



City of Neenah
Budget Public Hearing/Special Common Council
Agenda
Tuesday, November 14, 2017 - 7:00 p.m.
Neenah City Hall
Council Chambers

- I. Roll Call and Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s). (None)
- III. Approval of Council Proceedings of the October 17, 2017 Joint Neenah-Menasha Council meeting, November 1, 2017 regular session, Committee of the Whole minutes of November 1, 2017, Committee of the Whole Budget Workshops of November 1, 6, 7 & 8, 2017. (Proceedings and Minutes can be found on the City web site) **(RollCall-Pro)**
- IV. **2018 BUDGET PUBLIC HEARING**
 - Public Hearing on the Proposed 2018 Operating Budget and 2018 Capital Improvements Program Budget.
 - Discussion and Consideration of Public Hearing and Other Matters Relating to the Recommended 2018 Operating Budget and 2018 Capital Improvements Program Budget.
 - Consideration of **Resolution No. 2017-29** adopting the 2018 Operating Budget and 2018 Capital Improvements Program Budget for the City of Neenah. **(RollCall Pro)**
 - Such Other 2018 Budget Matters as Legally Come Before the Council.
- V. Plan Commission report pertaining to the public hearings. (None)

Continued discussion has been noticed as a public hearing of the regular meeting of the Common Council on Wednesday November 15, 2017, at 7:00 p.m.

RECONVENE INTO SPECIAL COUNCIL MEETING

- VI. Public Forum.
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VII. Mayor/Council consideration of public forum issues.
- VIII. Consent Agenda. (None)
- IX. Reports of standing committees and consideration thereof.
 - A. Regular Public Services and Safety Committee meeting of November 7, 2017: **(Cancelled)**
 - B. Regular Finance and Personnel Committee meeting of November 6, 2017: (Chairman Pollnow) (Minutes can be found on the City web site) **No Report**

- X. Reports of special committees and liaisons and various special projects committees and consideration thereof.
 - A. Regular Plan Commission meeting of November 7, 2017: **(Cancelled)**
 - B. Board of Public Works meeting of November 7, 2017: (Vice Chairman Hillstrom) (Minutes can be found on the City web site)
 - 1. Information Only Items:
 - a) The Board approved Pay Estimate No. 1 for Contract 5-17 for Cecil Street bridge repair to Sommers Construction Company, Inc., Shiocton, for Contract 5-17, in the amount of \$104,283.78.
 - b) The Board approved Pay Estimate No. 1 for Contract 6-17 for Concrete Pavement and Sidewalk Repair to Al Dix Concrete, Kaukauna, in the amount of \$110,604.37.
 - c) The Board approved Pay Estimate No. 1 for Contract 7-17 for Pavement Repair to MCC, Inc., Appleton, in the amount of \$62,581.34.
 - C. Board of Public Works meeting of November 9, 2017: (Vice Chairman Hillstrom) (Minutes can be found on the City web site)
 - 1. Information Only Items:
 - a) The Board approve Change Order No. 1 for Contract PR01-17 Loop the Lake Project for abutment & pier enhancement to Pheifer Brothers Construction, Neenah in the amount of \$19,500.00 with funding to come from 50% grant dollars and 50% contingency unless dollars become available through fund raising.
 - D. Community Development Authority Update
 - 1. Update from the CDA – Chris Haese
 - E. Sustainable Neenah Committee
 - 1. Report from the Sustainable Neenah Committee – Ald. Kunz
 - F. Library Board
 - 1. Report from the Library Board – Ald. Erickson
- XI. Presentation of petitions.
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.
- XII. Council Directives.
- XIII. Unfinished Business.
- XIV. New Business.
 - A. Mayor Kaufert's appointment to fill the expired term of Tina Palmer and Marc Snyder on the BID Board– term expires December 2020. (To be considered at the December 6, 2017 Council meeting)
 - B. Mayor Kaufert's appointment to fill the expired term of Ted Galloway and Amanda Loudon on the Park and Recreation Commission– term expires December 2020. (To be considered at the December 6, 2017 Council meeting)
 - C. Mayor Kaufert's appointment to fill the expired term of Forrest Bates on the N-M Sewerage Commission – term expires December 2020. (To be considered at the December 6, 2017 Council meeting)

- D. Mayor Kaufert's appointment to fill the expired term of Dave Rause & Peter Feters on the Sustainable Neenah Committee – term expires December 2020. (To be considered at the December 6, 2017 Council meeting)
 - E. Any announcements/questions that may legally come before the Council.
- XV. Adjourn (if Budget Hearing and Council concluded) or recess to November 15, 2017 Regular Council Meeting at 7:00 p.m.

“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 Joint Neenah/Menasha Common Council Meeting
Tuesday, October 17, 2017
Menasha City Center
100 Main Street, Menasha
1st Floor – Conference Room 132**

CALL TO ORDER

Meeting called to order by Mayors Kaufert and Merkes at 6:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL/EXCUSED ABSENCES

PRESENT: Neenah Aldermen Boyette, Bates, Lendrum, Erickson, Lange, Pollnow, Stevenson, Hillstrom (6:51pm), Kunz (7:43pm).

Menasha Aldermen Nichols, Taylor, Sevenich, Collier, Krueger, Zelinski, Grade, Benner.

ALSO PRESENT: Neenah Staff: Mayor Kaufert, City Attorney Godlewski, Dir. of Parks & Recreation Kading, Dir. of Finance Easker, Dir. of Community Development & Assessment Haese, Dir. of Public Works & Utilities Kaiser, Police Chief Wilkinson, Engineer Merton, Deputy City Clerk Goffard.

Menasha Staff: Mayor Merkes, City Attorney Captain, Dir. of Parks & Recreation Tungate, Dir. of Public Works Radomski, Administrative Services Dir. Jacobs, City Clerk Galeazzi. Patrick Skalecki (Graef), Amy Barker (Future Neenah).

ACTION ITEM

Neenah motion to approve additional funding not to exceed \$25,000 for the Loop-the-Lake Project – Neenah Bridge, to be funded by future borrowing supported by TIF #10 increment, and to recommend that the total expenditure budget for the Loop-the-Lake Project – Neenah Bridge be amended to \$1,708,546, and that the total revenue budget for the project be amended to \$1,708,546 to include State Stewardship funds (\$854,273), Future Neenah fundraising (\$529,273), City 2016 borrowed funds (\$300,000) and City future borrowed funds (\$25,000). **Moved by Ald. Hillstrom seconded by Ald. Stevenson to approve additional funding not to exceed \$25,000 for the Loop-the-Lake Project – Neenah Bridge, to be funded by future borrowing supported by TIF #10 increment, and to recommend that the total expenditure budget for the Loop-the-Lake Project – Neenah Bridge be amended to \$1,708,546, and that the total revenue budget for the project be amended to \$1,708,546 to include State Stewardship funds (\$854,273), Future Neenah fundraising (\$529,273), City 2016 borrowed funds (\$300,000) and City future borrowed funds (\$25,000). Motion carried on roll call 8-1, Ald. Boyette, Bates, Hillstrom, Erickson, Lang Pollnow, Kunz, Stevenson voted yes. Ald. Lendrum voted no.**

Neenah motion to award Contract PR01-17 Fox River “Loop the Lake” Bridge Crossings for Base Bid A and Alternates to the low bid from Pheifer Brothers Construction Co., Inc. of Neenah in the amount of \$1,390,953.44.

Moved by Ald. Bates seconded by Ald. Pollnow to award Contract PR01-17 Fox River “Loop the Lake” Bridge Crossings for Base Bid A and Alternates

to the low bid from Pheifer Brothers Construction Co., Inc. of Neenah in the amount of \$1,390,953.44.

Motion carried on roll call 8-1, Ald. Boyette, Bates, Hillstrom, Erickson, Lang Pollnow, Kunz, Stevenson voted yes, Ald. Lendrum voted no.

