

Neenah Public Library Board of Trustees Meeting

AMENDED

Wednesday, April 15, 2020, 4:00 p.m.

The Library Board will meet via GoToMeeting.

Please join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/154282325>

This meeting is locked with a password: NPLBoard

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Access Code: 154-282-325

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If you need assistance, please call 920-886-6315 or email library@neenahlibrary.org

1. Call to order
2. Public questions & comments
3. Library board consideration of public questions & comments
4. Minutes:
 - a. Library Board meeting 03-18-20 2 – 3 Action item
5. Library statistical reports 4 - 6 Information item
6. Bills for consideration Included Action item
7. Director’s report 7 Information item
8. Business for consideration 7+
 - a. Easement Action item
 - b. Monthly financial reports Information item
 - c. Elimination of overdue fines Discussion item
 - d. Pandemic response Discussion item
 - e. CIP budget request Information item
 - f. Merry Whipple Information item
9. Reports:
Winnebago County representative
Neenah City Council representative
Neenah Joint School District representative
10. Announcements and future agenda items
11. Next regularly scheduled meeting time and date: Wednesday, May 20, 2020, 4:00 p.m. Location TBA.
12. Adjournment

Inspiring ideas ♦ Enriching lives ♦ Creating community ♦ Celebrating literacy

Everyone is welcome to participate in library programs, events, and activities, attend library board meetings, and utilize library services and resources. If accommodations are needed, please contact the Library’s information desk by phone at 920-886-6315 or by email at library@neenahlibrary.org, or contact the City’s ADA Coordinator by phone at 920-886-6106 or by email at attorney@ci.neenah.wi.us. Notifying us at least 48 hours in advance will allow us time to address your request. Thank you.

Neenah Public Library Board of Trustee Meeting Minutes – March 18, 2020

Call to Order

With Rickman in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Carpenter Conference Room. Members present: Pat Rickman (president), Carol Codner, Beth Irish, Randy Fieldhack, Tami Erickson (Aldermanic representative), and Jenn McMahon, (Neenah Joint School District Representative).

Members excused: George Scherck, Nikki Winiecki, Merry Whipple, Lisa Hemes, and Angela Greselin. Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, and Katrina Wulff, youth services manager.

Minutes

On motion of Fieldhack, seconded by Erickson, the Board approved the minutes of the Library Board meeting of February 19, 2020, with Whipple and Codner abstaining.

On motion of Erickson, seconded by Fieldhack, the Finance and Personnel Committee approved the minutes of the March 3 and March 10 meeting.

Statistical report

Physical circulation is up, 2% for March. Electronic circulations are up 11% over last March. Wifi use is up 5% for the year. Program attendance is up 14%.

Bills for consideration

On motion of Fieldhack, seconded by Codner, the Board unanimously approved payment of the March bills.

Director's Report

The Library received a grant from Winnefox to fund the Heirloom Tomato program and Mindful Living classes.

Department reports

Circulation Services

Circulation staff have been cleaning everything since the library closed on March 16.

Youth Services Department

Wulff discussed the popularity of a recent science program. Working with the school district on distributing books along with lunches while the schools are closed. Youth staff are cleaning all toys, play and learn material, and shifting.

Adult and Technical Services Department

Hardina-Wilhelm working on Facebook posts to connect with patrons. Add additional digital resources and increased hoopla checkouts to 10 while we are closed. Creating a streamlined online application to allow patrons to use online resources. Technical Services continues to order and work on projects.

Crosswalk

On motion of Irish, seconded by Erickson, the Board unanimously approved recommending that Public Works include a request in their 2021 CIP budget to install a crosswalk in the 200 block of East Wisconsin Avenue to provide safe crossing for library staff and patrons.

CIP Budget request

On motion of Codner, seconded by Irish, the Board unanimously approved the 2021-2024 CIP Budget request.

Fine free libraries

Director Raab did not have anything further to report. The discussion was postponed to the April Board meeting.

Patron ban

On motion of Codner, seconded by Irish, the Board unanimously approved banning a patron until May 26, 2020.

Responding to pandemic

The Board and staff discussed actions that have been taken by staff and by the City.

WE Energies – transformers

On motion of Codner, seconded by Erickson, the Board unanimously approved the location of a new transformer that will be installed east of the building and the relocation of the current transformer.

