



**City of Neenah**  
**COMMON COUNCIL AGENDA**  
**Wednesday, May 15, 2019 - 7:00 p.m.**  
**Neenah City Hall**  
**Council Chambers**

I. Roll Call and Pledge of Allegiance.

**PRESENTATION OF EMPLOYEE RECOGNITION AWARDS:**

- **25 years:**  
Jeffery Borree - Water  
Patrick Engelbreth – Public Works  
James Peglow - NMFR  
Larry Reckner - Water  
Kevin LaMarche - Parks  
Patrick Fischer – Public Works  
Patricia Freimuth - Finance  
Christopher Johnson - Parks
- **30 years:**  
Peter Jungers - NMFR  
Randall Flunker - NMFR
- **35 years:**  
Patricia Kunde – Municipal Court

**PRESENTATION OF EXEMPLARY PERFORMANCE AWARDS**

- Hannah Schraufnagel - Library
- Patricia Kunde – Municipal Court
- Judy Larson – Public Works
- Nash Herbst - Water
- Greg Radtke – Public Works
- Matthew Schroeder – I/S
- Patricia Sturn – Clerk
- Sarah Vassios – Community Development
- Damian Nevers – Water
- Michael LaFave - Water

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

- A. Mayor Kaufert announced his reappointment of Patrick Lewis on the Neenah-Menasha Joint Fire Commission, term expires May 2022. (Mayoral appointment. No Council confirmation required).
- B. Mayor Kaufert announced his appointment of Laura Kemp to fill the expired term of Robert Spence on the Police Commission, term expires May 2024. (Mayoral appointment. No Council confirmation required).

III. Approval of Council Proceedings of May 1, 2019 regular session. (Proceedings and Minutes can be found on the City web site) **(UC)**

IV. Public Hearing. (None)

- V. Plan Commission report pertaining to the public hearing. (None)
- VI. Public Forum.
  - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VII. Mayor/Council consideration of public forum issues.
- VIII. Consent Agenda.
  - A. Approve Beverage Operator License Applications for: Andrea Alvarez, Samantha Anderson, Jessica Austin, Elizabeth Fischer, Ruth Gadicke and Morgan Martzahl. (PSSC)
  - B. Approve the Temporary Class B (Picnic) Beer and Wine License Application for Bergstrom Mahler Museum, 165 N. Park Avenue, for their 60<sup>th</sup> anniversary event. (PSSC)
  - C. **(UC)**
- IX. Reports of standing committees and consideration thereof.
  - A. Regular Public Services and Safety Committee meeting of May 7, 2019: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
    - 1. Committee recommends Council approve Ordinance 2019-13 amending Article IV – Stormwater Management Services. **(RollCall-Pro)**
    - 2. Committee recommends Council approve the Outdoor Extension of Premises Application for Barrel 41 Brewery, 1132 S. Commercial Street, contingent upon a report providing Council with clarifications regarding permit applicability and permit conditions. **(RollCall-Pro)**
  - B. Special Finance and Personnel Committee meeting of May 8, 2019:
    - 1. Committee recommends Council authorize the Police Department to reorganize the staffing structure as follows: Change the position of Part-Time Open Records Clerk to a Full Time Open Records/Accreditation Assistant effective June 1, 2019 or later, adding a .5 FTE; Eliminate a Full Time Comm Tech position effective July 5, 2019, removing 1.0 FTE; and Changing the position of Part Time Comm Tech to the position of Part Time Fleet Manager effective June 1, 2019 or later, with no change to FTE, for a total net reduction of .5 FTE within the Police Department. **(RollCall-Pro)**
    - 2. Committee recommends Council accept the Post-Crescent quotation and designate it the City's official newspaper for June 2019 to June 2020. **(RollCall-Pro)**
  - C. Regular Finance and Personnel Committee meeting of May 6, 2019: **(Cancelled)**
- X. Reports of special committees and liaisons and various special projects committees and consideration thereof.
  - A. Regular Plan Commission meeting of May 7, 2019: **(Cancelled)**
  - B. Board of Public Works meeting of May 7, 2019: (Vice Chairman Bates) (Minutes can be found on the City web site)
    - 1. Information Only Items:

- a. The Board approved Pay Estimate No. 1 for Contract 1-19 (Miscellaneous Sewer and Water Main Construction and Street Construction on Caroline Street, Stevens Street and Fifth Street) to Carl Bowers & Sons Construction Co. Inc., Kaukauna, in the amount of \$520,840.35.
  - b. The Board approved Pay Estimate No. 1 for Contract 2-19 (Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street, Stanley Court, and Thomas Court) to Robert J. Immel Excavating Inc., Greenville, in the amount of \$194,518.20.
  - c. The Board approved Washington Park Phase III Pay Request No. 1 to R & R Wash Materials, Ripon in the amount of \$137,998.11.
- C. Community Development Authority
    1. Report from the CDA – Director Haese
  - D. Library Board
    1. Report from the Library Board – Alderperson Erickson
  - E. Neenah Arts Council
    1. Report from the Neenah Arts Council – Alderperson Erickson
- XI. Presentation of petitions.  
A. Any other petition received by the City Clerk's Office after distribution of the agenda.
- XII. Council Directives.
- XIII. Unfinished Business.
- XIV. New Business.  
A. Mayor Kaufert's appointment to fill the expired term of Grant Birtch, Al Long and Wayne Sigl on the Board of Review for a five year term to expire in June of 2024. (To be considered at the June 5, 2019 Council Meeting).
- B. Mayor Kaufert's appointment to fill the expired terms of Bonnie Flegle and James Sudlak on the Loan Assistance Board for a three year term to expire in June of 2022. (To be considered at the June 5, 2019 Council Meeting).
- C. Any announcements/questions that may legally come before the Council.
- XV. Adjournment.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or the **City's ADA Coordinator at (920) 886-6106 or e-mail [attorney@ci.Neenah.wi.us](mailto:attorney@ci.Neenah.wi.us)** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

City of Neenah  
Application for Appointment



|              |                     |           |              |
|--------------|---------------------|-----------|--------------|
| Name         | Laura Kempf         | Date      | 4-24-19      |
| Address      | 6029 Chestnut St    | Employer  | The Brigade  |
| City, ST Zip | Neenah WI 57856     | Day Phone | 920-725-3983 |
| Eve. Phone   | 920-740-2045        | Fax       |              |
| E-mail       | LAKEMPS20@gmail.com |           |              |

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

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

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

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

On Neenah Arts Council

I had the privilege of being involved in the recent hiring of our new police Captain. The experience gave me an opportunity to learn more about our police dept. I would welcome the ability to be involved further in their growth and development.

Please Sign and Date: [Signature] 4/24/19

Please return to the Neenah City Clerk's Office

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

Wednesday, May 1, 2019 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., May 1, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Alderpersons Boyette, Bates, Lang, Lendrum, Erickson, Spellman, Steele, Kunz & Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Godlewski and City Clerk Sturn.

Also Present: Police Captain Bernice, Police Investigator Streubel, Director of Library Services Raab, Emma Santiago, Bradley, Steve & Jill Getlinger, Randy Miller and Commander David Mix & members of the VFW Post 2126, Menasha.