Menasha Resolution R-22-17 A Resolution approving a 2017 Capital Improvement Program (CIP) budget adjustment, primarily for the purpose of providing the funding for the "Loop the Lake" Menasha Bridge Crossing Project

Moved by Ald. Sevenich seconded by Ald. Krueger to approve Resolution R-22-17 A Resolution approving a 2017 Capital Improvement Program (CIP) budget adjustment, primarily for the purpose of providing the funding for the "Loop the Lake" Menasha Bridge Crossing Project.

Motion carried on roll call 6-2, Ald. Nichols, Sevenich, Collier, Krueger, Grade, Benner voted yes, Ald. Taylor, Zelinski voted no.

Menasha Recommendation to Award Contract Unit 2017-04 Fox River "Loop the Lake" Bridge Crossing to Pheifer Brothers Construction Co., Inc. for the amount of \$1,374,547.10 and include a 7% contingency amount of \$96,218.00 for a total of \$1,470,765.10.

Moved by Ald. Sevenich seconded by Ald. Zelinski to Recommendation to Award Contract Unit 2017-04 Fox River "Loop the Lake" Bridge Crossing to Pheifer Brothers Construction Co., Inc. for the amount of \$1,374,547.10 and include a 7% contingency amount of \$96,218.00 for a total of \$1,470,765.10.

Motion carried on roll call 7-1, Ald. Nichols, Sevenich, Collier, Krueger, Zelinski, Grade, Benner voted yes, Ald. Taylor voted no.

ADJOURNMENT

Moved by Ald. Stevenson seconded by Ald. Pollnow to adjourn Neenah Common Council meeting at 8:34 p.m. Motion carried on voice vote.

Moved by Ald. Sevenich seconded by Ald. Grade to adjourn Menasha Common Council meeting at 8:34 p.m. Motion carried on voice vote.

/s/Deborah A. Galeazzi, WCMC
City Clerk

**JOINT COMMON COUNCIL MEETING
OF THE CITIES OF NEENAH AND MENASHA
Tuesday, October 17, 2017
Menasha City Center
100 Main Street, Menasha
1st Floor – Conference Room 132
MINUTES**

A. CALL TO ORDER

Meeting called to order by Mayors Kaufert and Merkes at 6:30 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Neenah Aldermen Boyette, Bates, Lendrum, Erickson, Lange, Pollnow, Stevenson, Hillstrom (6:51pm), Kunz (7:43pm).

Menasha Aldermen Nichols, Taylor, Sevenich, Collier, Krueger, Zelinski, Grade, Benner.

ALSO PRESENT: Neenah Staff: Mayor Kaufert, City Attorney Godlewski, Dir. of Parks & Recreation Kading, Dir. of Finance Easker, Dir. of Community Development & Assessment Haese, Dir. of Public Works & Utilities Kaiser, Police Chief Wilkinson, Engineer Merton, Deputy City Clerk Goffard.

Menasha Staff: Mayor Merkes, City Attorney Captain, Dir. of Parks & Recreation Tungate, Dir. of Public Works Radomski, Administrative Services Dir. Jacobs, City Clerk Galeazzi.

Patrick Skalecki (Graef), Amy Barker (Future Neenah).

D. MAYORS WELCOME ADDRESSES

Mayors Kaufert and Merkes welcomed everyone to the meeting.

Mayor Kaufert gave a recap of the project from when it started to its current status.

E. PRESENTATION BY PATRICK SKALECKI, P.E. WITH GRAEF

Patrick Skalecki, with Graef, gave a presentation on the project. He explained the construction and placement of the bridges, route through both Cities, timeline of the project, and construction bid summary. He explained the initial bids came in high so the project was re-bid. He explained the second round of bids were more favorable and other benefits of re-bidding the project.

Ald. Hillstrom arrived at 6:51 p.m.

1. Comments by Neenah PRD Kading, Menasha PRD Tungate

PRD Kading and PRD Tungate both reviewed the revenue and expenditure summary for their respective City. They each explained the items that will be direct purchases by each City and work being done by City crews. Each City will be adding an additional \$25,000 to the project. City of Neenah will borrow for their portion and City of Menasha's portion will come from savings on other park projects.

2. Report of Future Neenah's Role by Amy Barker Executive Director - fund raising update.

Amy Barker, Executive Director of Future Neenah, reviewed the fundraising summary for the project. She explained they exceeded their original fundraising goal. She shared stories from some of the donors.

F. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)

1. Megan Healy, 1211 Skyview Drive, Neenah. As a member of Future Neenah Board she supports Loop the Lake project and sees support from the community in their donations.
2. Pam Seidl, Fox Cities Convention and Visitors Bureau. Loop the Lake project will have a positive impact on the community and will be good for tourism. It will promote healthy activities. FCCVB supports projects that allow access to water.
3. Sara Hammeman, Future Neenah Inc. Relayed stories from people that donated to Loop the Lake project. People support project through their donations.
4. John Skyrms, E2391 Cardinal Court, Waupaca. Loop the Lake will be good for businesses. This will draw people from outside the area to both downtowns.
5. Penny Miller, 803 Heather Lane, Neenah. She is a realtor and people are interested in trail friendly communities. She supports Loop the Lake project.
6. Kim Biedermann, East Central Wisconsin Regional Planning. Loop the Lake is a good trails project and needed in the community.
7. Linda Stoll, 1525 Rue Reynard, Menasha. Member of Fox Cities Greenways and support Loop the Lake. This will promote recreation and wellness in the communities and attract new residents and businesses.
8. Ted Galloway, 744 S. Park, Neenah. Loop the Lake will be an asset to the communities. A good place to socialize and exercise.
9. Ned Hughes, 1140 Manor Drive #104, Neenah. A member of Pacesetters Running Club encourage Councils to move forward on Loop the Lake. He has seen an increase in use of the trails.

G. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS/COMMITTEES

1. Vice Chairman Hillstrom reported the October 9, 2017 City of Neenah Board of Public Works:
 - a. The Board recommends Council award Contract PR01-17 Fox River "Loop the Lake" Bridge Crossings for Base Bid A and Alternates to the low bid from Pheifer Brothers Construction Co., Inc. of Neenah in the amount of \$1,390,953.44, contingent on Council approval of an estimated \$25,000 additional funding and a recommendation from the Park & Recreation Commission.
2. Chairman Pollnow reported the October 9, 2017 City of Neenah Finance & Personnel Committee:
 - a. Committee recommends Council approve additional funding not to exceed \$25,000 for the Loop-the-Lake Project – Neenah Bridge, to be funded by future borrowing supported by TIF #10 increment, and to recommend that the total expenditure budget for the Loop-the-Lake Project – Neenah Bridge be amended to \$1,708,546, and that the total revenue budget for the project be amended to \$1,708,546 to include State Stewardship funds (\$854,273), Future Neenah fundraising (\$529,273), City 2016 borrowed funds (\$300,000) and City future borrowed funds (\$25,000).
3. Ald. Hillstrom reported the October 12, 2017 City of Neenah Park & Recreation Commission meeting:
 - a. The Commission recommends awarding Contract PR01-17 Fox River "Loop the Lake" Bridge Crossings for Base Bid A and Alternates to the low bid from Pheifer Brothers Construction Co., Inc. of Neenah in the amount of \$1,390,953.44.

4. Chairman Krueger reported the October 11, 2017 City of Menasha Administration Committee:
 - a. The Committee recommends to Common Council to amend the City of Menasha's 2017 CIP budget by a net amount of \$186,634 which would include amending the Loop the Lake project cost to \$1,741,699.
5. Chairman Taylor reported the October 11, 2017 City of Menasha Board of Public Works:
 - a. The Board recommends to Common Council Recommendation to Award Contract Unit 2017-04 Fox River "Loop the Lake" Bridge Crossings to Pheifer Brother Construction Co., Inc. for the amount of \$1,374,547.10 and include a 7% contingency amount of \$96,218.00 for a total of \$1,470,765.10.

