMBING LABOR SUPPLIED ON THIS PROJECT ARE WARRANTED FREE FROM DEFECT FOR THE PERIOD OF ONE (1) YEAR FROM FINAL BILLING DATE. ALL WARRANTY WORK COMPLETED BY WATTERS PLUMBING, INC. WILL BE CONTINGENT UPON SATISFACTORY PAYMENT OF ANY OUTSTANDING PROJECT BALANCES.

**We Propose** hereby to furnish material and labor – complete in accordance with the above specifications.

Payment to be made as follows: **Payment due upon completion.**

All materials are guaranteed to be as specified. All work to be completed in a professional manner according to standard practices according to prepared plans. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control and do not allow for any liquidated damages against us. Owner to carry fire, tornado and other necessary insurances. Our workers are fully covered by Worker's Compensation insurance.

Note: This proposal may be withdrawn by us if not accepted within 60 days.

Authorized Signature: Todd Johnson  
Todd Johnson- Director of Service Department

**Acceptance of Proposal** – By signature the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



*CITY OF NEENAH*  
*CITY OF MENASHA*



---

**M E M O R A N D U M**

---

Date: January 20, 2016

To: NMFR Joint Finance and Personnel Committee

From: Menasha City Attorney Pamela Captain &  
Neenah City Attorney James Godlewski

RE: Tentative Agreement between Cities of Neenah & Menasha and Local 275 IAFF

---

The NMFR bargaining team, consisting of City Attorneys Captain and Godlewski, Fire Chief Auxier, HR Director Barber, Administrative Services Director Steeno and Finance Director Easker are pleased to announce a tentative agreement with the International Association of Fire Fighters Local 275. It is attached. Approval of the tentative agreement is recommended as it meets the Cities' bargaining goals for a successor agreement.

**SUMMARY:**

The agreement is for 3 years (2016-2018) and contains wage increases of 2.5% for each of the 3 years of the contract split out in the last 2 years.

There are changes to the sick leave benefit including:

- a. Banked sick leave limits to be imposed from 0 hours for new hires as of 1/1/2016 to a maximum of 1,000 hours for current employees (with 500+ hours as of 12/31/2015). A scale is outlined in the TA.
- b. Upon WRS retirement or death of an employee accrued and banked sick leave, and unused vacation will (within limits) be deposited into a Precision Prime Choice retirement health account.
- c. Accrued sick leave may accumulate (pseudo disability insurance) but maximum payout at WRS retirement or death of an employee remains the same as in the past (1000 hours).

The light duty policy will change to allow not more than 1 fire fighter per shift that is on light duty due to a work-related injury to remain on his/her 24 hour shift schedule for up to 90 days. Based on department experience, this would have applied to only two firefighters over the past several years.

Other provisions include:

- ◆ Modifies retiree dental insurance coverage only for the COBRA period

**CITY OF NEENAH**

**CITY OF MENASHA**

*Office of the City Attorney*

**Memo to Jt. Fire Finance & Personnel Committee**

**Re: TA with Local 275**

**January 20, 2016 – Page 2**

- ◆ Provides employees access to and payment of the same premium contribution as non-represented employees on health insurance plans offered by the City of Neenah
- ◆ Adds a 1 year probationary period for all new hires (may be extended up to 6 months at the fire chief's sole discretion)
- ◆ Eliminates minimum and 1 year steps for Fire Officer position
- ◆ Includes other minor/technical contract language changes to improve clarity of the contract and/or administrative matters

**An appropriate motion would be to recommend Councils' approval of the tentative agreement with Local 275 as presented.**



