

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, March 9, 2020 – 6:30 p.m.  
Hauser Room, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin**

***NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council will be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a Meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee, but will not take any formal action at this meeting.***

**AGENDA**

1. Public Appearances
2. Approval of Minutes from the February 19, 2020 Special Meeting and the February 24, 2020 Regular Meeting (minutes can be found on the City's website)
3. Addendum to Development Agreement - Integrity Acres Subdivision (attachment) B. Schmidt
4. Acquisition of 122 W. Peckham Street and 1313 S. Commercial with Community Development Block Grant Funds (attachment) C. Kasimor
5. Community Development Auto Purchase (attachment) C. Haese
6. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **the Neenah Finance Department at (920) 886-6140** or the **City's ADA Coordinator at (920) 886-6106** or e-mail [attorney@ci.Neenah.wi.us](mailto:attorney@ci.Neenah.wi.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**CITY OF NEENAH**  
**SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Wednesday, February 19, 2020 – 6:30 p.m.**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

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

**Others Present:** Alderman Bates, Director of Community Development Haese, Robert W. Baird Public Finance Managing Director Brad Viegut.

**Public Appearances:** None

**Excused/Absent:** None

**Resolution 2020-02 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing:** Committee reviewed Resolution 2020-02 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing as well as the 2020 Financing Plan handout provided by Mr. Viegut. The resolution confirms the City's intent to reimburse itself from the sale of approximately \$9,895,000 of tax-exempt General Obligation Promissory Notes for eligible expenditures already disbursed. Committee and staff discussed various aspects of the proposed resolution.

**Motion/Second/Carried Stevenson/Kunz recommending Council approve Res. No. 2020-02 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.** All voting aye.

**Resolution 2020-03 Providing for the Sale of Approximately \$9,895,000 General Obligation Promissory Notes:** Committee reviewed Resolution 2020-03 Providing for the Sale of Approximately \$9,895,000 General Obligation Promissory Notes. The tax-exempt borrowing would fund all City capital projects included in the 2020 adopted budget. Mr. Viegut explained that current market conditions are leading to the recommendation that the borrowing be issued as Non-Bank Qualified (NBQ) to ensure the maximum amount of bidders. This is contrary to historic norms where issuing debt as Bank-Qualified (BQ) would typically lead to the maximum amount of bidders. Cities may issue BQ tax - exempt debt only if they commit to issue less than \$10 million in tax-exempt debt in the calendar year. In the current interest rate environment, the interest rate cost on the Notes is estimated at 1.64%. If approved, the tentative timeline would schedule the final sale on Wednesday, March 18, with a closing date of Wednesday, April 8.

Committee and staff discussed various aspects of the proposed resolution and timeline. Issues discussed included the potential to borrow additional NBQ debt and the estimated debt maturity schedule of 10 years.

RESOLUTION

RESOLUTION

**Motion/Second/Carried Stevenson/Kunz recommending Council approve Res. No. 2020-03 Providing for the Sale of Approximately \$9,895,000 General Obligation Promissory Notes.** All voting aye.

**Motion/Second/Carried Stevenson/Boyette to adjourn the meeting at 6:50 p.m.** All voting aye.

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, February 24, 2020 – 6:30 p.m.  
Hauser Room, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

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

**Others Present:** Director of Human Resources and Safety Kehl, Police Chief Olson, Director of Community Development and Assessment Haese, Deputy Police Chief Bernice, Police Captain Van Sambeek.

**Absent/Excused:** None.

**Public Appearances:** None.

**Minutes:** **Motion/Second/Carried Kunz/Boyette to approve the minutes from the February 10, 2020 Regular Meeting.** All voting aye.

**Request to Fill Two Officer Positions:** Committee reviewed memo of Chief Olson requesting authorization to fill the pending police officer vacancies no sooner than April 6, 2020. The positions are vacant due to the resignation of one officer and the recent retirement of Investigator Adam Streubel. Mayor Kaufert has reviewed the request and concurs with filling the vacant positions.

Committee and staff discussed various aspects of the proposed filling of vacancies. Issues discussed included the potential delay in filling the vacancies to help offset Mayoral executive budget adjustments and how the discussion on operating carry forwards could affect police staffing and overtime decisions. Alderman Steele said that she felt the current vacancy approval process may be redundant and unnecessary, especially for certain city rank-and-file positions such as police patrol officers. Chairman Erickson directed that the committee address the current vacancy approval process at a future committee meeting.

**Motion/Second/Carried Kunz/Boyette to authorize the Police Department to fill the pending police officer vacancies with no specific timeline to fill the positions.** All voting aye.

**Request to Fill Assistant Building Inspector Position:** Committee reviewed memo of Director Haese requesting authorization to fill the vacant Assistant Building Inspector position. The position is vacant due to the pending resignation of current Assistant Building Inspector Rodney Schoepke. Mayor Kaufert has reviewed the request and concurs with filling the vacant position. Issues discussed included the potential reasons for the resignation, the duties of the position and how the filling of this position could affect filling the position of Chief Building Inspector.

**Motion/Second/Carried Kunz/Steele to authorize the Community Development Department to fill the vacant Assistant Building Inspector position. All voting aye.**

**2019 Operating Budget Carry Forwards to 2020:** Committee reviewed memo of Director Easker recommending Council approve the 2019 Operating Budget Carry Forwards to 2020 as submitted. The requests total \$120,110 and include General Fund requests from Finance, Police and Special Reserves and Escrow as well as from the Parking Fund.