Next regularly scheduled meeting

Wednesday, April 15 at 4:00 p.m. in the Shattuck Room.

Respectfully submitted,

Gretchen Raab, Director

Closed Session

On motion of Erickson, seconded by Codner, the Board went into closed session at 5:20 p.m. as provided for in Wisconsin Statutes 19.85(1)(c) to consider the performance and compensation of the library director.

Raab, Hardina-Wilhelm, Baird, and Wulff left the meeting at 5:20 p.m.

The Finance and Personnel Committee presented the annual evaluation of the director to the Library Board. Following discussion, on motion of Rickman, seconded by Irish, the Board unanimously approved the recommendation of the Finance and Personnel Committee.

The chair of the F&PC will meet with the director to conduct the performance evaluation. The chair will forward the completed review to Human Resources. Adjournment on motion of Erickson, seconded by Rickman, the library board adjourned at 5:35 p.m.

Adjournment on motion of Erickson, seconded by Rickman, the library board adjourned at 5:35 p.m.

Respectfully submitted,

Carol Codner, Chair, Finance & Personnel Committee

CIRCULATION		Mar-20	Mar-19	Mar-18	Mar-17	% CHANGE 2020 - 2019	% CHANGE 2020 - 2017	YTD 2020	YTD 2019	YTD 2018	YTD 2017	% CHANGE 2020 - 2019	% CHANGE 2020 - 2017
Books	Adult	7,593	14,720	14,511	14,860	-48%	-49%	35,011	41,580	41,369	43,634	-16%	-20%
	Teen	834	1,720	1,829	1,893	-52%	-56%	3,010	4,577	4,803	5,303	-34%	-43%
	Youth	11,569	25,388	24,652	25,235	-54%	-54%	51,277	62,344	65,306	65,255	-18%	-21%
Audio Books	Adult	530	1,232	1,427	1,430	-57%	-63%	2,452	3,475	3,835	4,064	-29%	-40%
	Teen	10	44	37	89	-77%	-89%	54	119	112	270	-55%	-80%
	Youth	311	711	587	479	-56%	-35%	1,260	1,615	1,601	1,383	-22%	-9%
DVDs	Adult	8,893	17,840	20,208	22,307	-50%	-60%	41,323	51,299	57,867	66,198	-19%	-38%
	Teen	0	5	1,181	1,677	-100%	-100%	15	14	3,216	4,369	7%	-100%
	Youth	2,261	5,084	5,459	6,229	-56%	-64%	9,377	13,987	14,500	16,597	-33%	-44%
Music CDs	Adult	1,021	2,064	2,802	3,481	-51%	-71%	4,654	5,523	7,998	9,870	-16%	-53%
	Teen	0	0	0	2	#DIV/0!	-100%	0	0	0	2	#DIV/0!	-100%
	Youth	159	380	355	556	-58%	-71%	690	848	971	1,511	-19%	-54%
Digital Books	Adult	233	652	614	616	-64%	-62%	1,351	1,792	1,711	1,710	-25%	-21%
	Teen	5	28	28	32	-82%	-84%	22	69	62	93	-68%	-76%
	Youth	358	296	231	205	21%	75%	1,537	713	522	478	116%	222%
Magazines	Adult	816	2,188	2,373	2,489	-63%	-67%	3,978	5,801	6,286	6,344	-31%	-37%
	Teen	6	8	66	28	-25%	-79%	32	84	165	85	-62%	-62%
	Youth	34	191	101	89	-82%	-62%	521	351	290	292	48%	78%
Other (games, kits)	Adult	321	349	214	140	-8%	129%	1,293	915	653	408	41%	217%
	Teen	3	1	0	5	200%	-40%	6	4	1	9	50%	-33%
	Youth	260	338	349	298	-23%	-13%	1,118	787	987	707	42%	58%
Physical Materials Subtotal		35,217	73,239	77,024	82,140	-52%	-57%	158,981	195,897	212,255	228,582	-19%	-30%
Electronic Circulation													
Audiobooks		3,357	2,695	2,292	1,739	25%	93%	9,756	0	6,644	4,803	#DIV/0!	103%
eBooks		4,614	3,970	3,927	3,035	16%	52%	4,614	7,930	11,311	8,677	-42%	-47%
Video		423	2	2	13	21050%	3154%	423	11,693	12	44	-96%	861%
Music		66	0	0	0	#DIV/0!	#DIV/0!	66	0	0	0	#DIV/0!	#DIV/0!
Electronic Materials Subtotal		8,394	6,667	6,221	4,787	26%	75%	14,793	19,623	17,967	13,524	-25%	9%
TOTAL CIRCULATION		43,611	79,906	83,245	86,927	-45%	-50%	173,774	215,520	230,222	242,106	-19%	-28%
WEBSITE & COMPUTER USAGE													
WiFi distinct clients*		2,243	3,423	3,211	2,946	-34%	-24%	8,641	9,535	9,323	8,266	-9%	5%
Pharos usage		741	1,650	2,002	2,177	-55%	-66%	3,760	4,499	5,936	6,120	-16%	-39%
Internet usage/number of hours		516	1,137	1,339	1,577	-55%	-67%	2,807	3,178	4,120	4,451	-12%	-37%
Website sessions		13,834	13,342	14,367	17,164	4%	-19%	45,498	41,306	39,477	50,401	10%	-10%
Daily average WiFi users		143	267										