Neenah-Menasha



SUMMARY OF TENTATIVE AGREEMENT  
BETWEEN CITIES OF NEENAH & MENASHA  
AND LOCAL 275 IAFF

January 14, 2016

1. **Duration:** Except as otherwise provided, this agreement shall be effective January 1, 2016 through December 31, 2018.
2. **Wages (Addendum A):**
  - 2016: 2.5% wage increase effective December 12, 2016 (the beginning of the last full pay period in December)
  - 2017: 1.5% wage increase effective July 1, 2017; 1.0% wage increase effective October 1, 2017
  - 2018: 1.5% wage increase effective January 1, 2018; 1% wage increase effective July 1, 2018
3. **Article 19 ¶ A and Appendix A - Health Insurance:** Employees shall have access to, and pay the same premium contribution as non-represented employees on plans offered by the City of Neenah to non-represented employees. This provision sunsets effective December 31, 2018
4. **Article 19 ¶ G – Retiree Dental Insurance Coverage:** In order to bring the fire department into line with other departments, modify retiree dental coverage to provide post-retirement coverage for only the COBRA period.
5. **Vacation pick date & Sideletter 4:** Change to December 15 from January 15, 2016 and replace Sideletter 4 with union sideletter language
6. **Light Duty (Sideletter 7):** 24 hour schedule for work related injuries only, if employee's physician certifies return to light duty assignment on a 24 hour shift and if restrictions allow the return; limited to 90 calendar days from physician clearance; limited to 1 employee per shift; first come first serve and if more than 1 injury on the same day, then by seniority.
7. **Article 12- Sick Leave:**
  - a. **New Paragraph:** Beginning 1/1/2017 provide for Precision Prime Choice for deposit at retirement of accrued and banked sick leave and other accrued leave payouts (or earlier upon 90 day notice from union)
  - b. **¶C: Banked Sick Leave Limits**
    - (1) New hires hired on or after 1/1/2016: No banked sick leave
    - (2) Current employees with 0 banked sick leave as of 12/31/2015: 250 hour cap
    - (3) Current employees with 1-499 banked sick leave as of 12/31/2015: 500 hour cap
    - (4) Current employees with 500-1000 banked sick leave as of 12/31/2015: 1000 hour cap
    - (5) Current employees with >1000 banked sick leave as of 12/31/2015: Frozen

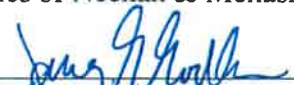
Cities of Neenah & Menasha  
Local 275, IAFF  
Tentative Agreement on Contract 2016-18 Contract  
January 14, 2016

**NOTE: banked sick leave account balances for above limits will be initially determined for 2016 after accounting for 2015 Sick Leave credit and use, but before 2016 Sick Leave credit applied.**

- c. Art. 12, ¶C modified to provide that Banked Sick Leave accrual only begins at 2,160 hours of accumulated sick leave (required due to unlimited sick leave accrual),
  - d. ¶A(1)c. modified to provide unlimited accrual of sick leave; with no change to payout cap of 1,000 hours at retirement in ¶ B.(1)5. except that a. above shall apply
8. **Article 26 ¶ B: Strike** a portion of shift commander paragraph starting with the word “and” in the second line through the end of the paragraph to read as follows:
- The Fire Officer with the most time in rank will serve as the “Acting Shift Commander”, in the absence of the Shift Commander, in charge of the shift ~~and will receive .34 cents per hour during the year 2003 and .65 cents per hour thereafter for every hour above the officer rate that he/she is assigned to be paid.~~
9. **Article 6 – Probationary Period:**
- a. Add 1 year probationary period for all new hires; may be extended up to 6 months at Chief’s sole discretion.
10. **Article 37: Change** to 90 day notice of consolidation from 30 day notice.
11. **Sideletter 9 (Contract Reopeners):** Delete
12. Addendum A: Eliminate minimum and 1 year steps for Fire Officer position
13. **Article 21, ¶B:** Replace “Blauer Jacket” with “Department Approved Jacket”

Accepted this 20<sup>th</sup> day of January, 2016.