Committee and staff discussed various aspects of the carry forward requests. The main discussion centered around concern raised by Alderman Stevenson regarding the Police Department request to carry forward \$71,778 of unused overtime to offset projected overtime in 2020. His main objection was related to the ability for employees to use unused sick leave while off for FMLA purposes, which then creates the need for additional overtime within the department. Committee and staff discussed the federal and state laws governing FMLA and the City's very limited ability to affect employees use of both FMLA and the accrued paid time off they choose to use while on FMLA.

REPORT

**Motion/Second/Carried Stevenson/Kunz recommending Council approve the 2019 Operating Budget Carry Forwards to 2020 as follows: General Fund - Finance Department/Conferences and Meetings - \$2,138; General Fund - Police Department/Training - \$5,000; General Fund - Special Reserves and Escrow/Salaries and Fringes - \$20,120 and Parking Fund - Parking Lots/Outside Services - \$21,067. All voting aye.**

REPORT

**Motion/Second/Carried Kunz/Steele recommending Council approve the 2019 Operating Budget Carry Forwards to 2020 as submitted. General Fund - Police Department/Overtime - \$71,778. Motion carried 4-1, with Alderman Stevenson voting nay.**

RESOLUTION

**Resolution No. 2020-06 Establishing the Interest Rate for Special Assessments Paid in Installments Under Wis.Stat. §66.0718:** Committee reviewed memo of Director Easker recommending Council approve Resolution No. 2020-06 Establishing the Interest Rate for Special Assessments Paid in Installments Under Wis.Stat. §66.0718. The current rate of 5.00% has been in place since 2015. In his memo, Director Easker said he was again recommending that the City maintain the 5.00% rate for 2020 projects.

**Motion/Second/Carried Kunz/Boyette recommending Council approve Resolution No. 2020-06 Establishing the Interest Rate for Special Assessments Paid in Installments Under Wis.Stat. §66.0718. All voting aye.**

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

**Motion/Second/Carried Steele/Stevenson to adjourn the meeting at 8:40 p.m.** All voting aye.

Respectfully submitted,

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

Michael K. Easker, CPA  
Director of Finance



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

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**DATE:** March 4, 2020  
**TO:** Chairman Erickson and Members of the Finance and Personnel Committee  
**FROM:** Brad Schmidt, AICP, Deputy Director of Community Development and Assessment  
**RE:** Addendum to Development Agreement – Integrity Acres Subdivision

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Common Council approved the Development and Fee Agreement for the Integrity Acres Subdivision (Development Agreement) on April 17, 2019. The Subdivision is now complete and work on the 1<sup>st</sup> Addition to Integrity Acres Subdivision to the west has begun. The purpose for amending the Development Agreement is to remove the requirement for installing a 2” temporary mat on Integrity Way, consistent with the language in the Development and Fee Agreement for the 1<sup>st</sup> Addition to Integrity Acres Subdivision. With this proposed amendment, the City agrees to reimburse Integrity Custom Homes, LLC (Developer) \$23,310 which was collected as part of the escrow payment for the 2” temporary mat on Integrity Way. In addition, the Developer agrees to pay the City \$6,700 into an escrow account for the purpose of gravel street maintenance prior to the installation of the final street on Integrity Way. The final streets in Integrity Acres Subdivision and the 1<sup>st</sup> Addition to Integrity Acres subdivision will be completed at the same time.

**Appropriate action at this time is to recommend Common Council approve the Addendum to the Development and Fee Agreement for Integrity Acres.**

ADDENDUM TO DEVELOPMENT AND FEE AGREEMENT  
CITY OF NEENAH TO INTEGRITY CUSTOM HOMES, LLC.

This Addendum to the Development and Fee Agreement for the Integrity Acres Subdivision (“Addendum”) entered into this \_\_\_\_ day of March, 2020 by and between the City of Neenah, a Wisconsin municipal corporation (“City”) and Integrity Custom Homes, LLC, (“Developer”).

**WITNESSETH**

WHEREAS, City and Developer entered into a Development and Fee Agreement on April 17, 2019; and,

WHEREAS, Developer has completed developing a subdivision referred to in the Agreement as “Integrity Acres”; and,

WHEREAS, the Development and Fee Agreement required an escrow payment of \$23,310 for a two-inch mat on Integrity Way; and,

WHEREAS, the City has changed its policy of when a two-inch mat is placed in a new subdivision; and,

NOW THEREFORE, in consideration of the above recitals, which are contractual, and the mutual promises contained herein, the parties agree to the following terms and conditions.

1. **REFUND AND PAYMENT.** The City agrees to refund the impact fee payment of \$23,310 (Twenty-Three Thousand Three Hundred and Ten Dollars) that was paid for a two-inch mat that is no longer needed to be installed, and the Developer agrees to pay a new impact fee of \$6,700.00 (Six Thousand Seven Hundred Dollars) for gravel street maintenance. This equals a net refund from the City to the Developer of \$16,610 (Sixteen Thousand Six Hundred and Ten Dollars).

2. **MODIFICATION OF TERMS.** The parties agree to the modifications to the Agreement submitted by the City striking section eight and replacing it with the following language:

**8. Streets, Curb and Gutter and Sidewalks Within the Subdivision Plat.**

*Street Grading/Graveling:* The Developer shall pay the full cost of grading/graveling all streets within the plat, including those streets that may front on all dedicated public land and outlots, including but not limited to, parks, schools, dedicated public wetlands and open spaces, detention ponds



and other public areas. The City shall establish and enforce spring load limits on all gravel streets.