QUESTIONS ANSWERED	Mar-20	Mar-19	Mar-18	Mar-17	% CHANGE 2020-2019	% CHANGE 2020-2017	YTD 2020	YTD 2019	YTD 2018	YTD 2017	% CHANGE 2020-2019	% CHANGE 2020-2017
Adult Dept.												
Reference/Research	1,926	3,505	3,080	3,641	-45%	-47%	8,061	9,392	9,493	10,287	-14%	-22%
Directional/Rule/Policy	1,245	1,904	1,682	1,173	-35%	6%	5,091	5,633	5,536	3,860	-10%	32%
Circulation Dept.												
Reference/Research	282	629	646	662	-55%	-57%	1,471	1,707	2,257	1,283	-14%	15%
Directional/Rule/Policy	2,000	4,044	3,675	3,381	-51%	-41%	9,587	10,595	11,371	7,723	-10%	24%
Youth Dept.												
Reference/Research	476	1,338	1,047	1,416	-64%	-66%	2,190	3,026	2,940	3,791	-28%	-42%
Directional/Rule/Policy	685	553	564	721	24%	-5%	2,059	1,448	1,557	2,155	42%	-4%
TOTAL REFERENCE	2,684	5,472	4,773	5,719	-51%	-53%	11,722	14,125	14,690	15,361	-17%	-24%

MISCELLANEOUS

Book Club-to-Go Kits	8	18	21	16	-56%	-50%	43	55	60	50	-22%	-14%
Bookshuttle Bags	26	3	4	1	767%	2500%	53	31	35	27	71%	96%
Customer Count	11,391	0	23,347	26,541	#DIV/0!	-57%	52,237	45,747	69,113	73,865	14%	-29%
SelfCheck % of Checkout	48%	50%	50%	52%	-4%	-7%	48%	50%	50%	53%	-4%	-9%
Teacher Packs	6	31	23	27	-81%	-78%	48	79	75	74	-39%	-35%
Volunteer Hours Worked	148.75	392.5	455	537	-62%	-72%	776	1,118	1,360	1,460	-31%	-47%
Meeting Room Usage	219	437	415	394	-50%	-44%	1,136	1,205	1,273	1,118	-6%	2%

RECEIPTS

Fines & Misc. Fees	\$617	\$1,096	\$1,091	\$1,794	-44%	-66%	\$3,143	\$4,303	\$4,393	\$6,828	-27%	-54%
Copier/Printer Fees	\$462	\$1,025	\$902	\$1,528	-55%	-70%	\$2,801	\$3,695	\$3,398	\$3,820	-24%	-27%
Lost/Damaged Fees	\$180	\$222	\$265	\$248	-19%	-27%	\$502	\$939	\$821	\$1,680	-47%	-70%
Sale of Property	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!
Coffee Sales	\$50	\$114	\$94	\$154	-57%	-68%	\$227	\$436	\$407	\$426	-48%	-47%
Beverages & snacks	\$130	\$158	\$144	\$220	-18%	-41%	\$480	\$608	\$492	\$653	-21%	-26%
Collection Agency Fees	\$59	\$99	\$63	\$92	-41%	-36%	\$224	\$300	\$274	\$565	-25%	-60%
Winnebago Co. Major Facility	\$0	\$0	\$27,628	\$27,127	#DIV/0!	-100%	\$0	\$0	\$27,628	\$27,127	#DIV/0!	-100%
Winnebago Co. Operations	\$0	\$0	\$191,924	\$189,211	#DIV/0!	-100%	\$0	\$0	\$191,924	\$189,211	#DIV/0!	-100%
Other counties	\$0	\$2,571	\$0	\$0	-100%	#DIV/0!	\$2,120	\$2,571	\$1,072	\$0	-18%	#DIV/0!
TOTAL	\$1,497	\$5,285	\$222,112	\$220,373	-72%	-99%	\$9,496	\$12,852	\$230,409	\$230,310	-26%	-96%