Mayor Kaufert called the meeting to order at 7:00 pm.

Clerk Sturn called a voice roll call as the Mayor/Alderpersons recorded their attendance in the RollCall-Pro System followed by Presentation of the Colors by Commander David Mix & members of VFW Post 2126 Menasha and the Pledge of Allegiance.

### **Introduction and Confirmation of Mayor's Appointments**

- I. **MSCRP Bates/Stevenson to confirm Mayor Kaufert's appointment of Mayor Kaufert's appointment of Emma Santiago to fill the expired term of Amy Michaels on the Neenah Arts Council for a three-year term to expire April 2022, all voting aye.**

### **Proceedings**

- I. **MSCRP Lendrum/Stevenson to approve the Council Proceedings of April 3, 2019 regular session and April 16, 2019 organizational session, all voting aye.**

### **Consent Agenda**

- I. **MSCRP Lendrum / Lang to approve the Consent Agenda as follows:**
  - A. **Approve Beverage Operator License Applications for: Lixin Ni and Hsin-Stieng Tsou. (PSSC)**
  - B. **Grant a Temporary Class "B" (picnic) beer license to the Greater Fox Cities Habitat for Humanity for the Lion's Tail Craft Beer Week Festival to be held at 116 S. Commercial Street on May 17, 2019. (PSSC)**
  - C. **Grant a temporary "Class B" (picnic) beer & wine license to the Greater Fox Cities Habitat for Humanity for the Lion's Tail Brewing 4th Annual Oktoberfest to be held at 116 S. Commercial Street on September 20 & 21, 2019. (PSSC)**
  - D. **Approve the Street Use Permit for the JD RF One Walk, sponsored by the Juvenile Diabetes Research Foundation, Dana Paschen, 1800 Appleton Road, Ste. 2, Menasha, to be held on May 18, 2019. (PSSC)**

- E. **Approve the Street Use Permit for the United Way Block Party, sponsored by the United Way, Andrew Konkel, 1455 Midway Road, Menasha, to be held on May 22, 2019. (PSSC)**
- F. **Approve the Street Use Permit for the Race the Lake, sponsored by Dutrirun Foundation, Ben West, 920 S. Keller Park, Appleton, to be held on August 25, 2019. (PSSC)**
- G. **Approve the Street Use Permit for the A Very Neenah Christmas event, sponsored by Future Neenah, Meredith Manion, 135 W. Wisconsin Avenue, Neenah, to be held on December 6, 2019, and that city services will not be charged to the event. (PSSC)**
- H. **All voting aye.**

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

- I. Chairman Bates reported the regular meeting of April 23, 2019:
  - A. Committee recommends Council approve the Police purchase of twelve door swipe access controllers, fobs and all necessary hardware and wiring for a total cost of \$19,404.10 with funds from the 2019 Capital Improvement Fund Budget. **MSCRP Bates / Lendrum, all voting aye.**
  - B. The Committee acknowledged the change in parking enforcement vehicle selection and recommends Council authorize the police department to proceed with the purchase of a Hyundai Sonata hybrid to serve as the City's parking enforcement vehicle for a package cost of less than \$32,000, using funds remaining from the purchase of police squads. **MSCRP Bates / Lang, all voting aye.**
  - C. Committee recommends Council approve the We Energies easements for: Kimberly Point Park; Laudan Park; Quarry Park; Riverside Park; and 525 Cedar Street (Park Maintenance Building). **MSCRP Bates / Lendrum, all voting aye.**
  - D. Committee recommends Council approve the Distribution Easement - Underground for We Energies work request WR 4103917. This is for city owned property connecting Pembroke Drive to Congress Street as part of WE Energies facility upgrade work in Neenah. **MSCRP Bates / Lendrum, all voting aye.**
  - E. Committee recommends Council approve the changes to the Storm Water Management ordinance as outlined and direct the City Attorney to place it in proper ordinance form for Council consideration. **MSCRP Bates / Lendrum, all voting aye.**

### **Finance & Personnel Committee**

- I. Chairman Erickson reported the special meeting of May 1, 2019:
  - A. Committee recommends Council approve the Library request to construct a wall / room where the circulation desk is now open which was a 2020 CIP project and increase the 2019 Library Capital Facilities budget by \$20,000 to be funded by the existing Capital Facility Reserves. **MSCRP Erickson / Steele, all voting aye.**

### **Board of Public Works**

- I. Vice Chairman Bates reported the meeting of April 23, 2019:

- A. The Board recommends Council award Contract 4-19 Concrete Pavement and Sidewalk Repair to the low bid from Sommers Construction, Shiocton in the amount of \$576,025.00 with additional funding to come proportionately from the Public Infrastructure / Sanitary / Storm Reserves. **MSCR P Bates/Lendrum, all voting aye.**

**Adjournment**

- I. **MSC Boyette/Lendrum to adjourn at 8:08 p.m., all voting aye.**

  
Patricia A. Sturn, WCPC/MMC  
City Clerk

## COMMON COUNCIL MINUTES

Wednesday, May 1, 2019 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., May 1, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Alderpersons Boyette, Bates, Lang, Lendrum, Erickson, Spellman, Steele, Kunz & Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Godlewski and City Clerk Sturn.

Also Present: Police Captain Bernice, Police Investigator Streubel, Director of Library Services Raab, Emma Santiago, Bradley, Steve & Jill Getlinger, Randy Miller and Commander David Mix & members of the VFW Post 2126, Menasha.

Mayor Kaufert called the meeting to order at 7:00 pm.

Clerk Sturn called a voice roll call as the Mayor/Alderpersons recorded their attendance in the RollCall-Pro System followed by Presentation of the Colors by Commander David Mix & members of VFW Post 2126 Menasha and the Pledge of Allegiance.

### VFW Presentation to the Community

- I. Neenah Commander David Mix of the VFW Post 2126, Menasha presented the community with 7 flags for use on the Commercial Street Bridge by the YMCA and Neenah Paper to honor the area veterans and active service men and women of the Armed Forces. The flags represent the POWs, Army, Marines, Navy, Armed Forces, Coast Guard and Merchant Marines.
  - A. Mayor Kaufert thanked the Commander Mix and the VFW for their generous donation as well as for their service to this country. The flags will be put out for Armed Forces Day later this month and Memorial Day.

### Introduction and Confirmation of Mayor's Appointments

- I. Mayor Kaufert introduced Emma Santiago his recommended appointee to the Neenah Arts Council.
  - A. Emma Santiago advised that she is an art teacher at Neenah High School and Shattuck Middle School. She started teaching last year after student teaching in the district for two semesters. She is familiar with the committee and what it does through her friend Amy Michaels who she is replacing on the committee and her husband, Neenah Police Officer Samuel Santiago, who also serves on the Committee representing the Police Department. She is excited and looking forward to serve and keep the kids & teachers involved in the community through the arts.
  - B. **MSCRIP Bates/Stevenson to confirm Mayor Kaufert's appointment of Mayor Kaufert's appointment of Emma Santiago to fill the expired term of Amy Michaels on the Neenah Arts Council for a three-year term to expire April 2022, all voting aye.**



- II. City Clerk Sturn administered the oath to Emma Santiago.