*Gravel Street Maintenance:* Prior to construction of the Final Street, the Developer shall be completely responsible for all gravel street maintenance including but not limited to:

- removal of mud, dust and other non-granular deleterious material on an “as needed” basis; periodically adding granular material necessary to re-establish the true line and grade and cross section of the street;
- place calcium chloride dust control treatment on the streets semi-annually;
- cleaning out catch basins;
- regrading and filling all potholes, settled areas and areas where traffic has disturbed the gravel periodically on an “as needed” basis;
- provide any City mandated dust control.

If during the time prior to the City accepting maintenance responsibility, the Developer fails to maintain the gravel streets in a manner acceptable to the City, the City shall, after a 48-hour notice to the Developer, perform the required maintenance on the gravel street and bill all costs for this maintenance work to the Developer. As assurance of reimbursement of those City costs, the Developer shall escrow an amount as identified in Exhibit 5 from which costs will be drawn in event of non-payment.

*Two-Inch Asphalt Mat:* Should the City determine that it is in its best interest to place a temporary two-inch asphalt mat on any streets within the plat, including those streets that may front on all dedicated public land and outlots, including but not limited to, parks, schools, dedicated public wetlands and open spaces, detention ponds and other public areas, cost for said two-inch mat construction shall be special assessed against the individual lots in Integrity Acres (See Exhibit 5).

*Final Street:* When installed, curb/gutter and final street pavement shall be assessed 100% by the City to the adjacent lot owners of record with the exception that all costs associated with installation of curb/gutter and permanent pavement that front all public lands, including but not limited to: parks, greenspace, trails, outlots, and detention ponds shall be prepaid, or escrowed, by the Developer based on estimated costs for new street construction. Once public improvements anticipated by this paragraph are installed, in the event that actual costs are less than the escrowed fund, any such excess of the escrowed funds shall be returned to Developer. In the event that the escrow is insufficient, then the City reserves the right to

special assess the shortage against the individual lots in Integrity Acres (See Exhibit 5).

*Sidewalks:* The Developer shall pre-pay or escrow the estimated cost for installing sidewalk at the following locations: 1) on both sides of Integrity Way; 2) crossing Integrity Way at Woodenshoe Road; 3) crossing Woodenshoe Road to connect to the Woodenshoe Road trail. Said sidewalk shall be installed by the City in conjunction with construction of the final street, described above, unless otherwise scheduled with the approval of the City. The lot owner of record for lots that develop and install sidewalk prior to the scheduled construction of sidewalk in the subdivision shall be reimbursed from the pre-paid or escrowed funds an amount equal to the estimated cost of sidewalk installation for that lot. (See Exhibit 5).

IN WITNESS WHEREOF, the parties hereto accept the terms of this Addendum as of the date stated above.

CITY OF NEENAH

INTEGRITY CUSTOM HOMES, LLC

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

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



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

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**TO:** Chairperson Erickson and members of the Finance and Personnel Committee

**FROM:** Carol Kasimor, Assistant Planner

**DATE:** March 5, 2020

**SUBJ: Acquisition of 122 W. Peckham Street and 1313 S. Commercial Street with Community Development Block Grant funds**

The City previously acquired and demolished 1311 S. Commercial Street (formerly Harn's Furniture) and land-locked property west of this property for the purpose of blight elimination and location of a future storm water facility.

The owner of 122 W. Peckham Street (valued at \$30,500, Lot 3 on the attached map) and 1313 S. Commercial Street (estimated value \$44,000, Lot 2) has made these adjacent properties available at a total cost of \$50,000.

The properties would be utilized in part for the storm water facility as well as future development on S. Commercial Street.