Ald. Kunz arrived at 7:43 p.m.

6. Questions from Elected Officials
General consensus from the Aldermen was support for the Loop the Lake project with some concerns. The comments made included:
 - Concerns about the route through the Menasha side; staff should look at an alternative route along the water behind the NMSC Treatment Plant and not through the neighborhood
 - Safety concerns about the Menasha route
 - Concerns about Neenah's debt management structure
 - Concerns with Menasha's trail creating more traffic through the neighborhood
 - Financial impact to both Cities

Staff's response to questions and comments:

- PRD Kading stated that the State does not allow grant funds to be used for contingency funds
- Director Easker explained ways general obligation debt is structured
- PRD Tungate explained the 2016 feasibility study of an alternative route in Menasha behind the NMSC Treatment Plant. NMSC was not in favor of the route for security reasons.

Mayor Kaufert thanked the Councils and all those who put so much into Loop the Lake project. He stated that it is a good project and does not require a lot of tax dollars. There is time to change the route.

H. ACTION ITEM

1. Neenah motion to approve additional funding not to exceed \$25,000 for the Loop-the-Lake Project – Neenah Bridge, to be funded by future borrowing supported by TIF #10 increment, and to recommend that the total expenditure budget for the Loop-the-Lake Project – Neenah Bridge be amended to \$1,708,546, and that the total revenue budget for the project be amended to \$1,708,546 to include State Stewardship funds (\$854,273), Future Neenah fundraising (\$529,273), City 2016 borrowed funds (\$300,000) and City future borrowed funds (\$25,000). **(requires 2/3 vote)**

Moved by Ald. Hillstrom seconded by Ald. Stevenson to approve additional funding not to exceed \$25,000 for the Loop-the-Lake Project – Neenah Bridge, to be funded by future borrowing supported by TIF #10 increment, and to recommend that the total expenditure budget for the Loop-the-Lake Project – Neenah Bridge be amended to \$1,708,546, and that the total revenue budget for the project be amended to \$1,708,546 to include State Stewardship funds

(\$854,273), Future Neenah fundraising (\$529,273), City 2016 borrowed funds (\$300,000) and City future borrowed funds (\$25,000)

Motion carried on roll call 8-1.

Ald. Boyette, Bates, Hillstrom, Erickson, Lang Pollnow, Kunz, Stevenson voted yes. Ald. Lendrum voted no.

2. Neenah motion to award Contract PR01-17 Fox River "Loop the Lake" Bridge Crossings for Base Bid A and Alternates to the low bid from Pheifer Brothers Construction Co., Inc. of Neenah in the amount of \$1,390,953.44.

Moved by Ald. Bates seconded by Ald. Pollnow to award Contract PR01-17 Fox River "Loop the Lake" Bridge Crossings for Base Bid A and Alternates to the low bid from Pheifer Brothers Construction Co., Inc. of Neenah in the amount of \$1,390,953.44.

Motion carried on roll call 8-1.

Ald. Boyette, Bates, Hillstrom, Erickson, Lang Pollnow, Kunz, Stevenson voted yes. Ald. Lendrum voted no.

3. Menasha Resolution R-22-17 A Resolution approving a 2017 Capital Improvement Program (CIP) budget adjustment, primarily for the purpose of providing the funding for the "Loop the Lake" Menasha Bridge Crossing Project **(requires 2/3 vote).**

Moved by Ald. Sevenich seconded by Ald. Krueger to approve Resolution R-22-17 A Resolution approving a 2017 Capital Improvement Program (CIP) budget adjustment, primarily for the purpose of providing the funding for the "Loop the Lake" Menasha Bridge Crossing Project.

Motion carried on roll call 6-2.

Ald. Nichols, Sevenich, Collier, Krueger, Grade, Benner voted yes.

Ald. Taylor, Zelinski voted no.

4. Menasha Recommendation to Award Contract Unit 2017-04 Fox River "Loop the Lake" Bridge Crossing to Pheifer Brothers Construction Co., Inc. for the amount of \$1,374,547.10 and include a 7% contingency amount of \$96,218.00 for a total of \$1,470,765.10.

Moved by Ald. Sevenich seconded by Ald. Zelinski to Recommendation to Award Contract Unit 2017-04 Fox River "Loop the Lake" Bridge Crossing to Pheifer Brothers Construction Co., Inc. for the amount of \$1,374,547.10 and include a 7% contingency amount of \$96,218.00 for a total of \$1,470,765.10.

Motion carried on roll call 7-1.

Ald. Nichols, Sevenich, Collier, Krueger, Zelinski, Grade, Benner voted yes.

Ald. Taylor voted no.

I. **ADJOURNMENT**

Moved by Ald. Stevenson seconded by Ald. Pollnow to adjourn Neenah Common Council meeting at 8:34 p.m.

Motion carried on voice vote.

Moved by Ald. Sevenich seconded by Ald. Grade to adjourn Menasha Common Council meeting at 8:34 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

Proceedings of the Common Council of the City of Neenah

Wednesday, November 1, 2017 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., November 1, 2017 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Aldermen Boyette, Bates, Lendrum, Erickson, Lang, Pollnow, Kunz & Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Godlewski and City Clerk Sturn. Alderman Hillstrom was excused.

Also Present: Director of Parks & Recreation Kading, Director of Human Resources & Safety Barber, Peter Adams, Dawn Zimmerman, Amy Molitor, Richard Meyer, Dave Mix, Jim Hoyman and Bob Boltage.

Mayor Kaufert called the meeting to order at 7:14 pm.

Introduction and Confirmation of Mayor's Appointment(s)

- I. **MSCRP Pollnow/Boyette to confirm Mayor Kaufert's appointment of Fred Lang to fill the expired term of Tim Hamblin on the Waterworks Commission – term expires October 2022, all voting aye.**

Proceedings

- I. **MSCRP Pollnow/Lendrum to approve the Council Proceedings of October 18, 2017 regular session and the October 17, 2017 Joint Neenah-Menasha Council meeting, all voting aye.**

Consent Agenda

- I. **MSCRP Pollnow/Lendrum to approve the Consent Agenda as follows:**
 - A. **Approve the Beverage Operator license application for Jacob L. Detampel. (PSSC)**
 - B. **Approve the Certified Survey Map along Woodenshoe Road and County Highway G subject to submission of a drainage & grading plan and adding an access restriction along the entire north property line of proposed Lot 1 and along the northern 50 feet of east property line of proposed Lot 1. (PC)**
 - C. **All voting aye.**

Finance & Personnel Committee

- I. **Chairman Pollnow reported the special meeting of November 1, 2017:**

- A. Committee recommends Council recommend Council approve the mediated settlement of the claim of Michael and Jennifer Forbes, claim number 2015-15, in the amount of \$26,600. **MSCR Pollnow/Erickson, all voting aye.**

Plan Commission

- I. Council Rep. Lang reported the regular meeting of October 24, 2017:
 - A. The Commission declared the city-owned land north of 181 N. Western Avenue as excess public property and recommends Council authorize the sale of the property. **MSCR Lang/Pollnow, all voting aye**

Adjournment

- I. **MSC Pollnow/Kunz to adjourn at 7:45 p.m., all voting aye.**


Patricia A. Sturn, WCPC/MMC
City Clerk

COMMON COUNCIL MINUTES

Wednesday, November 1, 2017 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., November 1, 2017 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Aldermen Boyette, Bates, Lendrum, Erickson, Lang, Pollnow, Kunz & Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Godlewski and City Clerk Sturn. Alderman Hillstrom was excused.

Also Present: Director of Parks & Recreation Kading, Director of Human Resources & Safety Barber, Peter Adams, Dawn Zimmerman, Amy Molitor, Richard Meyer, Dave Mix, Jim Hoyman and Bob Boltage.