Cities of Neenah & Menasha

  
\_\_\_\_\_  
James G. Godlewski  
Neenah City Attorney

Local 275, IAFF

  
\_\_\_\_\_  
Jamie Leonard  
President

\_\_\_\_\_  
Pamela Captain  
Menasha City Attorney

**Minutes of the Board of Public Works Meeting**  
**Monday, January 25, 2016 – 5:00 p.m.**  
**Hauser Room**

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

**ALSO PRESENT:** City Clerk Sturn, Ald. Pollnow & Lendrum.

Mayor Kaufert called the meeting to order at 5:02 p.m.

**MINUTES: MSC Hillstrom/Kaiser to approve the minutes from the December 21, 2015 Special Board of Public Works meeting, all voting aye.**

**APPEARANCES:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Public Works**

**Final Payment for Contract 3-15 Epoxy Pavement Marking:** Dir. Kaiser requested approval of the Final Payment Contract 3-15 Epoxy Pavement Marking to Guide Lines Pavement Marking, LLC, Rio, for \$24,925.58. Work included in this payment include Traffic Control, Bergstrom Road and S. Commercial Street. This is the first time combining contract work with Menasha. Menasha will be invoiced \$9,715.48 for their portion of this contract. **MSC Kaiser/Haese to recommend Council approve the Final Payment Contract 3-15 Epoxy Pavement Marking to Guide Lines Pavement Marking, LLC, Rio, for \$24,925.58, all voting aye.**

**Change Order No. 1 for Contract 6-15 HMA Pavement Repair 2:** Dir. Kaiser requested approval of Change Order No. 1 Contract 6-15 HMA Pavement Repair 2 to Northeast Asphalt, Inc., Greenville for (\$93,430.68). This change order removes Breezewood bike path from the contract (\$54,965.00) and adjusts to final quantities of the contract as measured by staff (\$38,465.68). The Breezewood bike path was done in concrete rather than HMA and added to Contract 7-15. **MSC Kaiser/Godlewski to approve Change Order No. 1 Contract 6-15 HMA Pavement Repair 2 to Northeast Asphalt, Inc., Greenville for (\$93,430.68), all voting aye.**

**Final Payment for Contract 6-15 HMA Pavement Repair 2:** Dir. Kaiser requested approval of the Final Payment Contract 6-15 HMA Pavement Repair 2 to Northeast Asphalt, Inc., Greenville for \$89,200.95. The budget for this contract was \$431,172.00. The new contract amount after removal of the Breezewood bike path is 300,958.82. Dir. Kaiser indicated he will send information to the Council on the concrete costs for the Breezewood bike path.



The City will invoice the Town of Neenah for half the cost of Muttart Road. **MSC Kaiser/Haese to recommend Council approve the Final Payment Contract 6-15 HMA Pavement Repair 2 to Northeast Asphalt, Inc., Greenville for \$89,200.95, all voting aye.**

**ADJOURNMENT**

**MSC Hillstrom/Easker to adjourn at 5:13 p.m., all voting aye.**

Respectfully Submitted,

Patricia A. Sturn, WCPC, MMC  
City Clerk

Pay To: Guide Lines Pavement Marking, LLC  
N5144 Ludwig Road  
Rio, WI 53960

Contract No. 3-15 Epoxy Pavement Marking

Date: January 21, 2016

Estimate No. FINAL

<u>Account Description</u>	<u>Account #</u>	<u>Payment</u>	<u>Bid Armt</u>	<u>Budget</u>	<u>Pd to Date</u>
Traffic Control	010-7101-736-0236	\$13,337.86	\$54,199.78	\$42,000.00	\$33,279.75
Bergstrom Road	029-2418-743-0236	\$3,532.00			
S. Commercial Street	012-4507-743-0236	\$8,055.72			
	<b>TOTAL:</b>	<b>\$24,925.58</b>			

\*\*\* \$9,715.48 will be invoiced to the city of Menasha and credited to the Traffic Control account

Approved by Public Works Department

Approved by Board of Public Works

Approved by Common Council  
(final payments only)