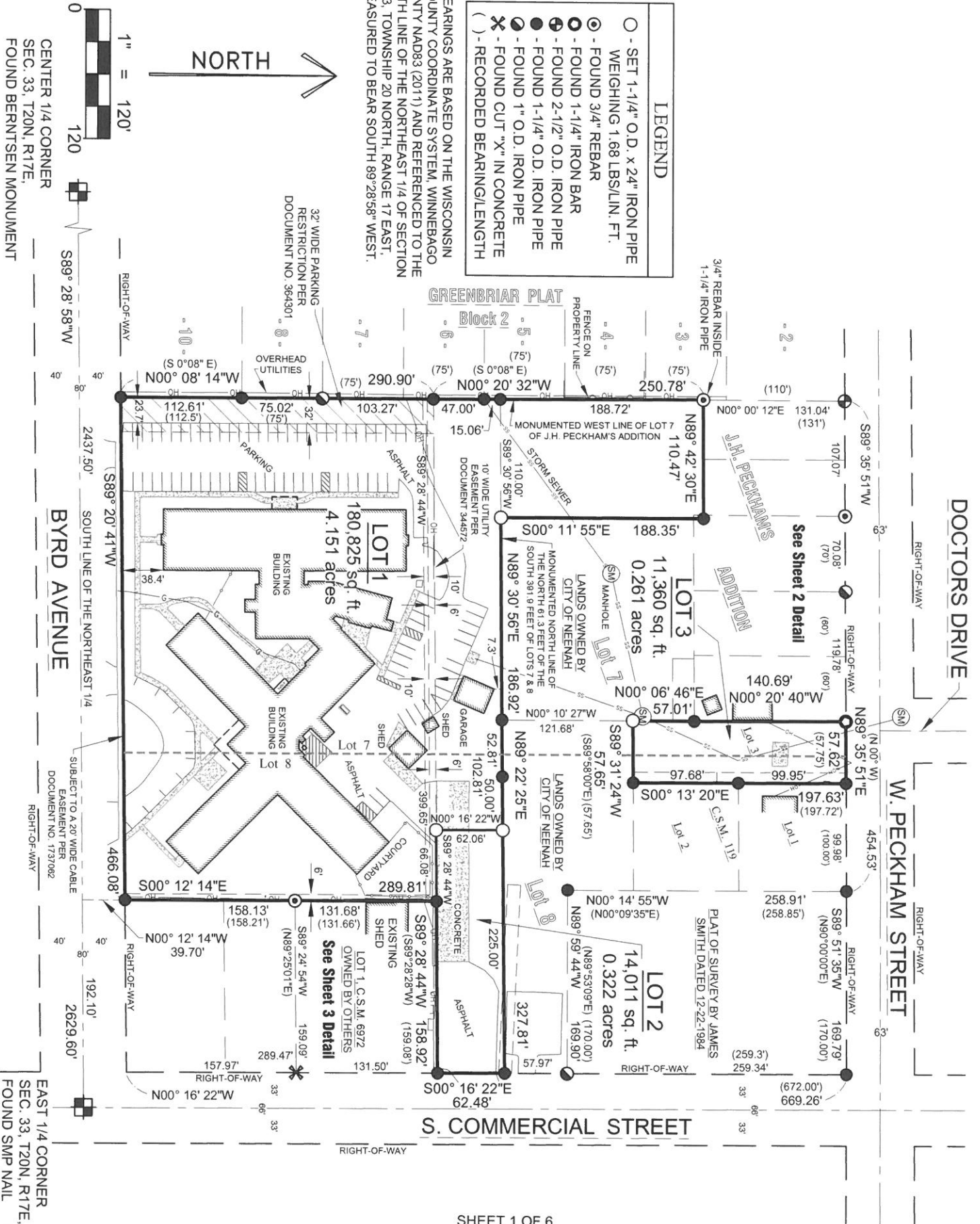
**Appropriate action at this time would be to authorize acquisition of the properties at 122 W. Peckham Street and 1313 S. Commercial Street, in an amount not to exceed \$50,000 of CDBG funds.**

# WINNEBAGO COUNTY CERTIFIED SURVEY MAP NO.

Of Lot 3 of Certified Survey Map Number 119 recorded in Volume 1 of Certified Survey Maps on Page 119 and part of Lot 7 and part of Lot 8 of J.H. Peckham's Addition being part of the Southeast 1/4 of the Northeast 1/4 of Section 33, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.

LEGEND	
○	SET 1-1/4" O.D. x 24" IRON PIPE WEIGHING 1.68 LBS/LIN. FT.
⊙	FOUND 3/4" REBAR
●	FOUND 1-1/4" IRON BAR
⊕	FOUND 2-1/2" O.D. IRON PIPE
⊖	FOUND 1-1/4" O.D. IRON PIPE
⊗	FOUND 1" O.D. IRON PIPE
⊘	FOUND CUT "X" IN CONCRETE
( )	RECORDED BEARING/LENGTH

BEARINGS ARE BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM, WINNEBAGO COUNTY NAD83 (2011) AND REFERENCED TO THE SOUTH LINE OF THE NORTHEAST 1/4 OF SECTION 33, TOWNSHIP 20 NORTH, RANGE 17 EAST, MEASURED TO BEAR SOUTH 89°28'58" WEST.