### **Proceedings**

- I. **MSCRP Lendrum/Stevenson to approve the Council Proceedings of April 3, 2019 regular session and April 16, 2019 organizational session, all voting aye.**

### **Public Forum**

- I. Randy Miller, 135 Plummer Court, advised that two weeks ago he contacted City Hall regarding a problem he had with the trees on his terrace. The very next day, City Forester Trevor Fink came to his home to handle the situation. Trevor was very informative answering all of this questions. He was very pleased and thanked Trevor for a great job. He asked that his comments be shared with Trevor. Mr. Miller expressed concern over the Saturday morning delivery of the News Record. Every Saturday morning, they deliver a free copy of the News Record just throwing it in his driveway or on the grass. He enjoys the free newspaper however would prefer they deliver it in their mailbox slot for newspapers. The papers also gets wet, water logged and caught in the lawn mower / snow blower. It looks very unsightly. He asked anyone with connections to the Post Crescent to address this.
- II. There being no further appearances, Mayor Kaufert declared the public forum closed at 7:16 pm.

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

- I. Mayor Kaufert commented that he has been dealing with those newspapers since he took office four years ago. There are some people that do not want to get them. If you do not want to get them you can call the Post Crescent circulations department and tell them you would not like to receive the newspaper. Many times when the snow melts you see accumulations of these newspaper from the winter months. The problem is when carriers change, you may go right back to receiving it again. We have had our City Attorney look into what we can do however there are issues like freedom of speech. Littering is another issue. He wishes they would do what he did as a paperboy. He put them between the front door of every, single house. They don't do that. They usually throw them from the car window as they drive by slowly. He does not have a good answer. He will have another discussion with the Post Crescent circulation. Every time he does that, it gets better for a while, then it gets worse again. He thanked Mr. Miller for bringing this to his attention.

### **Consent Agenda**

- I. **MSCRP Lendrum / Lang to approve the Consent Agenda as follows:**
  - A. **Approve Beverage Operator License Applications for: Lixin Ni and Hsin-Stieng Tsou. (PSSC)**
  - B. **Grant a Temporary Class "B" (picnic) beer license to the Greater Fox Cities Habitat for Humanity for the Lion's Tail Craft Beer Week Festival to be held at 116 S. Commercial Street on May 17, 2019. (PSSC)**

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- D. **Approve the Street Use Permit for the JDRF One Walk, sponsored by the Juvenile Diabetes Research Foundation, Dana Paschen, 1800 Appleton Road, Ste. 2, Menasha, to be held on May 18, 2019. (PSSC)**
- E. **Approve the Street Use Permit for the United Way Block Party, sponsored by the United Way, Andrew Konkel, 1455 Midway Road, Menasha, to be held on May 22, 2019. (PSSC)**
- F. **Approve the Street Use Permit for the Race the Lake, sponsored by Dutrirun Foundation, Ben West, 920 S. Keller Park, Appleton, to be held on August 25, 2019. (PSSC)**
- G. **Approve the Street Use Permit for the A Very Neenah Christmas event, sponsored by Future Neenah, Meredith Manion, 135 W. Wisconsin Avenue, Neenah, to be held on December 6, 2019, and that city services will not be charged to the event. (PSSC)**
- H. **All voting aye.**

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

- I. Chairman Bates reported the regular meeting of April 23, 2019:
  - A. Committee recommends Council approve the Police purchase of twelve door swipe access controllers, fobs and all necessary hardware and wiring for a total cost of \$19,404.10 with funds from the 2019 Capital Improvement Fund Budget. **MS Bates / Lendrum.**
    - 1. Ald. Boyette asked why twelve controllers.
    - 2. Police Captain Bernice advised they currently have electronic combinations locks that have been in existence for about 15 years. Parts are becoming non-existent. The cost to replace one of these locks is about \$1,000. These are for all exterior doors to the building to make the Police Station secure.
    - 3. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**
  - B. The Committee acknowledged the change in parking enforcement vehicle selection and recommends Council authorize the police department to proceed with the purchase of a Hyundai Sonata hybrid to serve as the City's parking enforcement vehicle for a package cost of less than \$32,000, using funds remaining from the purchase of police squads. **MS Bates / Lang.**
    - 1. Ald. Boyette questioned if this vehicle is more or less expensive than the choice brought before the Council at the last meeting. She asked why they chose this rather than the Kia.
    - 2. Police Captain Bernice advised that this was their number one pick based on all the research they have done. The problem they found on the morning of the Council meeting was that they changed their secondary battery which they were counting on for emergency lights to a small lithium battery which is not capable of supporting the current systems. So they continued researching and found this vehicle. It is less than the crossover because it is a smaller vehicle. It is still a hybrid vehicle and has the 12 volt battery capable of supporting the emergency lights, NuPark and the radio system.

3. Mayor Kaufert thanked Stu for finding this battery problem. Better before we purchase the vehicle than after.
  4. Ald. Erickson asked what will happen with the current vehicle.
  5. Captain Bernice indicated the 2007 Chevy Impala has an excess amount of problems. The last estimate they had was \$2,700. It will probably be placed in auction.
  6. Ald. Bates commented that looking at the Spoo Report, staff found the vehicles does need to be replaced rather than repaired.
  7. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**
- C. Committee recommends Council approve the We Energies easements for: Kimberly Point Park; Laudan Park; Quarry Park; Riverside Park; and 525 Cedar Street (Park Maintenance Building). **MS Bates / Lendrum.**
1. Ald. Kunz applauded Park & Rec for their foresight in approving these easements all at once. It was a great plan and provides a better format for presenting them to the Council.
  2. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**
- D. Committee recommends Council approve the Distribution Easement - Underground for We Energies work request WR 4103917. This is for city owned property connecting Pembroke Drive to Congress Street as part of WE Energies facility upgrade work in Neenah. **MSCR Bates / Lendrum, all voting aye.**
- E. Committee recommends Council approve the changes to the Storm Water Management ordinance as outlined and direct the City Attorney to place it in proper ordinance form for Council consideration. **MS Bates / Lendrum.**
1. Ald. Kunz questioned if these changes are just housekeeping issues.
  2. Dir. Kaiser advised that the ordinance was originally drafted based on a model ordinance that a fair number of communities used. This housekeeping is dealing with cleaning out pieces of the ordinance that, while they were adopted back in 2002, are different that our current procedures. Not that our procedures were out of line but the ordinance contained more steps than we are actually doing.
  3. Ald. Kunz questioned the work being done on Stevens Street. He questioned the substantial storm water changes.
  4. Dir. Kaiser indicated that change is more of an engineering practice than related to this ordinance. The ordinance really deals with the methodology used to charge and bill customers regardless of what is under ground.
  5. Dir. Kaiser advised Ald. Boyette that this would be billed with the TARF as part of the quarterly utility billing.
  6. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

### **Finance & Personnel Committee**

- I. Chairman Erickson reported the special meeting of May 1, 2019:
  - A. Committee recommends Council approve the Library request to construct a wall / room where the circulation desk is now open which was a 2020 CIP project and increase the 2019 Library Capital Facilities budget by \$20,000 to be funded by the existing Capital Facility Reserves. **MS Erickson / Steele.**
    1. Ald. Stevenson advised that this is a budget amendment that will add \$20,000 to the 2019 CIP Budget and will require a 2/3 vote. This will be

funded by Unspent Facilities dollars available allowing the Library to proceed with a 2020 project and not borrow money in 2020. Those dollars will be removed from the 2020 CIP.