Mayor Kaufert called the meeting to order at 7:14 pm.

Clerk Sturn called a voice roll call as the Mayor/Aldermen recorded their attendance in the RollCall-Pro System. The Neenah-Menasha Honor Guard did a Presentation of Colors for the Pledge of Allegiance.

Neenah-Menasha Honor Guard Presentation

- I. Dave Mix, representing the Neenah-Menasha Honor Guard, explained that these donations are their way of giving back. They appreciate everything the City does for them.
 - A. Jim Hoyman presented the donation for the Park & Recreation Department for the Washington Park flag pole. Director Kading accepted the donation.
 - B. Bob Boltage presented the donation to the Neenah Department for the Police K-9. Council President Stevenson accepted the donation for the Police Department.
 - C. Mayor Kaufert thanked the Honor Guard for their efforts and these donations.
 - D. Dave Mix added that they are the only Honor Guard in this area that does a final salute before the service and the military salute after. The Honor Guard is comprised of the Neenah & Menasha VFWs and the Neenah & Menasha Legions. They average 10-11 guys every funeral. They are a dedicated group of guys and are at these funerals to honor the vets.

Introduction and Confirmation of Mayor's Appointment(s)

- I. **MSCRP Pollnow/Boyette to confirm Mayor Kaufert's appointment of Fred Lang to fill the expired term of Tim Hamblin on the Waterworks Commission – term expires October 2022, all voting aye.**

Proceedings

- I. **MSCRP Pollnow/Lendrum to approve the Council Proceedings of October 18, 2017 regular session and the October 17, 2017 Joint Neenah-Menasha Council meeting, all voting aye.**

Public Forum

- I. Peter Adams, 537 E. Wisconsin Avenue, thanked the Council for the opportunity to speak. As a former alderman, he also thanked them for what they do. He asked the Council include the purchase of a decibel reader in the budget and conduct an analysis to obtain data on the decibel reader. It is important to take this seriously as city events set the tone for what private individuals do. He asked it be referred to Finance & Personnel for further discussion.
- II. There being no further appearances, Mayor Kaufert declared the public forum closed.

Mayor/Council Consideration of Public Forum Issues

- I. Mayor Kaufert advised that the police department has a decibel reader. At his request, they used it this summer at a couple events. They obtained readings and shared them with him. In their words, they were well within the allowable limits. This could be explored further if anyone wishes to.
 - A. Peter Adams indicated it is not just the one instance. He did not receive any information back or any information on what the acceptable standards are. There have been more than one instance of this occurring in the year. He feels it would be useful to have set decibel reading standards and set guidelines.
- II. Ald. Pollnow advised that since the decibel reader has already been purchased, this item would fall under the jurisdiction of the Public Services & Safety Committee for review not Finance & Personnel.
- III. Ald. Lendrum offered to assist Mr. Adams with obtaining data with the decibel reader.
 - A. Peter Adams advised that a study of the events and decibel readings during these events would be helpful in determining any problems that may exist.

Consent Agenda

- I. **MSCRP Pollnow/Lendrum to approve the Consent Agenda as follows:**
 - A. **Approve the Beverage Operator license application for Jacob L. Detampel. (PSSC)**
 - B. **Approve the Certified Survey Map along Woodenshoe Road and County Highway G subject to submission of a drainage & grading plan and adding an access restriction along the entire north property line of proposed Lot 1 and along the northern 50 feet of east property line of proposed Lot 1. (PC)**

C. **All voting aye.**

Finance & Personnel Committee

- I. Chairman Pollnow reported the special meeting of November 1, 2017:
 - A. Committee recommends Council recommend Council approve the mediated settlement of the claim of Michael and Jennifer Forbes, claim number 2015-15, in the amount of \$26,600. **MSCR Pollnow/Erickson, all voting aye.**

Plan Commission

- I. Council Rep. Lang reported the regular meeting of October 24, 2017:
 - A. The Commission declared the city-owned land north of 181 N. Western Avenue as excess public property and recommends Council authorize the sale of the property. **MS Lang/Pollnow.**
 - 1. Dir. Haese indicated this land was acquired by the City for use as a water tower site in 1952. In 1964 most of the real estate was transferred to the predecessor of WE Energies in addition to an exchange for some real estate on Green Bay Road. We retained this 15' x 22' strip.
 - 2. **The motion carried, by an 8-0 RollCall-Pro System vote, all voting aye**

Board of Public Works

- I. Ald. Bates reported the meeting of October 24, 2017:
 - A. Information Only Items:
 - 1. The Board approve Pay Estimate No. 7 for Contract PR17-02 Washington Park Improvements to R&R Wash Materials, Inc., Ripon in the amount of \$72,613.58 knowing the \$13,000 retainage will be more than enough to cover the drainage issues.

Reports on Neighborhood Groups.

- I. Ald. Lang reported from the Business Improvement District Board (BID Board):
 - A. The Board last met on October 17th for its partnership Cooperative meeting between Future Neenah and the City of Neenah. The duties and services the cooperative entities are assigned were reviewed by the group with very few suggestions for change to the agreement which has been successfully in place between Future Neenah, the BID Board and the City of Neenah. One of the topics that is regularly mentioned as needing further review is the special collection of garbage from the downtown. A group on the BID Board will create a proposal for making some changes to the existing arrangement with the City of Neenah on this issue.

Bergstrom Mahler Museum

- I. Ald. Erickson report from the Bergstrom Mahler Museum:
 - A. The Museum's Annual meeting was held on Wednesday October 25th.
 - B. The current exhibit at the Bergstrom Mahler Museum is "Searching for Excellence".
 - C. Nov. 11th is the next art activity day. No reservations are required. Just show up and for \$15 you can make a gingerbread ornament.

New Business

- I. Mayor Kaufert advised that budget workshops will be held next week Monday at 5:30 pm, Tuesday at 6 pm and Wednesday at 6 pm. The public is invited to attend.
- II. Ald. Boyette reminded everyone of the Veterans event to be held in Shattuck Park at 10 am next Saturday. Everyone is welcome to come out and support our veterans.

Adjournment

- I. **MSC Pollnow/Kunz to adjourn at 7:45 p.m., all voting aye.**


Patricia A. Sturn, WCPC/MMC
City Clerk

Committee of the Whole Minutes
Wednesday, November 1, 2017 - 6:00 p.m.
Council Chambers

Purpose: 2017 Tax Incremental District Analysis and Report by Brad Viegut of Baird.

Present: Aldermen Boyette, Bates, Hillstrom, Lendrum, Erickson, Lang, Pollnow, Kunz, Stevenson and Mayor Kaufert.

Also Present: City Attorney Godlewski, City Clerk Sturn, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser and City Financial Advisor Brad Viegut.

Council President Stevenson called the meeting to order at 6:05 p.m.

2017 Tax Incremental District Analysis and Report

Council President Stevenson turned the meeting over to Brad Viegut of Baird to review the 2017 Tax Increment District Analysis and Report.

Brad briefly reviewed the executive summary indicating Neenah actively uses Tax Increment Districts ("TIDs") to foster rehabilitation and new development. Neenah has seven TIDs in existence.

Existing TIDs

- TID #5: Downtown Business District
- TID #6: Southpark Industrial Center
- TID #7: Westside Business Corridor
- TID #8: Doty Island Business District
- TID #9: I-41 South Industrial Redevelopment District
- TID #10: Downtown Gateway Redevelopment District
- TID #11: Pendleton Development Area

Mayor Kaufert entered the meeting at 6:10 p.m.