SHEET 1 OF 6

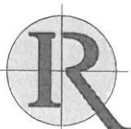
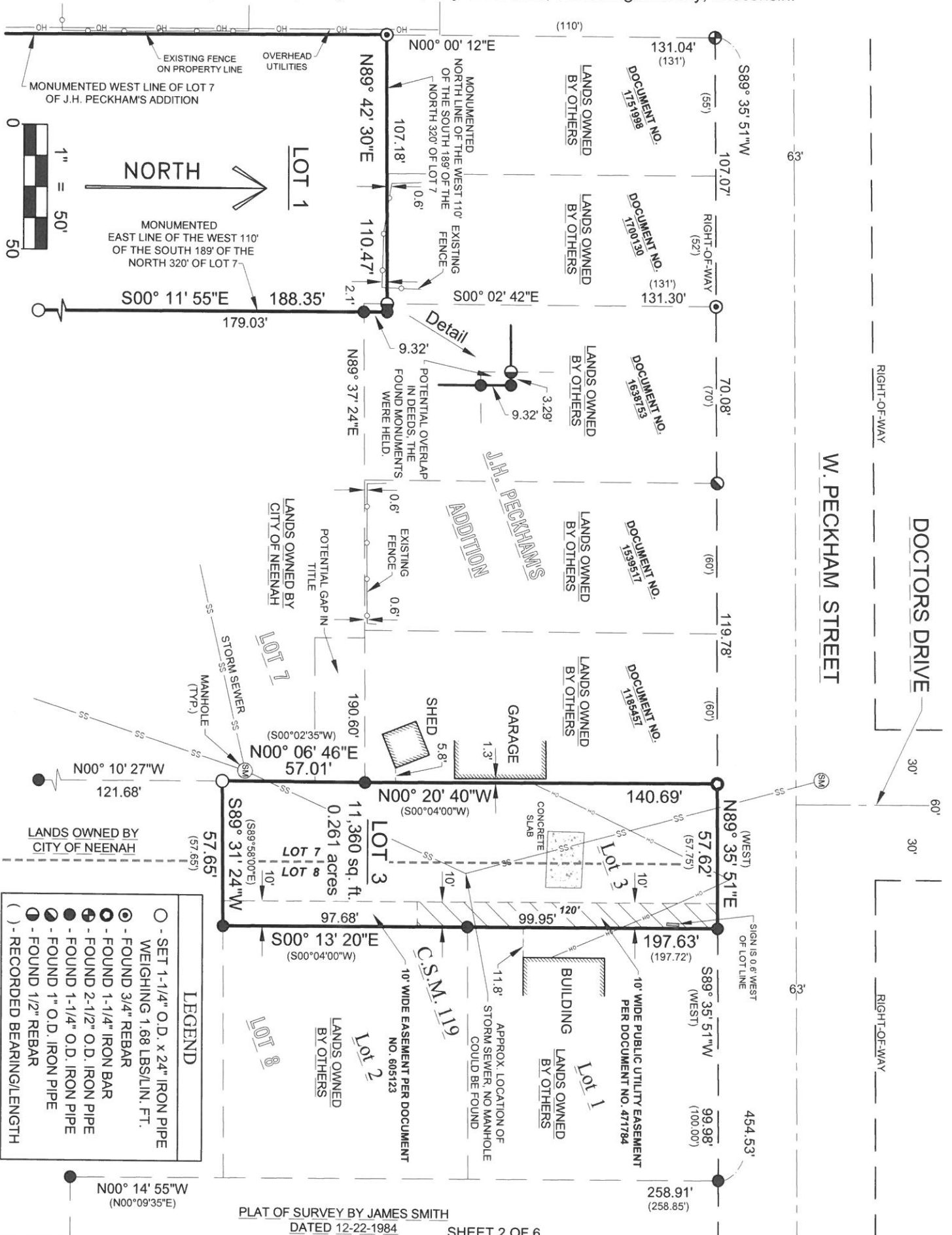


**RIVERSIDE LAND SURVEYING LLC**  
5310 WILLOW STREET, WESTON, WI 54476 PH 715-241-7500 FAX 715-355-6894  
email - mail@riversidelandsurveying.com

<b>DRAWN BY</b> M.F.L.	<b>DATE</b> MARCH 2, 2020
<b>CHECKED BY</b> K.J.W.	<b>PROJECT NO.</b> 3198
<b>PREPARED FOR:</b> LOKRE DEVELOPMENT	

# WINNEBAGO COUNTY CERTIFIED SURVEY MAP NO.

Of Lot 3 of Certified Survey Map Number 119 recorded in Volume 1 of Certified Survey Maps on Page 119 and part of Lot 7 and part of Lot 8 of J.H. Peckham's Addition being part of the Southeast 1/4 of the Northeast 1/4 of Section 33, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.