2. Ald. Kunz applauded Library staff for continually making these small changes instead of coming up with one big change in the future.
3. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

Mayor Kaufert apologized for failing to recognize Assistant City Atty. Adam VandenHeuvel who is sitting in the meeting tonight in the absence of City Atty. Godlewski. He welcomed Adam to the meeting.

### **Board of Public Works**

I. Vice Chairman Bates reported the meeting of April 23, 2019:

A. Information Only Items:

1. Mayor Kaufert, as set by ordinance, will be the Chairman and Alderperson Bates was elected Vice Chairman of the Board of Public Works for a one year term to expire April 2020.
2. The Board approved Washington Park Phase 3 Pay Request No. 1 to R & R Wash, Ripon in the amount of \$166,958.70.
3. The Board approved Pay Request No. 3 for the Chemical Storage and Feed Modifications project to August Winter & Sons, Inc. in the amount of \$97,117.35 holding \$25,000 until the situation with the cracked tank is resolved.
4. The Board recommended the Water Commission approve the Final Payment for Towerview Drive Elevated Tank Reconditioning to L. C. United Painting Co., Inc. in the amount of \$11,049.50. This final payment will go to the Water Commission as it is their project.

B. Council Action Items:

4. The Board recommends Council award Contract 4-19 Concrete Pavement and Sidewalk Repair to the low bid from Sommers Construction, Shiocton in the amount of \$576,025.00 with additional funding to come proportionately from the Public Infrastructure / Sanitary / Storm Reserves.

#### **MS Bates/Lendrum.**

- a) Dir. Kaiser advised there were two bidders and both came in over the \$480,000 budgeted for this work. A number of items came in well above numbers received in prior years. This seems to be the nature of the beast this year in their bidding. Not just us but in other communities have seen significant increases in their numbers as well. The spreadsheet he shared with the Council breaks down the accounts that will pay for this contract. For the most part we remain in budget with the exception of the sanitary sewer repairs. There we would need to tap into reserves or look at adjustments from existing capital items for 2019. The Water Utility was left blank. They have two accounts they draw from for a variety of uses for other maintenance on water mains / water services which will be used for this contract. The Water Mains Other Maintenance account is \$250,000 and the Maintenance Services account is \$100,000. They

also looked into the contract currently out for bids, the asphalt repair work. Again, other than the sanitary sewer, they should be able to stay within budget. The bulk of that work will fall to the Water Utility. To make a long story, short, we can fund the contact through our exiting budget with the exception of need to look at a funding source for the sanitary sewer utility work.

- b) Ald. Kunz questioned the concrete trail listed in the project. He has never seen that before.
- c) Dir. Kaiser advised that they constructed a concrete trail in 2015 on Breezewood Lane, west of Gillingham Road. And in 2017 the Bergstrom Road trail associated with the Menasha Corp. project was concrete as well. They looked at it harder when the DOT constructed their concrete sidewalk through the Breezewood interchange at a 12' width. Given some of the conditions they have seen their asphalt trails deteriorate to rather rapidly they decided it was a good alternative to take a look at.
- d) Ald. Kunz indicated he feels we need to take a look at our engineering and inspection of these trails. We need to get a better handle on the trails.
- e) Dir. Kaiser advised Ald. Kunz that this contract is for both miscellaneous sidewalk repair and utility patches on concrete streets or associated with catch basin repairs. The areas focused on in this contract is Tullar Road.
- f) Ald. Bates added that the cities that bid before us saw the same rise in cost that we are seeing in this particular bid.
- g) Mayor Kaufert added that one of the biggest things he has complaints on are these toe stubs, two inch difference between sidewalks. There have been numerous claims. Citizens appreciate we do our best to keep up with sidewalk repair.
- h) **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

### Landmarks Commission

- I. Alderperson Lange reported from the Landmarks Commission meeting of April 16, 2019:
  - A. Commissioner Jack Speech and Assistant Planner Carol Kasimor shared information from the State of Wisconsin's Preservation Commission Training Seminar. Handouts included the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.
  - B. The Commission discussed opportunities to participate in the Neenah Historical Society's Discover Neenah – Doty Island Family Day on June 29<sup>th</sup> from 1-4 pm. The Commission will offer walking tours of Doty Park to highlight the various historic properties of Doty Island. The event will also feature narrated wagon rides, historic games, patriotic crafts and tours of Doty Cabin.

### Sustainable Neenah Committee

- I. Alderperson Kunz reported from the Sustainable Neenah Committee:

- A. The Committee continues to work on the installation of solar panels at the Neenah Library. He hopes to bring that presentation forward in the near future.
  - 1. Ald. Erickson asked if this has been discussed with Director Raab as she is the Council Rep to the Library Board and has not heard about this yet.
  - 2. Ald. Kunz indicated he has discussed this with her. She has indicated this is something the Library has been looking at for some time. The numbers / specifics need to be worked out before further conversations take place. Asst. Planner Kasimor has also had conversations with Dir. Raab. All preliminary discussions though. They will not leave the Library Board out.

### **Business Improvement District (BID) Board**

- I. Alderperson Lang reported from the Business Improvement District Board (BID Board) meeting of April 16, 2019:
  - A. The BID is planning for their co-op partner meeting to be held on May 21<sup>st</sup> at Miron Construction Company to review the partnership of the BID with the City and each members' responsibilities.
  - B. The Recruitment & Retention Committee reported on their join meeting with the PR & Marketing Committee to discuss opportunities for improved recruitment of business to the downtown.
  - C. The Public Relations and Marketing Committee approved and recommended that the BID continue sponsorship of the Future Neenah's Farmers' Market with \$3,000 of support.
  - D. The Maintenance Committee has reviewed the winter snow events and welcomed the hiring of a new maintenance man, Mike Jacobson, by Future Neenah.
  - E. The Comprehensive Plan was reviewed by Deputy Dir. of Community Development Schmidt as it relates to the downtown and specifically the BID.
  - F. The next meeting will be the Co-op Partners Work Plan meeting on May 21<sup>st</sup> at 7:30 am at Miron Construction.

### **Bergstrom Mahler Museum**

- I. Alderperson Spellman reported from the Bergstrom Mahler Museum meeting of April 24, 2019:
  - A. The Board prepped for the 2020 budget by looking at a draft budget. They discussed budget considerations and a feasibility study for moving to a larger location.
  - B. The Board discussed filling a secretary position and looking for more Board members with experience in building.

### **New Business**

- I. Ald. Bates recognized the Arbor Day Celebration held last week. They planted a tree at Rec Park. It was honoring Ted Galloway. His tree of choice was a Dawn Redwood.
- II. Ald. Lang invited everyone to the Neenah Historical Society exhibit, *Voting for a Change - The Impact of the 19th Amendment on our Community*, opening on May 19<sup>th</sup> at noon. The exhibit highlights the 100th anniversary of women's right to vote in the United States.