Of the seven existing TIDs, the oldest was created in 1993 and the newest created this year. Incremental value growth, that is, the increase in equalized property values, within the existing TIDs is over \$206.6 million. On a stand-alone basis, TID #5 carries a deficit balance; however, annual revenues are anticipated to exceed annual expenditures in 2018. TID #6 had been supported by annual advances from the City, but with the distressed declaration granted in 2015, is it anticipated to repay the advances to the City and close in 2022. TID #7 is self-supporting with property values having tripled since creation, and is a donor to TID #8. TID #8 is not self-supporting; however, with the designation of TID #8 as distressed and TID #7 donating to TID #8, advances are anticipated to be recovered and the TID closed by 2030. TID #9 carries a deficit balance; however, annual revenues are anticipated to exceed annual expenditures this year. TID #10 also carries a deficit balance; however, property values have more than doubled since creation in 2015. TID #11 which was created in 2017 is projected to generate over \$14 million increment by 2024. Challenges with using TIDs include State legislative changes, Department of Revenue assessment practice changes and the economic downturn that began in late 2007 have had a significant impact on TID revenues. Economic feasibility studies included in TID project plans drafted years prior to these

changes have forced Neenah to adapt to the challenge of TID revenues falling short of projections developed under an entirely different set of fiscal circumstances.

He went on to give a brief summary of each TID including the history of value increment, projected cost detail, cash flow proforma analysis and status comparison.

Tax Incremental Districts are one of the most powerful economic development tools available to municipalities. Neenah has a long history of actively using this tool to foster not only tax base growth but also blight elimination, orderly development of newly created commercial and industrial parcels and expanded employment opportunities. Of Neenah's six active TIDs created prior to this year (TIDs 5-10), three are located in the downtown area, two are industrial and the fourth is primarily commercial. Different types of TIDs offer varying challenges. For example, downtown TIDs typically rehabilitate an obsolete or underutilized use. TIDs created to rehabilitate parcels regularly incur significant costs to demolish existing facilities, remediate environmental contamination and, in general, prepare the parcel for new development. For these reasons, the "cost to revenue" ratio for rehabilitation TIDs is significantly greater than TIDs created to foster new industrial or commercial development. This is the challenge faced by TID #5, TID #8 and TID #10. However, it is important to recognize that the benefits accrued to Neenah (and all overlapping taxing entities of the three TIDs) for the redevelopment in TID #5, #8 and TID #10 include an expanded employment base and an increase in the vibrancy of Neenah's downtown. Without the use of TID, it is highly unlikely that this revitalization would have occurred. TID #6 (industrial) has experienced significant growth in valuation with the incremental value currently ten times the value of the TID's base value. TID #6 was granted Distressed TID designation, which extended its life to 2022 (two years beyond the un-extended closing date of 2020). Designating TID #6 distressed is anticipated to provide sufficient revenue to reimburse the City for all advances. TID #7 (largely commercial) has generated nearly \$80 million of incremental value. Designating TID #7 a donor district to TID #8 will have a significant impact on the financial success of TID #8 while extending the life of TID #7 to 2032. TID #9 (Rehabilitation and Conservation) located in the industrial corridor adjacent to Interstate 41 has doubled in valuation since creation two years ago.

Brad reviewed the implemented project plans and answered questions from the Committee. His concluding observations include:

- Significant development and redevelopment has been fostered by the use of TID
 - The benefit of tax incremental districts extend beyond the growth in tax base.
- Neenah's elected and appointed officials are highly sophisticated in their monitoring and analysis of the city's tax incremental districts.
 - Elected officials receive detailed TID reports quarterly, and those reports provide a high level of transparency and detailed TID monitoring.
- The plan to support TID #6 and #8 with annual tax levy is creative in that it coincided with a reduction in the city's debt payments.
 - Neenah could effectively absorb the additional support to both TIDs without increasing the tax burden to its residents.

- The designation of TID #5, #6 and #8 as distressed and TID #7 a donor to TID #8 provided a mechanism for Neenah to recover the funds it has advanced in support of the TIDs.
 - The state recognized the dramatic impact of the Great Recession and provided these tools to municipalities to address the unanticipated shortfalls in TID revenues
 - Utilizing the tools provided by the state will further insure the long-term success of the Neenah's TIDs.
 - As of February 23, 2017, 106 TIDs in Wisconsin have been designated distressed or severely distressed.
 - All existing TIDs that have received advances from the city are expected to fully reimburse those advances prior to closing.

Adjournment

MSC Pollnow/Boyette to adjourn at 7:08 p.m., all voting aye.


Patricia A. Sturn, WCPC/MMC

CITY OF NEENAH
2018 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION
Wednesday, November 1, 2017 – Immediately Following the 7:00 p.m. Common
Council Meeting
Hauser Room, Neenah City Administration Building

Present: Aldermen Bates, Erickson, Hillstrom, Kunz, Lendrum, Pollnow, Boyette and Stevenson; Mayor Kaufert, Director of Finance Easker.

Also Present: City Attorney Godlewski, Human Resources and Safety Director Barber, City Clerk Sturn, Paralegal Graham, citizen Amy Molitor

Public Comment: None.

Review Matters Relating to Prior Workshops: Alderman Kunz requested more detailed information be provided regarding the proposed move to private garbage collection.

Common Council: President Stevenson provided an overview of the 2018 Common Council budget requests. Items discussed included the following: Outside services savings due to the move away from the Accela agenda software and a discussion on the funding level for conference and meetings.

Mayor: Mayor Kaufert provided an overview of the 2018 Mayoral budget requests. Items discussed included the following: The proposed salary and fringe benefits for the Mayoral position.

Legal & Administrative Services: City Attorney Godlewski provided an overview of the 2018 Legal and Administrative Services budget requests. Items discussed included the following: The proposed ADA audit, the cost of I/S services, the status of the Fox River Cleanup and the budget for outside attorney fees.

Extensive discussion took place on the proposed plan to restructure the DOLAS department as recommended by the succession and efficiency study conducted by Carlson Dettman. City Clerk Sturn spoke in favor of a start date of January 1 for the increase in hours to full-time for the Administrative Assistant. Paralegal Graham questioned the ability for the City to effectively restructure the department if his position is eliminated. He felt that the remaining staff would not be able to fully support the DOLAS professional staff at the staffing level recommended by the succession and efficiency study conducted by Carlson Dettman. He also felt that at minimum a two month overlap would be necessary for his position and the new Assistant City Attorney position. Other items discussed included a lengthy discussion on the costs vs. benefits of changing the timing of making the Administrative Assistant full-time and the hire date of the Assistant City Attorney. Mayor Kaufert provided his rationale for his proposed dates for both positions. Discussion also took place on the potential usage of a

phone tree or other technology in the DOLAS department to handle incoming calls and inquiries.

After further discussion on the proposed plan to restructure the DOLAS department, Mayor and staff were requested to provide the following:

- 1). A more detailed explanation of the proposed \$10,000 net budget impact for 2018 as well as an estimate of a full-year impact.
- 2). The cost impact of a two month overlap of the Paralegal position and the new Assistant City Attorney position.
- 3). That an alternate plan be developed by the Mayor and City Attorney that would include changing the timing of making the Administrative Assistant full-time and the hire date of the Assistant City Attorney.

Human Resources & Safety: Human Resources and Safety Director Barber provided an overview of the 2018 Human Resources and Safety budget requests. Items discussed included the following: The proposal for an update to the Salary Plan review in 2018, the status of filling vacancies within the City, an update on succession planning and an update on the City safety program.

Other 2018 Budget Matters: None.

Meeting adjourned at 9:35 p.m.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance

CITY OF NEENAH
2018 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION
Monday, November 6, 2017 – 5:30 p.m.
Hauser Room, Neenah City Administration Building

MINUTES

Present: Aldermen Bates, Stevenson, Hillstrom, Kunz, Lendrum, Pollnow, Lang, Boyette and Erickson; Mayor Kaufert, Director of Finance Easker.

Also Present: Police Chief Wilkinson, Police Captains Gonzalez and Olson.

Public Comment: None.

Review Matters Relating to Prior Workshops: None.