PROGRAMS	Mar-20	Mar-19	Mar-18	Mar-17	% CHANGE 2020-2019	% CHANGE 2020-2017	YTD 2020	YTD 2019	YTD 2018	YTD 2017	% CHANGE 2020-2019	% CHANGE 2020 - 2017
Programs given												
Adult (Ages 19+)	14	38	33	23	-63%	-39%	71	96	91	73	-26%	-3%
Young Adult (Ages 12-18)	1	4	3	2	-75%	-50%	9	10	11	12	-10%	-25%
Youth (ages 0-11)	29	61	63	62	-52%	-53%	147	154	185	159	-5%	-8%
TOTAL	44	103	99	87	-57%	-49%	227	260	287	244	-13%	-7%
Program attendance												
Adult (Ages 19+)	480	1,146	962	802	-58%	-40%	1,810	2,393	2,562	2,303	-24%	-21%
Young Adult (Ages 12-18)	25	184	69	44	-86%	-43%	355	435	402	388	-18%	-9%
Youth (ages 0-11)	1202	2,849	2,198	2,519	-58%	-52%	4,893	6,037	5,723	6,231	-19%	-21%
TOTAL	1,707	4,179	3,229	3,365	-59%	-49%	7,058	8,865	8,687	8,922	-20%	-21%

Program	Topic/Title/Presentation	Date	
Adult			
Adult Afternoon	The Beautiful World of Butterflies	3/2/2020	60
Tuesday Night Movie	Frozen II	3/3/2020	95
Kneenah Knits		3/4/2020	2
Chess		3/5/2020	21
Travel Series	New Zealand	3/5/2020	34
First Friday Concert Series	Steven Paul Spears	3/6/2020	63
Monday Matinee	A Beautiful Day in the Neighborhood	3/9/2020	113
Short Story Night		3/9/2020	24
Tech Talk Tuesday	All About Podcasts	3/10/2020	9
A.M. Investment Coffee		3/11/2020	8
Chess		3/12/2020	18
Barn Quilts		3/12/2020	23
Ukulele open jams		2 sessions	10
TOTAL			480
Young Adult			
Library Program	Study Night	3/8/2020	25
TOTAL			25
Youth			
Library Program	Legos in the Library	3/1/2020	38
Library Program	Messy Monday	3/2/2020	114
Library Program	Hoover 4K	3/6/2020	28
Outreach	YMCA Childcare Center	3/6/2020	92
Library Program	Science Day with Mr. J	3/7/2020	185
Library Visit	YMCA 4K	3/9/2020	20
Library Program	Footloose Friday	3/13/2020	33
Storytimes		Various	692
TOTAL			1202

Reports & Recommendations

7. Director's report

- a. Meetings/Events/Information
 - Weekly: Library department heads
- b. Report from Circulation Services
- c. Report from Youth Services
- d. Report from Adult Services and Technical Services

8. Business for consideration

a. Easement (included in packet)

The Library Board approved the placement of the WE Energies transformers at the March 18 Board meeting. The easement, which is attached, also needs to be approved by the Library Board and will need to be signed by the President and notarized. It can then be submitted to WE Energies and they will release the existing easement. The director contacted Public Works Director Kaiser to confirm that the easement is as he expected. Kaiser said that it is a fairly standard form.

WE Energies has agreed to pay \$3,000 to the Library for landscaping. Representatives from WE Energies will be at the meeting (virtually) to answer any questions the Board may have.