You may also attend on May 10<sup>th</sup> for a members' reception at 6:30 pm. She asked everyone to check out the cover of the Fox Cities Magazine. It has pictures of some amazing Neenah women on the cover and an article featuring their exhibit.

III. Ald. Stevenson indicated he attended the recent public officials workshop put on by Davis / Kuelthau at the Marq in Green Bay. He was surprised that we had no representation at this type of program. He will share the Power Point presentation when he receives it. He asked them to send him a list of representatives from Neenah attending this workshop in the past years. He will also share that list with everyone.

IV. Mayor Kaufert made the following announcement:

- A. The 15th Annual Touch-A-Truck event will be held at Memorial Park on Wednesday, May 8 from 10:00 - 12:00. Kids can see a fire truck, dump truck, cement mixer and many more trucks up close and have a chance to sit in the drivers' seat. At 11 am, Mayor Kaufert will drop 600 mini-firefighters from 100' up the ladder truck. Proceeds go to support the firefighter themed splash pad at Washington Park.
- B. Thursday May 16<sup>th</sup> is the Neenah Police Bicycle Patrol Family Fun Night from 5:00 pm to 7:30 pm at Memorial Park. The event will be completely free. Family Fun Night is run by volunteers, and funded through donations. Donation boxes will be set up throughout the event if you would like to help support the Neenah Police Department's Bicycle Patrol Unit. Food will be available for purchase. Two free bicycles and many other nice prizes will be given away. Free helmets will be provided to those in need. In addition to the Bicycle Rodeo, there are many other exciting activities to participate in.
- C. Saturday May 4<sup>th</sup> visit A & W on Westowne Drive. A portion of their profits from 11 am to 1:30 pm go to the Bike Rodeo.
- D. School for Seniors will be held at Lakeland College on May 17<sup>th</sup>. The school is co-sponsored by Lakeland University and Neenah's Committee on Aging. There is no tuition charge or fees. Registration begins at 8:00 am. Assembly, classes and information fair runs from 8:20 am to 11:30 am.
- E. Thanks to the Water Shed Alliance for picking up garbage at Kimberly Point and Riverside Park.
- F. Sierra Club conducted a hike / clean-up day two weeks ago at Loop the Lake. They had over 600 people walking around the loop picking up garbage.
- G. Thanks to the group of young high school students organized by Gwyneth Ellenberger who went out Saturday and cleaned up the Green Bay Road area as part of their National Honor Society Award.
- H. Today Governor Tony Evers was at City Hall signing SB1 designating the Hwy 10 / 441 Interchange as the Michael Ellis Interchange.
- I. Thanks to the Honor Guard for their presentation of the colors for this meeting tonight and the donation of the flags that will proudly fly on Commercial Street recognizing the service men / women of the area.
- J. He sent a memo updating the Council on the CIP scheduling. There has been a number of challenges putting the CIP together. Their number one priority is to make sure the Council has enough time to review the budget. He asked everyone to review both scenarios and let him know in the morning which one works best for them. On Wednesday May 8<sup>th</sup> they would like to distribute the budget and give a

short overview. This will give you plenty of time to review this document. There is no timeline as the 2019 CIP borrowing has already been done.

- V. Ald. Stevenson followed up on the announcement about the Stop / Drop / Splash event indicating mini-firefighters can be purchased or a \$20 donation can be made at Fire Station #32 on Columbian Avenue or the Neenah Park & Rec Department Monday thru Friday from 8 am to 4 pm.

### **Adjournment**

- I. **MSC Boyette/Lendrum to adjourn at 8:08 p.m., all voting aye.**

  
Patricia A. Sturn, WCPC/MMC  
City Clerk



April 29, 2019

At its April 23 meeting, the Board of Public Works recommended Council approval of award for Contract 4-19 to Sommers Construction. Given the difference between bid pricing and our estimate, the Board requested that I provide a breakdown of the work so that the potential impact on infrastructure or utility reserves could be seen. The contract breakdown is shown below. Following are a few notes about this information:

1. The Identified Work lists the amounts estimated for work on-hand.
2. The Additional Work lists work built into the bid quantities to account for additional work that may be encountered during the course of the contract.
3. Line 9 shows that Staff is recommending that a portion of the cost to complete the Bell Street Trail be funded from the budget for Undesignated Sidewalk/Trail Repair.
4. The Water Maintenance items are funded through the Utility's budget for Other Maintenance Expenses for either Mains or Services, as appropriate. The Utility has budgeted \$250,000 for Mains and \$100,000 for Service. Those budgets are used for work beyond pavement repairs.

Let me know if there are any questions about this.

Gerry

|              |  |   |                     |                    |                     |                     |                  |  |                     |
|--------------|--|---|---------------------|--------------------|---------------------|---------------------|------------------|--|---------------------|
| Contractor:  |  | Sommers Construction Company Inc.                   |                     |                    |                     |                     |                  |  |                     |
|              |  | W7841 Smith Street                                  |                     |                    |                     |                     |                  |  |                     |
|              |  | Shiocton, WI 54170                                  |                     |                    |                     |                     |                  |  |                     |
| Contract No. |  | Contract 4-19 Concrete Pavement and Sidewalk Repair |                     |                    |                     |                     |                  |  |                     |
|              |  |   |                     |                    |                     |                     |                  |  | Infrastructure      |
|              | Account Description                    | Account #   | Identified Work     | Additional Work    | Total Contract      | Budget              | Budget Remaining |  | or Utility Reserves |
| 1.           | Street Repair Undesignated (CF)        | 012-5199-742-0236                                   | \$50,000.00         |                    | \$50,000.00         | \$50,000.00         | \$0.00           |  | - -                 |
| 2.           | Street Repair Undesignated             | 012-5199-743-0236                                   | \$141,648.42        | \$20,000.00        | \$161,648.42        | \$180,000.00        | \$18,351.58      |  | - -                 |
| 3.           | Sidewalk / Trail Maintenance           | 012-5301-743-0236                                   | \$27,615.00         | \$10,000.00        | \$37,615.00         | \$38,729.00         | \$1,114.00       |  | - -                 |
| 4.           | Storm Pavement Repair                  | 049-5249-743-0236                                   | \$12,464.33         | \$10,000.00        | \$22,464.33         | \$60,000.00         | \$37,535.67      |  | - -                 |
| 5.           | Sanitary Pavement Repairs              | 046-5049-742-0236                                   | \$35,325.83         |                    | \$35,325.83         | \$20,000.00         | (\$15,325.83)    |  | \$15,325.83         |
| 6.           | Water Maintenance Mains                | 400-0402-770-6730                                   | \$43,109.92         |                    | \$43,109.92         |                     | (\$43,109.92)    |  | \$43,109.92         |
| 7.           | Water Maintenance Services             | 400-0402-770-6750                                   |                     | \$7,861.50         | \$7,861.50          |                     | (\$7,861.50)     |  | \$7,861.50          |
| 8.           | Bell Street Trail (CF)                 | 012-5332-742-0236                                   | \$48,729.00         |                    | \$48,729.00         | \$48,729.00         | \$0.00           |  | - -                 |
| 9.           | Bell Street Trail (Misc Repair Budget) | 012-5301-743-0236                                   | \$61,271.00         |                    | \$61,271.00         | \$61,271.00         | \$0.00           |  | - -                 |
| 10.          | Pendleton Road Sidewalk/Trail          | 031-3416-743-0236                                   | \$108,000.00        |                    | \$108,000.00        | \$115,000.00        | \$7,000.00       |  | - -                 |
|              |  | <b>TOTAL</b>  | <b>\$528,163.50</b> | <b>\$47,861.50</b> | <b>\$576,025.00</b> | <b>\$623,886.50</b> |                  |  |                     |