Discussion took place on the following 2018 Executive Budget items:

Police/Parking: Police Chief Wilkinson provided an overview of the 2018 Police budget requests. Operating Budget items discussed included the following: An explanation of the benefits of the requested State Accreditation Support position that was not funded in the proposed budget, an explanation of the grant wage/fringe reimbursement line item, the proposed Cell Phone Data Extractor, a detailed discussion of the reasons for continuing negative budget variances in the overtime budget, an update on discussion with the Neenah School District of a new Police School Liaison Officer for elementary schools, a discussion on travel expenses, the new line item for bike patrol and the proposal to add a second dog to the K-9 program.

Capital items discussed included the following: Director Easker said that the proposed cost for a new K-9 vehicle and K-9 squad equipment totaling \$70,900 had inadvertently been budgeted to be funded by borrowing instead of by the planned fundraising and donations.

Potential Budget Amendments (Director Easker): *Change funding source for \$70,900 for Capital Equipment-Police/K-9 Vehicle and Equipment from borrowing to private donations (pg. 286).*

A detailed discussion of the request for \$122,000 to replace the Police Station roof that was defunded in the proposed budget.

Potential Budget Amendments (Various Aldermen): *Consider options to fund the cost to replace the Police Station roof estimated at \$122,000 (pg. 280).*

Discussion continued. Items discussed included the proposed new sniper rifle, the proposed Evidence Processing upgrade at the Police Station, uses for the Smart Board, the requested Drone Night Vision Camera and Voice Recognition Software that were both defunded in the proposed budget. Chief Wilkinson also informed the committee

that the Police Station building foundation had shifted after he had submitted his budget requests. He felt this was a priority and indicated that a quote to repair the problem was \$20,250.

Potential Budget Amendments (Alderman Bates): *Add \$20,250 to Capital Facilities-Police Station to repair the building foundation (pg. 280).*

Other Public Safety: Items discussed included the following: The increase in the outside services budget for the Police Commission to recruit a new Police Chief pending the potential retirement of Chief Wilkinson in 2018.

Other 2018 Budget Matters: None.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

A handwritten signature in green ink, appearing to read "M. K. Easker" followed by a stylized flourish.

Michael K. Easker, CPA
Director of Finance

CITY OF NEENAH
2018 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION
Tuesday, November 7, 2017 – 6:00 p.m.
Hauser Room, Neenah City Administration Building

MINUTES

Present: Aldermen Bates, Stevenson, Hillstrom, Lendrum, Pollnow, Boyette, Lang and Erickson; Mayor Kaufert, Director of Finance Easker.

Also Present: Municipal Court Judge Gunz, Deputy Fire Chief Voss, Assistant Fire Chief Sipin, Assistant Fire Chief Greene, Information Systems Director Wenninger, Director of Community Development Haese, Deputy Director of Community Development Schmidt.

Public Comment: None.

Review Matters Relating to Prior Workshops: None.

Discussion took place on the following 2018 Executive Budget items:

Municipal Court: Judge Gunz provided an overview of the 2018 Municipal Court budget requests. Items discussed included the following: Judge Gunz distributed a history of the number of citations for both Neenah and Menasha, the use of a new state collection agency to enhance collections, truancy court, warrant fees and the effect of the proposed levying of \$10,000 to offset the court deficit.

Fire/Rescue: Deputy Fire Chief Voss provided an overview of the 2018 Fire budget requests. He distribute and summarized 2017 and 2018 department and budget. Operating budget items discussed included the following: Minimum staffing levels at the four fire stations, the ability to train firefighters almost exclusively at the Neenah Station 31 location, a discussion about the options available for the proposed purchase of a new fire engine, an explanation of what constitutes an “advanced skill” call by Fire/Rescue, an explanation of the charges for fiber services to all four fire stations and a discussion on the health insurance budget.

Capital items discussed the proposed SCBA replacement, a discussion of the benefits of the drone night vision camera and a discussion on the Preparedness Grant Fund.

Potential Budget Amendments (Alderman Hillstrom): *Add \$4,000 to Capital Equipment-Police for Drone Night Vision Camera (pg. 286).*

Emergency Government: No items discussed.

Information Systems: Information Systems Director Wenninger provided an overview of the 2018 Information Systems budget requests. Operating items discussed included the following: Director Wenninger requested that \$10,500 be added to GIS/Outside Software Services (0235) in lieu of his request for a new GIS Technician that was not funded in the proposed budget

Potential Budget Amendments (Alderman Bates): *Add \$10,500 to I/S Operations-GIS/Outside Software Services (0235) (pg. 327).*

Extensive discussion took place regarding the current status of GIS operations and effectiveness. Items discussed included the perceived lack of progress being made in many aspects of GIS, the benefits that an outside consultant could bring to the process, how other communities have progressed compared to Neenah and the potential of a specific technology committee to address this and other technology issues. Other items discussed included an explanation that I/S charges calculated for all departments include capital costs and why the additional funds are transferred back to the General Fund.

Capital items discussed included a general discussion of the status of the Enterprise Resource Planning (ERP), the plan to replace the Utility Billing software, the proposed Smart Cities initiative and a discussion on having public City phone number access on the City's website.

Potential Budget Amendments (Alderman Pollnow): *Remove \$40,000 from Capital Equipment-I/S for Enterprise Resource Planning Suite (pg. 285).*

Potential Budget Amendments (Alderman Pollnow): *Remove \$20,000 from Capital Equipment-I/S for Smart Cities Initiative (pg. 286).*

Community Development: Community Development Director Haese provided an overview of the 2018 Community Development budget requests. Items discussed included the following: A detailed discussion on the planned city-wide property revaluation process, staffing in the Assessor's office and an explanation of the new property record and code enforcement re-inspection revenue fees.

Landmarks/Sustainable Neenah: No items discussed.

CDA/Y-Friends/Aging: No items discussed.

Mass Transit/Dial-A-Ride: Items discussed included the following: The reduced budget amount for maintenance of buildings.

Grant/Loan Programs: Items discussed included the following: Discussion on the lack of activity in the Small Business Loan Fund, the increased pace of repayments in the Housing Fund and the uses for CDBG funds earmarked for blight elimination.

B.I.D.: No items discussed.

T.I.F. Projects: Items discussed included the following: TIF #7 – the proposed use of the fund balance to fund TIF costs. TIF #9 – the costs to date including the trail on Bergstrom Road. TIF #10 – a discussion on costs incurred in 2017.

Potential Budget Amendments (Alderman Pollnow): *Change \$10,000 funding source for TIF #8 – Planning/Marketing/Project Support from Borrowing to use of Carryforward Funds for Downtown Parking (pg. 286).*

Redevelopment Fund: No items discussed.

Other 2018 Budget Matters: None.

Meeting adjourned at 9:00 p.m.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance

**CITY OF NEENAH
2018 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION**

**Wednesday, November 8, 2017 – 6:00 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

Present: Aldermen Bates, Stevenson, Hillstrom, Kunz, Lendrum, Pollnow, Boyette, Lang and Erickson; Mayor Kaufert, Director of Finance Easker.

Also Present: Director of Human Resources and Safety Barber, Director of Water Utility Taylor, Director of Public Works and Utilities Kaiser, Public Works Superintendent Freese, Sanitation Employee Greisbach.

Public Comment: None.

Review Matters Relating to Prior Workshops: None.