Recommendation: Approve the easement.

b. Monthly financial reports from Finance department (included in packet) *Information item.*

c. Elimination of overdue fines

At their March 24 meeting, the Menasha Library Board approved going fine-free, effective June 1. Neenah staff are supportive of the elimination of overdue fines for the following reasons: 1) Overdue fines can place an undue burden on some households, which in turn reduces their library usage; and 2) The cross usage between Menasha and Neenah libraries may affect circulation, i.e., patrons could choose to check out from Menasha over Neenah in order to not receive overdue fines. Staff suggest that the Board recommend that overdue fines be eliminated in the 2021 budget request.

Discussion item.

d. Pandemic response

The Library closed to the public on Monday, March 16. The closure coincided with the closing of Menasha, Appleton, and Oshkosh libraries and was done to minimize the risk to staff and patrons. Following the closure, some staff worked their usual shifts for the remainder of the week; others used paid time off, i.e., vacation or sick leave.

On Wednesday, March 25, Governor Evers issued a "Safer at Home" order, which shut down non-essential businesses; libraries were included in that order. As a result, the majority of staff were asked to stay home. Staff, including those who are considered "ineligible to work from home" because of the kinds of duties they have while working at the Library, are also working from home. Supervisors have supplied them with projects, webinars to watch, etc. Some staff have been provided laptops that can connect to WALIS to continue working. A handful of staff are coming into the Library regularly – to clean, answer

phones, pay bills, etc. Per City Policy, all regular part-time and full-time staff are currently being paid their normal work hours. (Staff are tracking actual hours worked.)

Although no date has been set, Library Department Heads are working on a game plan for reopening that would include how to keep staff, volunteers, and patrons safe, options for handling social distancing, occupancy limits, disinfecting requirements, etc. Our reopening plans will be based on information gathered from reputable sources and guidelines from the State, CDC, public health, etc.

Discussion item.

e. CIP Budget request

The Council Workshop to review recommendations is currently scheduled for Monday, May 11.

Information item.

f. Merry Whipple

This is Merry's last Library Board meeting. Merry's first meeting was February 15, 1989. Some highlights from Merry's first year:

- Smoking was banned in the Library's break room;
- The collection was barcoded for the new automated circulation system;
- The card catalog was being phased out (slowly);
- Framed art prints could be checked out for a \$1.00 fee;
- Filmstrips were still being circulated;
- There were concerns about the general noise level on the main floor;
- And there were complaints about the lack of free parking in front of the Library.

Items of note: Merry served as President of the Library Board in 1990-1991, 1996, and 2014-2015 and as Vice President in 1989, 1992-1995, and 2012-2013. Merry served on the Board during the building referendums and the design and construction of the new building (2000). She was instrumental in the grand opening event and chaired the committee for the 10-year anniversary celebration.

Thank you to Merry for her 31 years of service and dedication to the Library and the community.

9. Reports:

- Winnebago County representative
- Neenah City Council representative
- Neenah Joint School District representative

10. Announcements and future agenda items

11. Next regularly scheduled meeting: May 20, 2020, 4:00 p.m. Location to be announced.

12. Adjournment

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. **4243053** IO NO. **52670**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF NEENAH, a Wisconsin municipal corporation**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as **strips of land varying in width, being part of Lot Five (5), Block Five (5), PALMERS MAP**, being a subdivision of a portion of the **Northeast 1/4 of the Northwest 1/4, Section 27, Township 20 North, Range 17 East**, City of Neenah, Winnebago County, Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM P129
PO BOX 2046
MILWAUKEE, WI 53201-2046

81003650000
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. WE Energies shall complete site restoration within 30 days of completion of installation of the facilities, weather permitting. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

9. Indemnification: The grantee agrees to indemnify, save and keep harmless Grantor, its agents, employees, successors and assigns, from all liability, liens, judgments, costs, damages, and expense of whatever kind and nature which may in any way be suffered by Grantor, its agents, employees, successors or assigns by reason of, or in consequence of the operation of said easement by Grantee or for, or on account of any act or thing done or suffered, or omitted to be done, under grant of this easement to Grantee.

10. Use of Easement by Grantor: It is acknowledged by Grantor that said easement shall not interfere with any buildings of Grantor. Grantor may use said easement area for his own purposes, however, Grantor shall not make construction over or use of said property which will interfere with said easement by Grantee, without written consent of the Grantee. The Grantor may not erect permanent buildings or structures in the easement area.