**CITY OF NEENAH**  
**PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**  
**Tuesday, May 7, 2019 - 6:30 PM**  
**Hauser Room - City Administration Building**

**Present:** Chairman Bates, Alderman Lang, Lendrum, Spellman and Stevenson

**Also Present:** Mayor Kaufert, Community Development Director Haese, Deputy Community Development Director Schmidt, City Engineer Kummerow, Traffic Engineer Merten

**Minutes:**

**Motion/Second/Carried Lendrum/Spellman to approve the minutes of the April 23, 2019, Regular Meeting.** All voting aye.

**Public Appearances:** None.

Ordinance 2019-13 Amending Article IV – Stormwater Management Services: Chairman Bates indicated the ordinance was reviewed at the Public Services & Safety Committee (PSSC) meeting held on April 23, 2019.

ORD. Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve Ordinance 2019-13 amending Article IV – Stormwater Management Services.**

Downtown Traffic Study Phase II Consultant Selection: Engineer Merten provided the following recommendation statement to the Council: Staff recommends Council contract with MSA Professional Services to execute the Downtown Traffic Study Phase II because their proposal offers the following: (1) Shows a clear understanding of the work requested, particularly articulated through the estimated time dedicated to each project of the study; (2) Is projected to have the most dedicated engineering hours to the study; (3) Is the second lowest proposal cost; and (4) Can build from existing knowledge of the dynamics and nuances of Downtown Neenah gained from executing the Phase I study.

Alderman Lendrum questioned the need for the study. She indicated that she did not want the City to spend money for a report if it might not be used. Engineer Merten stated the purpose of the study is to utilize the information collected from the Phase I study and develop solutions which can be implemented in conjunction with future development, particularly on the west side of the downtown.

Alderman Lendrum also questioned if any of the higher bidders could provide more value. Chairman Bates questioned the benefits of picking the same firm who did the Phase I study versus the benefits of hiring a different firm. Alderman Stevenson requested the scoring matrix used to evaluate the consultants. Engineer Merten indicated that the criteria established in the Request for Proposal (RFP) was used to provide a recommendation, however no scoring matrix was used. He also mentioned the strengths and weaknesses to each proposal and that the selection committee found that Ayres Associates and MSA Professional Services provided the strongest proposals. Mayor Kaufert mentioned that the Council be careful with selecting a higher bidder, as it may send mixed messages to the consultants. He stated that should a higher bidder be selected, the City must provide a justifiable explanation. Committee requested the staff selection committee to report back with a scoring matrix of the proposals for the Committee to review. No motion was considered.

**Licenses:**

Beverage Operator License Applications: The Committee reviewed the applications for Andrea Alvarez, Samantha Anderson, Jessica Austin, Elizabeth Fischer, Ruth Gadicke, and Morgan Martzahl.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve beverage operator license applications for Andrea Alvarez, Samantha Anderson, Jessica Austin, Elizabeth Fischer, Ruth Gadicke and Morgan Martzahl.** All voting aye.

Temporary Class B (Picnic) Beer and Wine License Application: The Committee reviewed the application for the 60<sup>th</sup> anniversary event hosted by Bergstrom Mahler Museum.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve the Temporary Class B (Picnic) Beer and Wine License Application for Bergstrom Mahler Museum, 165 N. Park Avenue, for their 60<sup>th</sup> anniversary event.** All voting aye.

Outdoor Extension of Premises Application: Chairman Bates questioned the applicability of the permit, given that the fermented malt beverage permit is issued by the State of Wisconsin and not the City of Neenah like other liquor licenses. Director Haese indicated that the State permit does not address serving alcohol outside of the building and that this license application allows the permitted premises to be extended. Alderman Lendrum requested that the City Attorney's Office research and confirm the suitability of this process. Chairman Bates questioned whether the existing fence is required to meet the 6-foot fence requirement listed on page one of the application, given the proximity of 1131 Maple Street, an R-1 zoned property. Director Haese indicated that the requirement might apply given additional specifics of the project and permit request. He stated that staff could further examine the conditions and have a report prepared in advance of Council review. Alderman Spellman brought up confusion with how the City Code is structured regarding 3-foot and 4-foot fence requirements. Mayor Kaufert questioned whether the premises extension should contain direct access to the currently licensed premises. Director Haese indicated that alcohol must be served within the premises extension and it may not be carried outside of the premises by customers.

REPORT

Following discussion, **Motion/Second/Carried Lendrum/Spellman to recommend Council approve the Outdoor Extension of Premises Application for Barrel 41 Brewery, 1132 S. Commercial Street, contingent upon a report providing Council with clarifications regarding permit applicability and permit conditions.** All voting aye.

2019-2020 Renewal of Retail Liquor/Beer Licenses: Alderman Stevenson questioned the need for some businesses to hold multiple licenses and requested staff investigate if licenses could be consolidated.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Stevenson to recommend Council approve all 2019-2020 retail liquor/beer renewal licenses provided in Exhibit A of the agenda, contingent upon payment of outstanding forfeitures, where applicable.** All voting aye.

Public Works General Construction and Department Activity:

- 1) Contract 2-18 (Cecil, Adams)
  - a) Adams St – Work is complete. Engineer Kummerow mentioned that some quality control concerns will be address relating to the top soil work.
  - b) Cecil St – Final topsoil and seeding has been done.
- 2) Contract 3-18 (Nature Trails/Eaglecrest) – The only work remaining under this contract is completion of the Liberty Heights trail along Woodenshoe Road. The contract will remain open so that this work can be done early this year.

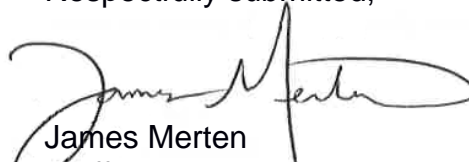
Staff has done a field review of the concrete work with the contractor and identified one driveway apron and two sections of sidewalk that need to be replaced under the warranty.

Quantities on the Nature Trail/Eaglecrest work have been finalized with the contractor. Special assessment billings will be sent in September 2019.
- 3) Contract 1-19 (Caroline, Stevens, Fifth)
  - a) Caroline Street – Utility work will be complete the week of May 6.
  - b) Stevens Street – Water main and sanitary sewer main have been installed. Services have been installed within the right-of-way.
  - c) Fifth Street – Water main installation is complete. Service installation within the right-of-way will be complete the week of April 22.
- 4) Contract 2-19 (Stanley Ct, Stanley St, Thomas)
  - a) Stanley Court – The road has been pulverized. Water main installation is scheduled to start the week of May 6.
  - b) Stanley Street – The road has been pulverized.
  - c) Thomas Court – Water main replacement is complete and storm sewer installation is complete.
- 5) Contract 3-19 (Epoxy Pavement Marking) – Work is tentatively scheduled for mid-May.
- 6) Contract 4-19 (Concrete Pavement and Sidewalk Repair) – The work has not yet been scheduled.
- 7) Contract 5-19 (Miscellaneous Sidewalk Repair – CDBG) – Bids will be opened on May 8.
- 8) Contract 6-19 (Hot-Mix Asphalt Pavement Repair) – Bids will be opened on May 15.
- 9) Courtney Court – Work has not started.