Discussion took place on the following 2018 Executive Budget items:

Public Works Operations: Director of Public Works and Utilities Kaiser provided an overview of the 2018 Public Works related budget requests. Items discussed included the following: Extensive discussion took place on the proposal to move to private automated garbage collection. Mayor Kaufert summarized his rationale for his decision to propose this option, including his contacting other area communities who already have private automated garbage collection. Items discussed included a specific discussion on how the costs estimates for private collection were derived, including how the net cost savings were calculated, how private collection might affect service to citizens, a discussion about the use of the budget process to make this decision as opposed to the committee process, a discussion on what specific wording would need to be included in a private collection contract and the benefits of a ten-year contract length, specifics on the type and size of containers used for automated collection and how they will be paid for and distributed, the proposed schedule for collection, the affect this decision would have on existing staffing in both the operations and fleet maintenance, the estimated value for the sale of existing vehicles, the fact that the City will continue to provide large item and brush pickup and the potential to consider using the private contractor for those services in the future, the benefit of a mid-2018 conversion to private service and a discussion on the need to budget for and pay for the operating and capital part of the contracted service separately to best meet levy limit and expenditure restraint guidelines.

Other public works operating items discussed included the uses and benefits of the Cecil Street Garage, the Sanitary Sewer Inspection budget and the gas and oil budget.

Water Utility: Water Utility Director Taylor provided an overview of the 2018 Water Utility budget request. Items discussed in the operating budget included the following: The painting of the Towerview Drive water tower, a discussion on GIS advancement in the Water Department, including the cost for outside consulting, the proposed use of replacement reserve funds, the utility's use of the Cecil Street garage, the 2016 final payment to the City of the City's Contributed Capital to the Utility, the work on the sludge lagoon, revenue from a new large customer, the recent award received by the Water Utility for water quality, the fact that ongoing rate of return numbers have prohibited rate increases through the PSC, a discussion on lead pipes and a discussion on the potential of a new utility billing software system in 2018.

Water/Sanitary Sewer/Storm Water/Public Works Capital Projects: Director of Public Works and Utilities Kaiser and Water Utility Director Taylor provided an overview of the 2018 Public Works related budget requests. Items discussed included the following: A detailed discussion on the proposed removal of funding for improvements to Caroline Street.

Potential Budget Amendments (Alderman Pollnow): *Add funding for Caroline Street reconstruction as follows: \$185,000 Street Upgrade (pg. 249); \$100,000 Sanitary Sewer upgrade (pg.291); \$11,000 Storm Water upgrade (pg. 293) \$80,900 Water upgrade (pg. 295).*

Other items discussed included a general discussion on road replacement and the continued discussion on potentially replacing special assessments with an alternative funding source. Pedestrian Routes/Traffic Signal projects discussed included the Nature Trail Plat, the uses of the undesignated repair budget, the Winneconne Ave/Henry St. project traffic control, Whispering Pines and a discussion on the process to keep track of escrow payments.

Public Works Facilities/Equipment: Director of Public Works and Utilities Kaiser provided an overview of the 2018 Public Works related budget requests. Items discussed for Facilities included the following: Future improvements to the Cecil Street garage, the Tullar Garage door projects and the Church Street parking Ramp improvements.

Potential Budget Amendments (Alderman Pollnow): *Change funding source for \$50,000 for Church Street Ramp Improvements from borrowing to TIF 8 carry forward funds. (pg 281).*

Items discussed for Equipment: The proposed replacement of a sweeper and the rationale to replace equipment not identified in the 2017 CIP.

Fleet Maintenance: Items discussed included the following: How private garbage collection could affect Fleet Maintenance services.

Forestry (Right-of-Way): Items discussed included the tree budget for both parks and public right-of-way.

Municipal Building Operations: Items discussed included the benefits of LED light installation, the proposed improvements to the Columbian Street entrance and the potential for discussion on additional security improvements for City Hall.

Parking Utility: Items discussed included the revenue budget for permits and the cost to rent parking areas in the downtown.

Recycling: Items discussed included the savings proposed from private collection, the proposed \$1 fee reduction and the outside services increase for crushing.

Sanitary Sewer Utility: Items discussed included an update on the Sanitary Sewer rate study, an update on the west side collector project and the background on the proposed payment to the City of Menasha for flow occurring from Neenah residents through Menasha sewer mains.

Storm Water Utility: Items discussed included questions on leaf pickup and the status of the wetland banking concept.

Other 2017 Budget Matters: None.

Meeting adjourned at 9:50 p.m.

Respectfully submitted,

A handwritten signature in green ink, appearing to read "M.K. Easker", is written above the printed name.

Michael K. Easker, CPA
Director of Finance



**RESOLUTION NO. 2017-29
NEENAH, WISCONSIN**

BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN, BE IT RESOLVED:

That it does hereby adopt the following as the Operating Budget of the City of Neenah for the year 2018 to-wit:

	Proposed Expenditure <u>Appropriation</u>	Non-Property Tax Revenue/ <u>Use of Reserves</u>	<u>Tax Levy</u>
General Fund	\$24,587,660	\$11,162,700	\$13,424,960
Debt Service Fund	10,126,374	6,736,374	3,390,000
Recycling Fund	567,820	567,820	0
Parking Utility Fund	351,690	351,690	0
Information Systems Fund	886,990	886,990	0
Cap. Improvement Fund (non-utility)	6,924,180	6,924,180	0
Comm. Dev. Block Grant Fund	175,000	175,000	0
Housing Fund	68,750	68,750	0
Small Business Loan Fund	30,450	30,450	0
Industrial Development Fund	20,000	20,000	0
Miscellaneous Trust Funds	261,500	261,500	0
Sanitary Sewer Utility Fund	5,499,380	5,499,380	0
Storm Utility Fund	2,640,260	2,640,260	0
Water Utility Fund	8,662,810	8,662,810	0
Fleet Maintenance Fund	665,390	665,390	0
Liability Insurance Fund	70,000	70,000	0
Benefit Accrual Fund	6,700,000	6,700,000	0
Expendable Trust Funds	<u>18,500</u>	<u>18,500</u>	<u>0</u>
Total City Budgets	\$68,256,754	\$51,441,794	\$16,814,960
City as Agent for:			
Business Improvement District	150,000	150,000	0
Municipal Court Fund	423,880	423,880	0
Neenah-Menasha Fire Rescue	8,357,100	8,357,100	0

and that City General Operating Purpose Expenditures are further appropriated according to the major breakdown in the budget book.

Be it further resolved that the total sum of \$16,814,960 is hereby levied on all taxable property in the City for paying general operating expenses, debt service, recycling and parking expenses for the year ending December 31, 2017.

Be it further resolved that the Tax Incremental District Special Revenue Fund appropriation is \$6,497,753, that the estimated total TIF tax levy is \$4,766,167 and that the estimated City allocation of the TIF tax levy is \$1,838,868.

Be it further resolved that the City Finance Director is authorized and directed to make any minor changes in the tax levy that might come about through computation of Tax Incremental District allocations.

Be it further resolved that the City Finance Director shall place the City levy plus properly estimated levies in the amount of \$26,767,781 received from the State, County, School District and Vocational, Technical and Adult Education District #2 on the tax roll for collection pursuant to law, including Tax Incremental Finance District allocations.

Adopted this 14th day of November 2017 by a vote of 9 for and -0- against.

Recommended by: Common Council

CITY OF NEENAH, WISCONSIN

Moved: _____

Dean R. Kaufert, Mayor

Passed: _____

Patricia A. Sturn, City Clerk

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, November 6, 2017 – 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

Present: Chairman Pollnow; Aldermen Boyette, Erickson, Stevenson and Kunz; Mayor Kaufert, Director of Finance Easker.

Others Present: Aldermen Bates, Hillstrom, Lang and Lendrum, Police Chief Wilkinson, Director of Human Resources and Safety Barber, Police Captains Gonzalez and Olson.

Public Appearances: None.

Minutes: Motion/Second/Carried Boyette/Stevenson to approve the minutes from the October 9, 2017 Regular Meeting. All voting aye.

Request to Fill Support Services Coordinator Position: Committee reviewed memo from Police Chief Wilkinson requesting authorization to fill the pending Support Services Coordinator position immediately and also fill any vacancy that is created if the position is filled by an internal candidate. The vacancy is occurring due to the February 2, 2018 planned retirement of the employee who had held the job for many years. Chief Wilkinson is requesting that the position be filled immediately to allow for as much overlap as possible for training purposes.