Grantor:

CITY OF NEENAH, a Wisconsin municipal corporation

By _____

(Print name and title): _____

By _____

(Print name and title): _____

Personally came before me in _____ County, Wisconsin on _____, _____,

the above named _____, the _____

and _____, the _____

of the CITY OF NEENAH, a Wisconsin municipal corporation, for the municipal corporation, by its authority, and pursuant to Resolution File

No. _____ adopted by its _____ on _____, _____.

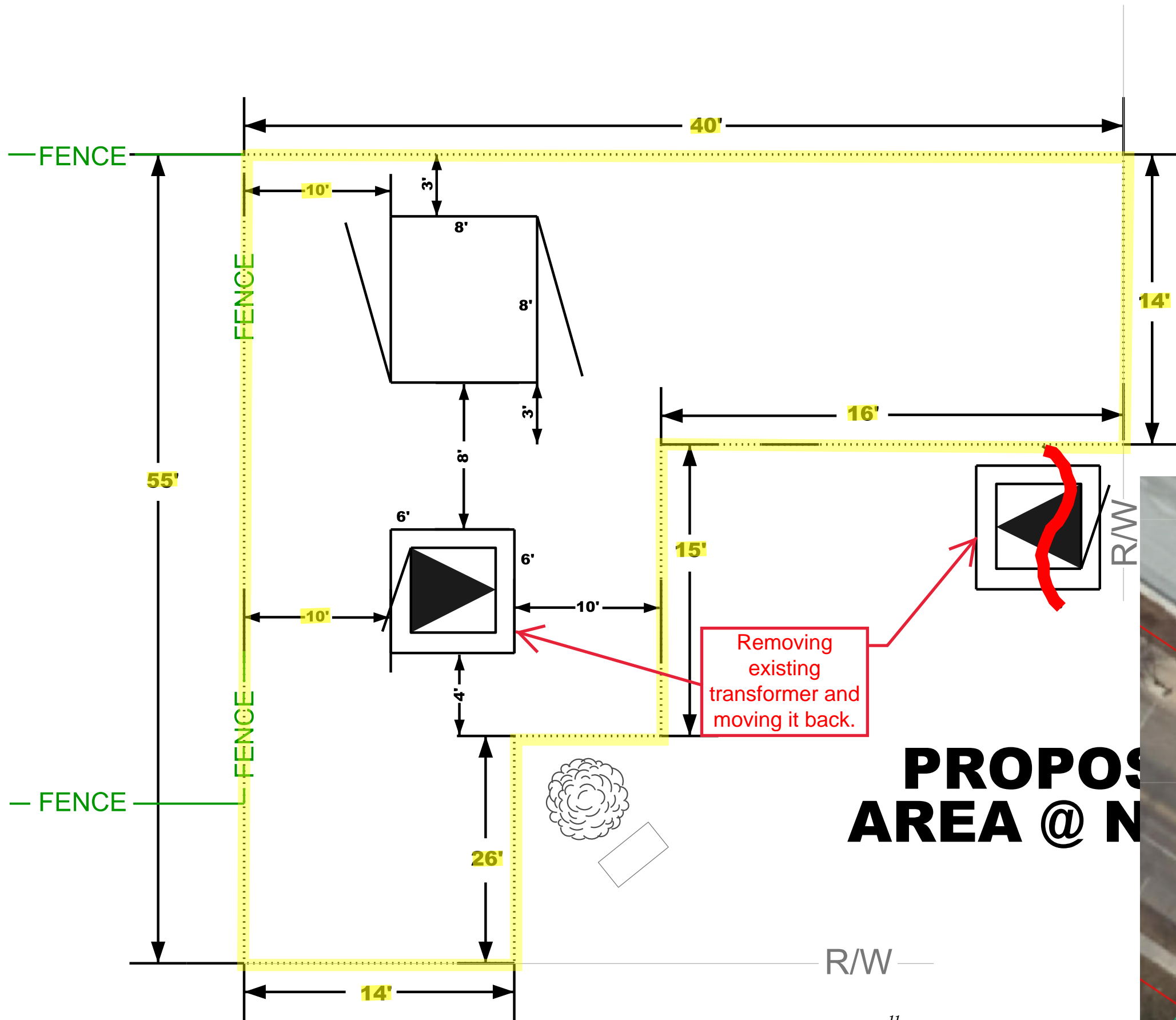
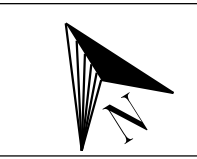
Notary Public Signature, State of Wisconsin