Announcements/Future Agenda Items: None.

**Motion/Second/Carried Lendrum/Stevenson to adjourn at 7:53 p.m.** All voting aye.

Respectfully submitted,



James Merten  
Traffic Engineer



AN ORDINANCE: By the Public Services and Safety  
Committee  
Re: Amending Article IV – Stormwater Management  
Services

ORDINANCE NO. 2019-13  
Introduced: April 23, 2019  
Committee/Commission Action:  
**RECOMMENDED FOR PASSAGE**

## AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Section 17-123 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

*New Construction.* That portion of a post-construction site where impervious surfaces are being created or expanded.

Undeveloped property. The term "undeveloped property" means that which has not been altered from its natural state by the addition of any improvements such as a building, structure, impervious surface, change of grade or landscaping. For new construction, a property shall be considered developed pursuant to [Section 17-127](#). ~~this article:~~

~~(1) Upon issuance of a Certificate of Occupancy, or upon completion of construction or final inspection if no such certificate is issued; or~~

~~(2) Where construction is at least 50 percent complete and construction is halted for a period of three months.~~

**Section 2.** Section 17-125(2) of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

(2) Rate charges shall be issued to share the costs of the Stormwater Utility. These rate charges ~~may include:~~ shall be based on the

~~(a) Base charge (BC). The base charge may be imposed on all property in the city. The base charge will be designed to reflect the fact that all properties benefit from the stormwater management activities of the City and that all property contribute in some way to the stormwater discharge that must be managed by the City. The BC will be designed to collect the administrative costs of the Stormwater Utility and the portion of capital costs not covered by special assessments. The BC may be based on the size of a parcel of property.~~

~~(b) Equivalent runoff unit charge (ERU charge). This charge will may be imposed on all property that has any developed impervious area. The ERU charge will be designed on the~~

basis of a typical residential unit of property. Other units of property will be charged multiples of the ERU based on the impervious area contributing to surface water runoff. The ERU charge is comprised of the following components:

(a) Base Fee - This portion of the ERU fee finances the administration management, billing and other tasks that are required to operate the utility, and which benefit all properties within the City.

(b) Flow Rate Fee - This portion of the ERU fee finances stormwater utility activities related to flow rate through the City's stormwater system from the point of generation to the point of discharge to Lake Winnebago, Little Lake Butte des Morts, the Fox River, and the Neenah Slough.

(c) Volume Fee - This portion of the ERU fee finances stormwater utility activities related to the total volume of water passed through the City's stormwater system from the point of generation to the point of discharge to Lake Winnebago, Little Lake Butte des Morts, the Fox River, and the Neenah Slough.

(d) Quality Fee - This portion of the ERU fee finances stormwater utility activities related to the quality of water passed through the City's stormwater system from the point of generation to the point of discharge to Lake Winnebago, Little Lake Butte des Morts, the Fox River, and the Neenah Slough.

**Section 3.** Section 17-125(3) of the Code of Ordinances of the City of Neenah is amended by adding the highlighted language to read as follows:

- (3) The Council may make such other rate and customer classifications as will be likely to provide reasonable and fair distribution of the costs of the Stormwater Utility. In so doing, the Council may provide credits against certain of the charges set forth above for facilities installed and maintained by the property owner for the purpose of lessening the stormwater flow or improving the stormwater quality from that given property.

**Section 4.** Section 17-126 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken text and adding the highlighted language to read as follows:

Sec. 17-126. - Customer classification.

(1) For purposes of imposing the stormwater charges, all lots and parcel within the City are classified into the following ~~five~~ customer classes:

(a) Residential—Single-Family, ~~and~~ Manufactured Home, and Condominium.

(b) Residential—Duplex.

(c) ~~Other Residential—Multifamily Units.~~

~~(d) Non-residential.~~

(ed) Undeveloped.

(2) Each property shall be assigned ~~The Director shall prepare a list of lots and parcels within the City and assign~~ a classification as defined herein of residential, non-residential or undeveloped to each lot or parcel.

(3) The average square footage of impervious area of ERU is established to be equivalent to 3,138 square feet.

(4) The charge imposed for Single Family, Manufactured Home and Condominium property units shall be the rate for one (1) ERU.

(54) The charges imposed for ~~D~~duplex residential properties shall be the rate for one-half of one ERU for each individual dwelling unit existing on the property (½ ERU rate multiplied by the number of dwelling units).



(65) The charges imposed for ~~single family, manufactured home, residential-multifamily units and non-residential~~ Other properties as defined herein shall be the rate for one ERU, multiplied by the numerical factor obtained by dividing the total impervious area of a residential multifamily unit and non-residential property by the square footage of one ERU. The factor shall be rounded down to the nearest one-half, i.e.

$$\text{ERU rate} \times \frac{\text{impervious Impervious Area}}{\text{Area of 1 ERU}}$$

(76) Reserved.

(87) The charges imposed for undeveloped properties as defined herein shall be the rate for one ERU multiplied by a factor established by resolution and then divided by the square footage for one ERU established by resolution.

(98) The Director shall be responsible for determining the impervious area based on the best available information, including, but not limited to, data supplied by the City Assessor, the City Building Inspector, aerial photography, the property owner, tenant or developer. The Director may require additional information as necessary to make the determination. The billing amount shall be updated by the Director as appropriate based on ~~the building permit process.~~

(109) The minimum charges for any non-residential parcel shall be equal to the rate for one (1) ERU.

(1140) All unoccupied developed lots and parcels shall be subject to the Stormwater Utility charges.

**Section 5.** Section 17-127 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken text and adding the highlighted language to read as follows:

~~(1) Except for single family units, a property owner shall be responsible for submitting a Stormwater Utility service application at the time a building permit is issued or a site plan review is conducted. The application shall be made on a form prescribed by the city and provided with each application for a building permit or application for site plan review. Failure to submit such Stormwater Utility service application or providing false information on such form shall be a violation of this chapter subject to the penalty as provided in section 1-20 of the Code.~~

~~(2)~~ The owner shall also be liable for stormwater charges, under this article, for the improvement from the date of building permit issuance or the date that construction of the improvement began, whichever is earlier.