Committee and staff discussed various aspects of the request. Chief Wilkinson was asked how long of overlap was necessary to fulfill the desired training timeline. He said that he would prefer up to six weeks of overlap. He indicated that the incumbent employee will be in the office until later this year, and then will use accrued vacation into February prior to returning for her last day. Discussion took place on what the policy is related to taking time off in blocks prior to retirement. Director Barber explained that there is a rule that employees must physically work their last day, and that vacation and other time off is approved by the department. Discussion continued on the issue of the approval of vacation for employees immediately prior to their retirement date.

Discussion continued. Items discussed included the hiring process to date, including that candidates being considered include a police internal candidate, a non-police city candidate and external candidates. Director Barber asked that any action define whether a non-police city internal candidate would also be allowed to be filled without further committee approval. Discussion also took place on the effect this position has on overtime within the department.

Motion/Second Kunz/Stevenson authorizing the Police Department to fill the pending Support Services Coordinator position and also fill any vacancy that is created if the position is filled by a police internal candidate.

Discussion continued on the need for the committee to place some guidelines on the potential overlap of employees regarding this hire and similar hiring scenarios in the future.

Motion Kunz to amend the previous motion to allow for a maximum six week overlap for this hiring process. Motion dies for lack of a second.

Motion/Second/Carried Stevenson/Erickson to amend the initial motion to approve a starting date for the new hire be no sooner than November 27, 2017. All voting aye.

Action on final amended motion which reads:

Motion/Second/Carried Kunz/Stevenson authorizing the Police Department to fill the pending Support Services Coordinator position and also fill any vacancy that is created if the position is filled by a police internal candidate, and to approve a starting date for the new hire be no sooner than November 27, 2017. All voting aye.

Motion/Second/Carried Erickson/Boyette to adjourn the meeting at 6:20 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance

**Minutes of the Board of Public Works Meeting
November 7, 2017 - 12:00 Noon
Hauser Room**

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

ALSO PRESENT: City Clerk Sturn, City Engineer Jason Eckhart and Forrest Bates.

Mayor Kaufert called the meeting to order at 12:03 p.m.

MINUTES: MSC Hillstrom/Haese to approve the minutes from the October 24, 2017 meeting, all voting aye.

APPEARANCES: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Public Works:

Info Only

Pay Estimate No. 1 for Contract 5-17 for Cecil Street Bridge Repair to Sommers Construction Co., Inc.: Engineer Eckhart requested approval of Pay Estimate No. 1 for Contract 5-17 for Cecil Street bridge repair to Sommers Construction Company, Inc., Shiocton, for Contract 5-17, in the amount of \$104,283.78. The only work left to do is the crack sealing. The next payment will be the final and will be minimal. **MSC Haese/Hillstrom to approve Pay Estimate No. 1 for Contract 5-17 for Cecil Street bridge repair to Sommers Construction Company, Inc., Shiocton, for Contract 5-17, in the amount of \$104,283.78, all voting aye.**

Info Only

Pay Estimate No. 1 for Contract 6-17 Concrete Pavement and Sidewalk Repair to Al Dix Concrete: Engineer Eckhart requested approval of Pay Estimate No. 1 for Contract 6-17 for Concrete Pavement and Sidewalk Repair to Al Dix Concrete, Kaukauna, in the amount of \$110,604.37. This is roughly half of the payment. All the work will be completed within a week. The next payment will be the final payment. **MSC Bates/Easker to approve Pay Estimate No. 1 for Contract 6-17 for concrete pavement and sidewalk repair to Al Dix Concrete in the amount of \$110,604.37, all voting aye.**

Info Only

Pay Estimate No. 1 for Contract 7-17 HMA for Pavement Repair to MCC, Inc.: Engineer Eckhart requested approval of Pay Estimate No. 1 for Contract 7-17 for Pavement Repair to MCC, Inc., Appleton, in the amount of \$62,581.34. This is for the 2" mat completed a week ago in Woodside Green Estates. Miscellaneous work will begin next week. Engineer Eckhart responded to Dir. Haese indicating he will have them locate and repair the loose gravel on the trail along Bayview Road at the south entrance to Wilderness

Park. **MSC Hillstrom/Easker to approve Pay Estimate No. 1 for Contract 7-17 for pavement repair to MCC, Inc., Appleton, in the amount of \$62,581.34, all voting aye.**


ANNOUNCEMENTS:

Mayor Kaufert asked the availability of the Board on Thursday November 9th at either noon or 5:30 pm for a possible special Board of Public Works meeting. Pheifer Brothers Construction, the contractor doing the "Loop the Lake" Bridge Crossings, has offered a possible bridge facade at an additional cost of \$20,000.00. They will be doing the work starting on Friday and a decision may need to be made. Mayor Kaufert indicated he will keep the Board posted.

ADJOURNMENT

MSC Hillstrom/Haese to adjourn at 12:16 p.m., all voting aye.

Respectfully Submitted,


Patricia A. Sturn, WCPC, MMC

**Minutes of the Board of Public Works Meeting
November 9, 2017 - 12:30 p.m.
Hauser Room**

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

ALSO PRESENT: City Clerk Sturn, Mike Pheifer, Tyler Volkmann, project manager and Forrest Bates.

Mayor Kaufert called the meeting to order at 12:35 p.m.

MINUTES: MSC Hillstrom/Bates to approve the minutes from the November 7, 2017 meeting, all voting aye, Dir. Kaiser abstained.

APPEARANCES: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Parks & Recreation:

Change Order No. 1 for Contract PR01-17 Loop the Lake Project: In the absence of Director Kading, Mayor Kaufert requested approval of Change Order No. 1 for Contract PR01-17 Loop the Lake Project for abutment and pier enhancements to Pheifer Brothers Construction, Neenah, in the amount of \$19,500.00. He advised that he shared this information with the Council for their input even though this change order falls under the jurisdiction of the Board of Public Works. Mike Pheifer advised that this is called Rustic Ashlar. The fund raising brochure shows Rustic Ashlar however the project was bid without. He added that they are proposing this work at their cost. This will blend in with all the piers on the trail. Dir. Kaiser expressed concern over flaking on the similar bridge at the golf course. Mike Pheifer indicated he was unaware of any flaking at the Bridgewood Golf Course Bridge but will look into it. The flaking could be caused by the salt on the roads. That bridge is well over 10 years old. No maintenance should be required for at least 15 years on a bridge where no salt is used. Tyler Volkmann advised that they are proposing both bridges be done with the Rustic Ashlar. They are working on minor details with Menasha. Menasha will act on this at their November 20th meeting. Mayor Kaufert indicated Mayor Merkes seemed to think it is a good idea. He clarified that the contingency for this project is \$97,000. Mike Pheifer added they had very little railroad flagging therefore should not need the contingency for that. Dir. Easker questioned any other changes they may have found. Mike Pheifer indicated if there are dollars left in the contingency, he would recommend adding a red canopy, similar to the one at Fritse Park, above the fishing pier. He is unsure of that cost. Mayor Kaufert thanked Pheifer for stepping up and doing this at their cost. **MSC Godlewski/Hillstrom to approve Change**

Order No. 1 for Contract PR01-17 Loop the Lake Project for abutment & pier enhancement to Pheifer Brothers Construction, Neenah in the amount of \$19,500.00 with funding to come from 50% grant dollars and 50% contingency unless dollars become available through fund raising, all voting aye.

ADJOURNMENT

MSC Haese/Kaiser to adjourn at 12:55 p.m., all voting aye.

Respectfully Submitted,


Patricia A. Sturn, WCPC, MMC

STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981

Date: November 15, 2017

Date of Directive: 10/05/2016

Item: Review the street assessment policy – Ordinance Chapter 13.5(D) (2).

Responsible Party: Ald. Pollnow

Status: Pending