Sent to Finance

Number of Attachments

1

January 21, 2016

January 25, 2016

February 3, 2016

February 4, 2016



**City of Neenah**  
**Public Works Department**  
**Contract Payment Form**

January 19, 2016

Honorable Mayor Kaufert and Members of the Common Council, Neenah, WI

The following is the Final for Contract 3-15, Epoxy Pavement Marking to Guide Lines Pavement Marking LLC, N5144 Ludwig Road, Rio, WI 53960

DESCRIPTION	Original Bid		Estimate #1		Final Estimate		
	UNIT PRICE	Quantity	Total	Quantity	Total	Quantity	Total
1. 646.0106 Pavement Marking Epoxy 4-Inch	\$0.68	18386 LF	\$12,502.48	5418 LF	\$3,684.24	23,661 LF	\$16,089.48
2. 646.0126 Pavement Marking Epoxy 8-Inch	\$1.20	1329 LF	\$1,594.80	504 LF	\$604.80	1,736 LF	\$2,083.20
3. 646.0600 Removing Pavement Markings	\$2.25	4036 LF	\$9,081.00	4246 LF	\$9,553.50	4,525 LF	\$10,181.25
4. 647.0166 Pavement Marking Arrows Epoxy Type 2	\$180.00	24 EA	\$4,320.00	17 EA	\$3,060.00	27 EA	\$4,860.00
5. 647.0176 Pavement Marking Arrows Epoxy Type 3	\$260.00	4 EA	\$1,040.00	4 EA	\$1,040.00	4 EA	\$1,040.00
6. 647.0206 Pavement Marking Arrows Bike Lane Epoxy	\$140.00	1 EA	\$140.00	0 EA	\$0.00	1 EA	\$140.00
7. 647.0306 Pavement Marking Symbols Bike Lane Epoxy	\$140.00	1 EA	\$140.00	0 EA	\$0.00	1 EA	\$140.00
8. 647.0316 Pavement Marking Symbols Bike Detector Epoxy	\$80.00	24 EA	\$1,920.00	16 EA	\$1,280.00	16 EA	\$1,280.00
9. 647.0356 Pavement Marking Words Epoxy	\$200.00	2 EA	\$400.00	2 EA	\$400.00	2 EA	\$400.00
10. 647.0566 Pavement Marking Stop Line Epoxy 18-Inch	\$7.20	310 LF	\$2,232.00	191 LF	\$1,375.20	227 LF	\$1,634.40
11. 647.0576 Pavement Marking Stop Line Epoxy 24-Inch	\$7.50	26 LF	\$195.00	0 LF	\$0.00	58 LF	\$435.00
12. 647.0606 Pavement Marking Island Nose Epoxy	\$98.00	2 EA	\$196.00	0 EA	\$0.00	3 EA	\$294.00
13. 647.0716 Pavement Marking Diagonal Epoxy 8-Inch	\$5.50	265 LF	\$1,457.50	38 LF	\$209.00	356 LF	\$1,958.00
14. 647.0766 Pavement Marking Crosswalk Epoxy 6-Inch	\$6.00	2046 LF	\$12,276.00	1243 LF	\$7,458.00	1,755 LF	\$10,530.00
15. 647.0796 Pavement Marking Crosswalk Epoxy 24-Inch	\$7.50	558 LF	\$4,185.00	436 LF	\$3,270.00	592 LF	\$4,440.00
16. 647.0955 Removing Pavement Markings Arrows	\$180.00	5 EA	\$900.00	6 EA	\$1,080.00	6 EA	\$1,080.00
17. 647.0965 Removing Pavement Markings Words	\$180.00	9 EA	\$1,620.00	9 EA	\$1,620.00	9 EA	\$1,620.00
<b>Grand Total</b>			<b>\$54,199.78</b>		<b>\$34,634.74</b>		<b>\$58,205.33</b>
			Work to date			Work to date	
			Retainage <sup>1</sup>		\$34,634.74	Retainage <sup>1</sup>	\$58,205.33
			Due Contractor		\$1,354.99	Retainage <sup>1</sup>	\$0.00
			Previously paid		\$33,279.75	Due Contractor	\$58,205.33
			Due this estimate		\$0.00	Previously paid	\$33,279.75
					<b>\$33,279.75</b>	Due this estimate	<b>\$24,925.58</b>