**Section 6. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 7. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Motion: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

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

Attest:

\_\_\_\_\_  
Patricia Sturn, City Clerk



**CITY OF NEENAH**  
**SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Wednesday, May 8, 2019 – 7:00 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; Director of Finance Easker

**Others Present:** Alderman Spellman, Director of Human Resources and Safety Barber, Incoming Director of Human Resources and Safety Kehl, Police Chief Olson, Police Captain Bernice, Police Captain Sievert, Deputy Fire Chief Voss

**Public Appearances:** Current Director of Human Resources and Safety Barber introduced incoming Director of Human Resources and Safety Lindsay Kehl, who will begin her employment with the City on May 21

**Excused/Absent:** None

**Minutes:** Motion/Second/Carried Stevenson/Boyette to approve the minutes from the April 8, 2019 Regular Meeting and the April 16, 2019 and May 1, 2019 Special Meetings. All voting aye.

**Request to Reorganize our Comm Tech Positions and Open Records Position:**  
Committee reviewed memo from Chief Olson recommending Council authorize the Police Department to reorganize the Comm Tech schedule by reallocating one full-time records employee assigned to work Open Records (80%) and Accreditation (20%) effective June 1, 2019 or later; to reallocate one part-time position into a Fleet Manager position effective June 1, 2019 or later; and to give the City back a half-time position effective July 5, 2019 or later. Chief Olson indicated that the reorganization is due to a number of reasons. They include the difficulty in staffing the Comm Tech positions and the need to reallocate staff time and expertise to perform necessary duties. These duties include maintaining open records, maintaining law enforcement accreditation standards and managing the fleet of 33 police vehicles and other related equipment. He also explained how the police department lobby area will be retrofitted with locks and panic buttons to ensure citizens will still have a safe zone when there is no physical presence at the front desk.

Committee and staff discussed various aspects of the proposed reorganization. Mayor Kaufert provided his endorsement of the changes provided that the citizen safe zone is created in the police department lobby. Specific discussion took place on the protocols for the safe zone lobby area and the need for and proposed duties of the Fleet Manager position.

REPORT

**Motion/Second/Carried Boyette/Stevenson recommending Council authorize the Police Department to reorganize the staffing structure as follows: Change the position of Part-Time Open Records Clerk to a Full Time Open Records/Accreditation Assistant effective June 1, 2019 or later, adding a .5 FTE; Eliminate a Full Time Comm Tech position effective July 5, 2019, removing 1.0 FTE; and Changing the position of Part Time Comm Tech to the position of Part Time Fleet Manager effective June 1, 2019 or later, with no change to FTE, for a total net reduction of .5 FTE within the Police Department. All voting aye.**

**Station 32 Roof Repair:** Committee reviewed memo from Deputy Chief Voss requesting Council accept the roof repair to Station 32 proposal from JAMAR in the amount of \$53,000. The 2019 Facilities Capital budget includes \$21,000 for the roof replacement. The pricing is based upon quotes received by Building Manager Pat Fischer. Deputy Chief Voss explained that the large budget variance was due to a number of changes to the roof deck to accommodate additional insulation, sky light frames and edge curbing, while the initial budget was a preliminary basic number based only upon square footage.

Committee and staff discussed various aspects of the proposed roof project. Upon questioning from the committee, City Attorney Godlewski indicated that the project is potentially subject to state bidding laws as opposed to the quotes received for the project. Deputy Chief Voss indicated that the roof is still functional and replacement could wait for a bidding process to occur.

**Motion/Second/Carried Kunz/Boyette to authorize City staff to initiate the legal bidding process to replace the roof at Fire Station No. 32 pending a final determination by City Attorney Godlewski on the need for the project to go through the bidding process. All voting aye.**

**Designation of Official Newspaper for 2019-2020:** Committee reviewed memo from Director Easker recommending acceptance of the *Post-Crescent* quotation and designate it the City's official newspaper for June 2019 to June 2020. The *Post-Crescent* quotation was the only quote received and includes a slight increase (2.74%) in price from last year. Committee and staff discussed various aspects of the newspaper designation. By consensus, committee directed City Attorney Godlewski to verify that The *Post-Crescent* meets the circulation standards as written in state law.

REPORT

**Motion/Second/Carried Kunz/Steele to recommend Council accept the Post-Crescent quotation and designate it the City's official newspaper for June 2019 to June 2020. Motion carried 4-1, with Alderman Boyette voting no.**

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

**Motion/Second/Carried Boyette/Stevenson to adjourn the meeting at 8:25 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

**Minutes of the Board of Public Works Meeting  
Wednesday, May 8, 2019 – 12:30 p.m.  
Hauser Room**

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

**ALSO PRESENT:** Deputy Clerk Goffard, Director of Parks & Recreation Kading and Forrest Bates.

Chairman Kaufert called the meeting to order at 12:33 p.m.

**MINUTES: MSC Kaiser/Easker to approve the minutes from the April 23, 2019 Board of Public Works meeting, all voting aye.**

**APPEARANCES:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Public Works:**

**Pay Estimate No. 1 for Contract 1-19:** Dir. Kaiser requested approval of Pay Estimate No. 1 for Contract 1-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Caroline Street, Stevens Street and Fifth Street to Carl Bowers & Sons Construction Co. Inc., Kaukauna, in the amount of \$520,840.35. Dir. Kaiser discussed that the utility work is almost done and the street work will start soon. The contractor has been able to continue working through the rainy weather and at this time the contractor is working ahead of schedule. **MSC Kaiser/Godlewski to approve Pay Estimate No. 1 for Contract 1-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Caroline Street, Stevens Street and Fifth Street to Carl Bowers & Sons Construction Co. Inc., Kaukauna, in the amount of \$520,840.35, all voting aye.**

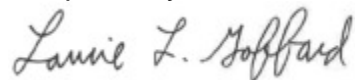
**Pay Estimate No. 1 for Contract 2-19:** Dir. Kaiser requested approval of Pay Estimate No. 1 for Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street, Stanley Court and Thomas Court to Robert J. Immel Excavating Inc., Greenville, in the amount of \$194,518.20. Dir. Kaiser stated that the work on Thomas Court has been for the water main only. They leave a clean work site. **MSC Kaiser/Haese to approve Pay Estimate No. 1 for Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street, Stanley Court, and Thomas Court to Robert J. Immel Excavating Inc., Greenville, in the amount of \$194,518.20, all voting aye.**

**Parks & Recreation:**

Washington Park Phase III Pay Request No. 2: Director Kading requested approval of Pay Request No. 2 for Washington Park Phase III to R & R Wash Materials, Inc., in the amount of \$137,998.11. Dir. Kading stated that due to the weather nine days were lost to work on the utility and earth work. The work will be completed prior to the deadline of August 31, 2019. Mayor Kaufert inquired as to the status of donations received and Dir. Kading indicated that so far 8 to 9 donations in the amount of \$5,000 have been received. One other substantial donation will be forthcoming for the Discovery Ball Field for a total of \$125,000 in donations. The total cost of the project is estimated at \$2,700,000 which includes approximately \$100,000 in donations. **MSC Haese/Godlewski to approve Washington Park Phase III Pay Request No. 1 to R & R Wash Materials, Ripon in the amount of \$137,998.11, all voting aye.**

**MSC Haese/Kaiser to adjourn at 12:42 p.m., all voting aye.**

Respectfully Submitted,



Laurie L. Goffard  
Deputy Clerk

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

Date: May 15, 2019

**Date of Directive:** 4/17/2018

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

**Responsible Party:** Ald. Lendrum

**Status:** Pending