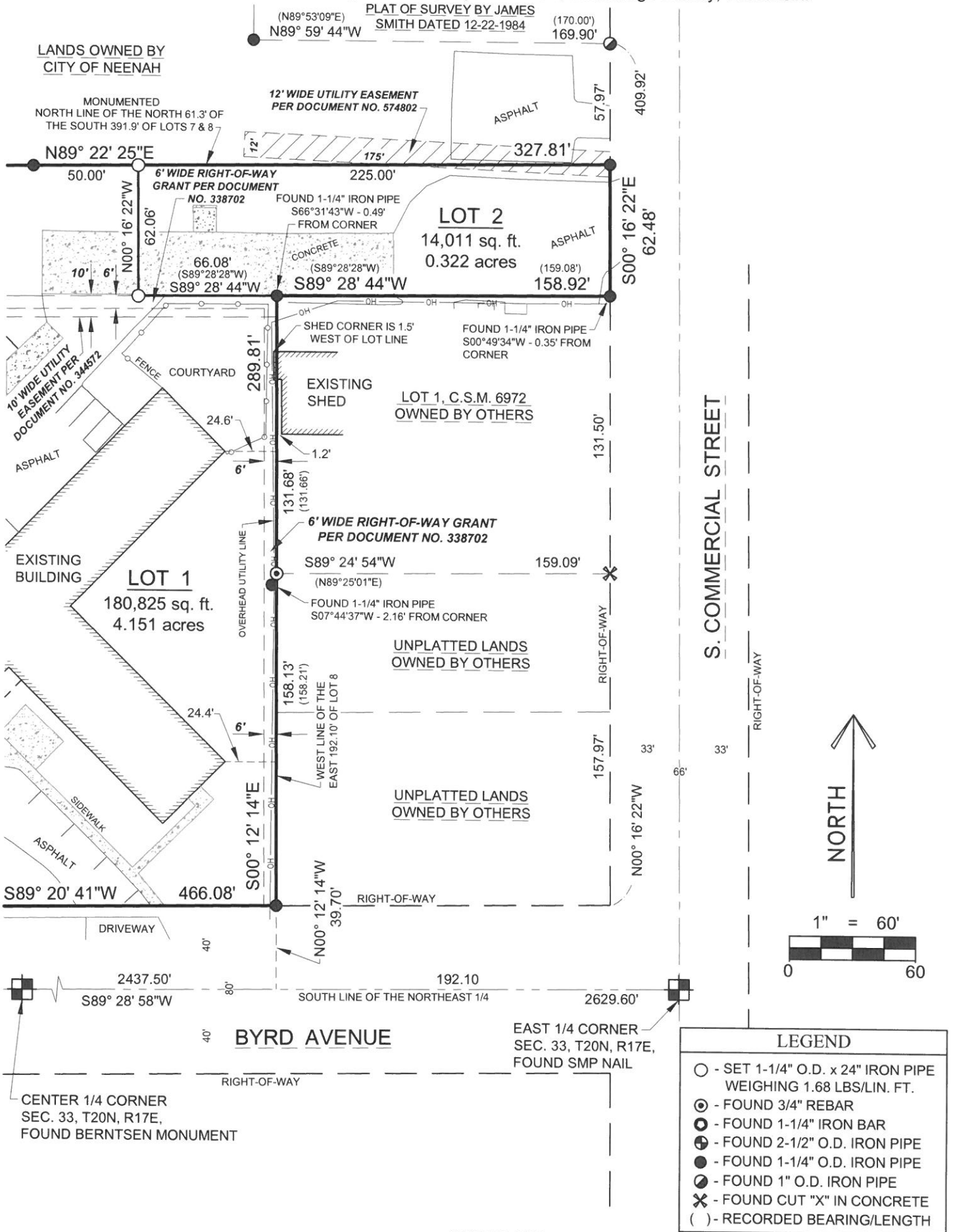


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SHEET 3 OF 6



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# WINNEBAGO COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Of Lot 3 of Certified Survey Map Number 119 recorded in Volume 1 of Certified Survey Maps on Page 119 and part of Lot 7 and part of Lot 8 of J.H. Peckham's Addition being part of the Southeast 1/4 of the Northeast 1/4 of Section 33, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.

I, Keith J. Walkowski, Professional Land Surveyor S-2717, hereby certify to the best of my knowledge and belief: That I have surveyed, mapped and divided Lot 3 of Certified Survey Map Number 119 recorded in Volume 1 of Certified Survey Maps on Page 119 as Document Number 471784 and part of Lot 7 and part of Lot 8 of J.H. Peckham's Addition being part of the Southeast 1/4 of the Northeast 1/4 of Section 33, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin, described as follows:

Commencing at the East 1/4 corner of said Section 33; Thence South 89°28'58" West along the South line of said Northeast 1/4, 192.10 feet; Thence North 00°12'14" West, 39.70 feet to the monumented North right-of-way line of Byrd Avenue and the point of beginning; Thence South 89°20'41" West along said monumented North right-of-way line, 466.08 feet to the monumented West line of said Lot 7 of J.H. Peckham's Addition; Thence North 00°08'14" West along said monumented West line, 290.90 feet; Thence North 00°20'32" West along said monumented West line, 250.78 feet to the monumented North line of the West 110 feet of the South 189 feet of the North 320 feet of said Lot 7 of J.H. Peckham's Addition; Thence North 89°42'30" East along said monumented North line, 110.47 feet to the monumented East line of said West 110 feet of the South 189 feet of the North 320 feet of Lot 7 of J.H. Peckham's Addition; Thence South 00°11'55" East along said monumented East line, 188.35 feet to the monumented North line of the North 61.3 feet of the South 391.9 feet of said Lots 7 and 8 of J.H. Peckham's Addition; Thence North 89°30'56" East along said monumented North line, 186.92 feet; Thence North 00°10'27" West, 121.68 feet to the Southwest corner of said Lot 3 of Certified Survey Map Number 119 recorded in Volume 1 of Certified Survey Maps on Page 119 as Document Number 471784; Thence North 00°06'46" East along the West line of said Lot 3 of Certified Survey Map Number 119, 57.01 feet; Thence North 00°20'40" West along said West line, 140.69 feet to the South right-of-way line of West Peckham Street; Thence North 89°35'51" East along said South right-of-way line, 57.62 feet to the East line of said Lot 3 of Certified Survey Map Number 119; Thence South 00°13'20" East along said East line, 197.63 feet to the South line of said Lot 3 of Certified Survey Map Number 119; Thence South 89°31'24" West along said South line, 57.65 feet to said Southwest corner of said Lot 3; Thence South 00°10'27" East, 121.68 feet to said monumented North line of the North 61.3 feet of the South 391.9 feet of Lots 7 and 8 of J.H. Peckham's Addition; Thence North 89°22'25" East along said monumented North line, 327.81 feet to the West right-of-way line of South Commercial Street; Thence South 00°16'22" East along said West right-of-way line, 62.48 feet to the North line of Lot 1 of Certified Survey Map Number 6972 recorded in Volume 1 on Page 6972 as Document Number 1692201; Thence South 89°28'44" West along said North line, 158.92 feet to the West line of said Lot 1 of Certified Survey Map Number 6972 and the monumented West line of the East 192.10 feet of said Lot 8; Thence South 00°12'14" East along said West line, 289.81 feet to the point of beginning.

That the above described parcel of land contains 206,196 square feet or 4.734 acres, more or less;

That said parcel is subject to all easements, restrictions and right-of-ways of record including including a 32' wide parking restriction per Document Number 364301, a 10' wide utility easement per Document Number 344572, a 6' wide right-of-way grant per Document Number 338702, a 10' wide public utility, sewer and water easement per Document Number 471784 and a 10' wide easement per Document Number 605123, 12' wide utility easement per Document Number 574802 and a 20' wide cable easement per Document Number 1737062;

That I have made this survey, division and map thereof at the direction of Lokre Development, Agent of said parcel;

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes, Chapter A-E7 of the Wisconsin Administrative Code and the subdivision regulations of the City of Neenah in Surveying, Mapping and Dividing the same.