Respectfully submitted,



Gerry Kaiser, P.E.  
Director of Public Works

NOTE (1): Retainage is set per Wis. Statute 66.0901(9).  
Retainage is 5% of the estimate until 50% of the work is completed.  
At 50% completion, no additional amounts are retained.  
For Final Estimates, there is no retainage.

Budget Amount: \$42,000.00

Contractor GUIDE LINES PAVEMENT MARKING, LLC

Approved by:   
TERRY YEAGER, OFFICE MANAGER

Date: 01/19/2016

January 7, 2015

Honorable Mayor Kaufert & Common Council, Neenah, WI

The following the Final Payment for Contract 6-15, HMA Pavement Repair 2  
to Northeast Asphalt, Inc., W6380 Design Drive, Greenville, WI 54942

DESCRIPTION	Original Bid			Final Payment	
	Unit Price	QUANTITY	Total	QUANTITY	Total
<b>Part 1 - Breezewood Trail</b>					
1. Unclassified excav. (var. loc.)	\$14.50	550 Cu. Yd.	\$7,975.00	0.00 Cu. Yd.	\$0.00
2. Crushed aggregate base course	\$13.85	800 Ton	\$11,080.00	0.00 Ton	\$0.00
3. HMA pavement preparation	\$3.00	1,200 Sq. Yd.	\$3,600.00	0.00 Sq. Yd.	\$0.00
4. Furnish and install HMA Pavement (3-inch)	\$71.75	220 Ton	\$15,785.00	0.00 Ton	\$0.00
5. Furnish and install topsoil, seed, fertilizer, and hydromulch	\$9.85	1,500 Sq. Yd.	\$14,775.00	0.00 Sq. Yd.	\$0.00
6. Traffic control	\$1,750.00	1 L.S.	\$1,750.00	0.00 L.S.	\$0.00
<b>TOTAL PART 1</b>			<b>\$54,965.00</b>		<b>\$0.00</b>
<b>Part 2 - Muttart Road</b>					
1. Pulverize Existing Pavement (2-inches)	\$0.80	3,200 Sq. Yd.	\$2,560.00	3200.00 Sq. Yd.	\$2,560.00
2. Furnish and install crushed aggregate base	\$13.85	350 Ton	\$4,847.50	479.43 Ton	\$6,640.11
3. Preparation for HMA pavement	\$1.35	3,200 Sq. Yd.	\$4,320.00	3200.00 Sq. Yd.	\$4,320.00
4. Furnish and install HMA pavement (3.75" - Two lifts)	\$55.60	720 Ton	\$40,032.00	699.37 Ton	\$38,884.97
5. Traffic control	\$950.00	1 L.S.	\$950.00	1.00 L.S.	\$950.00
<b>TOTAL PART 2</b>			<b>\$52,709.50</b>		<b>\$53,355.08</b>
<b>Part 3 - City Tullar Garage</b>					
1. Remove Existing Pavement (5-inches)	\$2.90	1,500 Sq. Yd.	\$4,350.00	1532.90 Sq. Yd.	\$4,445.41
2. Unclassified excav. (var. loc.)	\$30.00	100 Cu. Yd.	\$3,000.00	0.00 Cu. Yd.	\$0.00
3. Crushed aggregate base course	\$13.85	200 Ton	\$2,770.00	0.00 Ton	\$0.00
4. HMA pavement preparation	\$3.00	1,500 Sq. Yd.	\$4,500.00	1532.90 Sq. Yd.	\$4,598.70
5. Furnish and install HMA Pavement (5-inch - 2 Lifts)	\$59.20	450 Ton	\$26,640.00	420.83 Ton	\$24,913.14
<b>TOTAL PART 3</b>			<b>\$41,260.00</b>		<b>\$33,957.25</b>
<b>Part 4 - Bergstrom Road Turn Lanes &amp; Bypass</b>					
1. Unclassified excav. (var. loc.)	\$14.50	1,000 Cu. Yd.	\$14,500.00	1241.38 Cu. Yd.	\$18,000.01
2. Crushed aggregate base course	\$13.65	2,000 Ton	\$27,300.00	1502.13 Ton	\$20,504.07
3. Sawcut existing pavement edge	\$1.50	1,600 Lin. Ft.	\$2,400.00	1711.70 Lin. Ft.	\$2,567.55
4. HMA pavement preparation	\$3.00	2,000 Sq. Yd.	\$6,000.00	2100.00 Sq. Yd.	\$6,300.00
5. Furnish and install HMA Pavement (4-inch - 2 lifts)	\$69.80	500 Ton	\$34,900.00	524.15 Ton	\$36,585.67
6. Regrade, furnish and install topsoil, seed, fertilizer, and hydromulch	\$9.85	1,100 Sq. Yd.	\$10,835.00	568.00 Sq. Yd.	\$5,594.80
7. Traffic control	\$1,100.00	1 L.S.	\$1,100.00	1.00 L.S.	\$1,100.00