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____

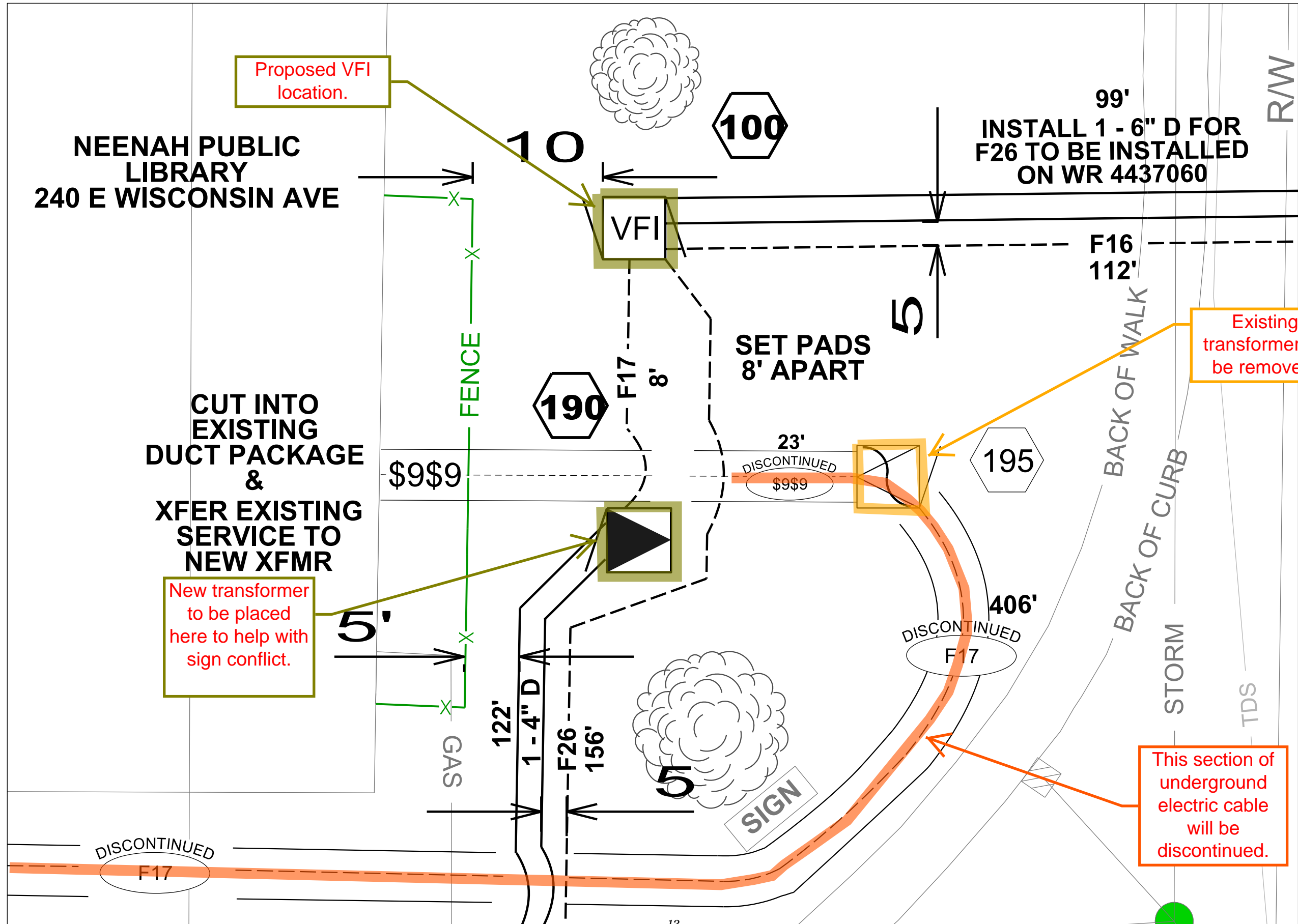
This instrument was drafted by Chris Anderson on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.





SET EDGE OF BOTH PADS 10' FROM EDGE OF FENCE

SEE DETAIL ON SHEET 11



New transformer to be placed here to help with sign conflict.

Proposed VFI location.

Existing transformer, to be removed.

This section of underground electric cable will be discontinued.