That said map is a correct and accurate representation of the exterior boundaries of said parcel and the division thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Riverside Land Surveying LLC  
Keith J. Walkowski  
P.L.S. No. 2717

SHEET 4 OF 6

	<b>RIVERSIDE LAND SURVEYING LLC</b> <small>5310 WILLOW STREET, WESTON, WI 54476 PH 715-241-7500 FAX 715-355-6894 email - mail@riversidelandsurveying.com</small>	<small>DRAWN BY</small> M.F.L.	<small>DATE</small> MARCH 2, 2020
	<small>CHECKED BY</small> K.J.W.	<small>PROJECT NO.</small> 3198	
	<small>PREPARED FOR:</small> LOKRE DEVELOPMENT		

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**WINNEBAGO COUNTY  
CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Of Lot 3 of Certified Survey Map Number 119 recorded in Volume 1 of Certified Survey Maps on Page 119 and part of Lot 7 and part of Lot 8 of J.H. Peckham's Addition being part of the Southeast 1/4 of the Northeast 1/4 of Section 33, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.

**City of Neenah Approval Certificate:**

This Certified Survey Map was approved by the City of Neenah

on this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor Date

\_\_\_\_\_  
City Clerk Date

**Treasurer's Certificate:**

I, hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands included on this Certified Survey Map.

\_\_\_\_\_  
City Treasurer Date

\_\_\_\_\_  
County Treasurer Date

 <p><b>RIVERSIDE LAND SURVEYING LLC</b> 5310 WILLOW STREET, WESTON, WI 54476 PH 715-241-7500 FAX 715-355-6894 email - mail@riversidelandsurveying.com</p>	<b>DRAWN BY</b> M.F.L.	<b>DATE</b> MARCH 2, 2020
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## M E M O R A N D U M

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**DATE:** March 4, 2020  
**TO:** Chairman Erickson and Finance Committee Members  
**FROM:** Chris A. Haese, Director of Community Development and Assessment  
**RE:** Community Development Auto Purchase

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The 2020 Capital Budget proposes \$18,500 in funds to replace one of the five Inspection/Assessor vehicles currently serving the department. With each of the vehicles covering approximately 10,000 miles per year, the need for a reliable vehicle is critical for the completion of the department's services. The vehicle to be replaced is in excess of 14 years of age and has over 102,000 miles on it. This vehicle, needs substantial body work, requires increasingly frequent repairs, and is no longer reliable for daily use. City Mechanic Spoo has evaluated this auto and has determined it is unrepairable, unsafe to operate and that it should be removed from the City fleet.

In review of available vehicles, it appears that most of the US manufactures are ceasing production of smaller economy sedans. As a case in point, Ford discontinued production of the Focus in 2018. This model of vehicle has been the vehicle of choice for the Department's last four vehicle purchases in 2013, 2015, 2017 and 2019. One economy sedan that continues to be manufactured is the Chevrolet Cruze. This is a vehicle we have considered in the past, but was slightly outperformed by the Focus on price. With the Focus no longer available, staff has narrowed the search for a replacement vehicle to the Cruze or a Chevrolet Trax, which is a small SUV. In comparing the vehicles, the Cruz provides slightly better gas mileage, reduced maintenance and operational costs, and a smaller purchase price. For these reasons, staff is proposing to purchase a Chevrolet Cruz LT.

Staff has evaluated the availability and cost of Chevrolet Cruzes from a number of dealerships in eastern Wisconsin. Bergstrom Automotive is able to provide the preferred vehicle at a very competitive price of \$17,298, plus title, plates & transfer fees. This slightly used vehicle is a four door, hatchback model with 96 miles.

**Appropriate action at this time is to authorize the Department of Community Development to purchase a 2018 Chevrolet Cruz LT from Bergstrom Automotive in the amount not to exceed \$17,765.**

### Capital Equipment check list

<http://www2.ci.neenah.wi.us/CapEquipPurch.nsf/0/D86FFE499EC24541862585200064982A?OpenDocument>



# Vehicle Locator

### Dealer Information

**BERGSTROM CHEVROLET BUICK**

**150 N GREEN BAY RD**

**NEENAH, WI 54956**

**Phone: 920-722-1111**

**Fax: 920-729-4030**

3G1BE6SM6JS646983

**Model Year: 2018**

**Make: Chevrolet**

**Model: Cruze**

**1BT68-LT 5 Door HB**

**PEG: 1SD-LT Automatic**

**Primary Color: GBA-Black**

**Trim: H0U-Jet Black, premium cloth**

**Engine: LE2-Engine, 1.4L, 4 Cylinder Turbo**

**Transmission: MNU-6 Speed Automatic Transmission**

**Event Code: 5000-Delivered to Dealer**

**Order #: WCHTDH**

**MSRP: \$24,685.00**

**Order Type: TRE-Retail Stock**

**Stock #: N/A**

**Inventory Status: Available**

**Total Cash Allowance: N/A**

### Additional Vehicle Information

### GM Marketing Information

### Vehicle Options

#### Chargeable Options

**6K5-Convenience Package**

**ZLH-RS Appearance Package**

#### MSRP

**\$1,195.00**

**\$695.00**

#### No Cost Options

**FE9-Emissions: Federal Requirements**

**LE2-Engine, 1.4L, 4 Cylinder Turbo**

**MNU-6 Speed Automatic Transmission**

#### Other Options

**1SD-LT Automatic**

**AEC-Power Driver Window w/ Express Up a Down**

**ATH-Keyless Access**

**GBA-Black**

**H0U-Jet Black, premium cloth**

**K34-Cruise Control**

**N52-Steering wheel, 3-spoke deluxe**

**SJQ-Wheel, spare, 16" (40.6 cm) steel**

**UE1-OnStar**

"~" indicates vehicle belongs to Trading Partner's inventory

### Disclaimer:

GM has tried to make the pricing information provided in this summary a pricing information. GM will not make any sales or policy adjustments if