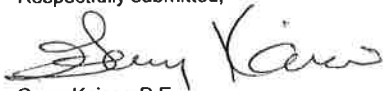
<b>TOTAL PART 4</b>			\$97,035.00		\$90,652.10
<b>Part 5 - S. Commercial Street Repairs</b>					
1. Mill and Removing Existing Pavement (2-inches)	\$4.90	2,500 Sq. Yd.	\$12,250.00	2265.47 Sq. Yd.	\$11,100.80
2. Pavement Preparations	\$0.25	2,500 Sq. Yd.	\$625.00	2265.47 Sq. Yd.	\$566.37
3. HMA pavement repair	\$78.25	300 Ton	\$23,475.00	286.76 Ton	\$22,438.97
4. Adjust Manhole (w/ Slurry backfill)	\$745.00	2 Each	\$1,490.00	0.00 Each	\$0.00
5. Traffic control	\$4,800.00	1 L.S.	\$4,800.00	1.00 L.S.	\$4,800.00
<b>TOTAL PART 5</b>			\$42,640.00		\$38,906.14
<b>Part 6- Miscellaneous Repairs</b>					
1. Unclassified excav. (var. loc.)	\$30.00	25 Cu. Yd.	\$750.00	0.00 Cu. Yd.	\$0.00
2. Crushed aggregate base course	\$25.00	50 Ton	\$1,250.00	0.00 Ton	\$0.00
3. HMA Pavement Repair	\$185.00	250 Ton	\$46,250.00	176.71 Ton	\$32,691.35
4. Street repair preparation	\$35.50	1,000 Sq. Yd.	\$35,500.00	607.80 Sq. Yd.	\$21,576.90
5. Adjust Manhole (w/ Slurry backfill)	\$530.00	15 Each	\$7,950.00	22.00 Each	\$11,660.00
6. Furnish and install internal chimney seal	\$510.00	8 Each	\$4,080.00	16.00 Each	\$8,160.00
7. Traffic control	\$10,000.00	1 L.S.	\$10,000.00	1.00 L.S.	\$10,000.00
<b>TOTAL PART 6</b>			\$105,780.00		\$84,088.25
<b>TOTAL PARTS 1 THROUGH 6</b>			\$394,389.50		\$300,958.82

NOTE (1): Retainage set per Wis. Statute 66.0901(9).  
Retainage is 5% of the estimate until 50% of the work is completed.  
At 50% completion, no additional amounts are retained.  
For Final Estimates, there is no retainage.

Work to date	\$300,958.82
Retainage <sup>1</sup>	\$0.00
Due Contractor	\$300,958.82
Previously paid	\$211,757.87
Due this estimate	<b>\$89,200.95</b>

Respectfully submitted,

**Budgeted Amount: \$431,172**



Gerry Kaiser, P.E.  
Director of Public Works

\_\_\_\_\_  
Contractor Signature



**RESOLUTION NO. 2016-7**

**A RESOLUTION AUTHORIZING WITHDRAWAL BY THE CITY OF NEENAH FROM THE LOCAL GOVERNMENT PROPERTY INSURANCE FUND**

**WHEREAS**, like many units of local government, the City of Neenah has obtained and currently maintains property insurance through the State of Wisconsin Local Government Property Insurance Fund (LGPIF); and

**WHEREAS**, LGPIF was established under Chapter 605 of the Wisconsin Statutes for the purpose of making property insurance available to local government units; and

**WHEREAS**, the State of Wisconsin has enacted legislation to phase out and eliminate LGPIF due to the fund's purported insolvency; and

**WHEREAS**, the City of Neenah may maintain coverage through the phase-out period, however such continued coverage would result in an increased expense of 100%; and

**WHEREAS**, instead of using LGPIF, City staff recommends that the City insure city property through the Municipal Property Insurance Company (MPIC) which is an independent stock insurance company jointly owned by the League of Wisconsin Municipalities Mutual Insurance Company (LWMMI), Wisconsin Municipal Mutual Insurance Company (WMMIC), and Cities and Villages Mutual Insurance Company (CVMIC); and

**WHEREAS**, §605.21, Wis. Stats., provides that the City of Neenah must take official action to withdraw from LGPIF and that upon an affirmative vote withdrawing from LGPIF, coverage under LGPIF will terminate at the end of the policy period, or such earlier date as specified by the City.

**NOW THEREFORE BE IT RESOLVED** that the Common Council of the City of Neenah, Winnebago County, Wisconsin, does hereby authorize the withdrawal from the Local Government Property Insurance Fund for Policy No. 140470.

**BE IT FURTHER RESOLVED** that said withdrawal from said policy be effective at the end of the current policy period or on such earlier day as would be permitted by the existing policies and advantageous to the City.

**BE IT FURTHER RESOLVED** that the Mayor of the City of Neenah be, and is hereby, authorized to execute any documents and do all other things necessary in order to implement and carry out the purposes of this resolution, including authorization to withdraw from LGPIF fund earlier than the end of the current policy period and obtain property insurance through Municipal Property Insurance Company in a manner that is most advantageous to the City..

Recommended by: The Finance &  
Personnel Committee

CITY OF NEENAH, WISCONSIN

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

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

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

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

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

<u>Date of Directive</u>	<u>Item</u>	<u>Responsible Party</u>	<u>Status</u>
1/05/2011	Direct the Plan Commission to consider and draft an Ordinance creating a Planned Development Overlay District	Ald. Ramos	Pending
12/18/2013	Direct the Community Development Department to engage the Parking Task Force, Public Works and Police Dept. and utilize budgeted dollars to hire a consultant to gain an outside and expert opinion to complete the following: Identify current parking dynamics including parking inventory, current agreements, needs, resources, behaviors and expectations and present those findings to the Public Services & Safety Committee prior to March 31, 2014; and utilize the consultant's information to propose a comprehensive parking plan to address current competing needs for customers, employees and residents, developing expectations for all groups based on comparables and best practices, strategies to best utilize the city's resources and solutions to acquire, maintain, and control an adequate parking inventory. In conjunction, propose a comprehensive parking plan to address current demands and encourage future downtown development including: proposed parking sites and facilities; financial implications and solutions; and timelines and stages. Both portions of the comprehensive parking plan will be presented to the Council prior to July 31, 2014.	Ald. Kunz	Pending