# Vehicle Condition Report

**Date of Review:** 01-31-2020      Year: 2006  
**Department:** CD      Make/Model: FORD TAURUS  
**Vehicle Number:** CD4      Mileage/Hours: 102563

Inspection Description	Problem Area	Record Condition - Repairs Needed	Repair Cost Estimate
<b>Vehicle Exterior</b>			
Body Condition	Yes <input checked="" type="radio"/> No <input type="radio"/>	VERY RUSTY UNDER BODY ROCKERS RUSTED OUT GONE !!!	
Doors	Yes <input checked="" type="radio"/> No <input type="radio"/>	RUSTY	
Electrical	Yes <input checked="" type="radio"/> No <input type="radio"/>	HEADLITE LENS BAD	
Battery - Load Test	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Charging System Test	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Starter Test	Yes <input type="radio"/> No <input checked="" type="radio"/>		
<b>Vehicle Interior</b>			
Seats	Yes <input checked="" type="radio"/> No <input type="radio"/>	SOME WEAR	
Windows	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Door Panels	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Floor Boards	Yes <input checked="" type="radio"/> No <input type="radio"/>	VERY RUSTY	
Other	Yes <input checked="" type="radio"/> No <input type="radio"/>	A/C has a leak ---Dose not work	
Other	Yes <input type="radio"/> No <input type="radio"/>		
Other	Yes <input type="radio"/> No <input type="radio"/>		
<b>Engine</b>			
Noise	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Belts	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Hoses	Yes <input checked="" type="radio"/> No <input type="radio"/>	OLD	
Oil Leaks	Yes <input checked="" type="radio"/> No <input type="radio"/>	OIL PAN & TIMING COVER LEAKS	
Coolant System	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Exhaust System	Yes <input checked="" type="radio"/> No <input type="radio"/>	RUSTY	
Other	Yes <input checked="" type="radio"/> No <input type="radio"/>	POWER STEERING LINE S LEAKING	
Other	Yes <input checked="" type="radio"/> No <input type="radio"/>	BRAKE LINES VERY RUSTY !	
Other	Yes <input type="radio"/> No <input type="radio"/>		
<b>Tires</b>			
Left Front - Tread Depth	Yes <input checked="" type="radio"/> No <input type="radio"/>	NEEDS ALL 4 TIRES	
Left Rear - Tread Depth	Yes <input checked="" type="radio"/> No <input type="radio"/>		
Right Front - Tread Depth	Yes <input checked="" type="radio"/> No <input type="radio"/>		
Right Rear - Tread Depth	Yes <input checked="" type="radio"/> No <input type="radio"/>		



# Vehicle Condition Report

Inspection Description	Problem Area	Record Condition - Repairs Needed	Repair Cost Estimate
<b>Suspension</b>			
Front	Yes <input checked="" type="radio"/> No <input type="radio"/>	NEEDS ALIGNMENT	
Rear	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Shocks	Yes <input checked="" type="radio"/> No <input type="radio"/>	NEED REPLACING	
Springs	Yes <input checked="" type="radio"/> No <input type="radio"/>	WEAK	
Front End Parts	Yes <input checked="" type="radio"/> No <input type="radio"/>	WORN	
<b>Transmission</b>			
Shifting	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Fluid Change	Yes <input checked="" type="radio"/> No <input type="radio"/>	NEEDS FLUSH	
Leaks	Yes <input checked="" type="radio"/> No <input type="radio"/>	DIP STICK & TRANS PAN	
<b>Total</b>			
<b>Total</b>			

Other Defects/Notes
<p>CAR IS IN VERY BAD CONDITION !!!! BODY AND UNDER BODY VERY RUSTY !!! ROCKERS ARE RUSTED OUT GONE IN SPOTS !!!!            ALL BRAKE AND FUEL LINES VERY RUSTY,HAS A SMALL BRAKE FLUID LEAK, CAR IS NOT WERTH REPAIRING</p>

Inspector's Signature: \_\_\_\_\_

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

**Fleet Superintendent's Recommendation:**

Replace Vehicle

Repair Vehicle - Defer Replacement

Fleet Superintendent's Signature: \_\_\_\_\_

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



# Vehicle Condition Report

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Electrical	Yes <input checked="" type="radio"/> No <input type="radio"/>	HEADLITE LENS BAD	
Battery - Load Test	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Charging System Test	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Starter Test	Yes <input type="radio"/> No <input checked="" type="radio"/>		
<b>Vehicle Interior</b>			
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**Other Defects/Notes**

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Inspector's Signature: BRAD

Date: 1-30-20

**Fleet Superintendent's Recommendation:**

Replace Vehicle

Repair Vehicle - Defer Replacement

Fleet Superintendent's Signature: Fred Sobo

Date: 2-5-20









