



**City of Neenah
COMMON COUNCIL AGENDA
Wednesday, September 2, 2020 - 7:00 p.m.
Neenah City Hall
Council Chambers**

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by the below link or conference call. Committee members and the public should use the following information:

Link: <https://global.gotomeeting.com/join/837786245>

OR

Conference Telephone Number (AUDIO ONLY): [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 837-786-245

- **Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.**
- **The web link or conference call-in number may be accessed from any location.**
- **For members of the public unable to access this meeting online or via conference call, the Mayor and a staff member will be present in the Council Chambers, City Hall, 211 Walnut Street, Neenah, to assist those wishing to attend the meeting. The Council Chambers will be open to eight (8) people in addition to the Mayor and one staff person, consistent with the social distancing rules established under Emergency Order 12.**

I. Roll Call

Introduction of Deputy Clerk Lopez

Presentations by Aldermanic Candidates to Council

Motion to appoint a candidate to the Common Council's vacant District 2 Aldermanic position for the term to expire April 2021.

Swearing in of New District 2 Alderperson

II. Introduction and Confirmation of Mayor's Appointment(s)—None

III. Approval of Council Proceedings

A. Approval of the Council Proceedings of August 19, 2020 regular session. **(UC)**

IV. Public Hearings

A. Zoning Code Amendment—Sec. 26-235 and Sec. 26-236—C-1 District Special Uses

V. Plan Commission report pertaining to the Public Hearings

A. Plan Commission meeting of August 25, 2020 (Ald. Lang) (Minutes can be found on the City website)

1. Commission recommends Council approve Ordinance No. 2020-13, amending sections 26-235 and 26-236 of the Code of Ordinances relating to Permitted Uses and Special Uses. **(RollCall)**

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 the Change of Agent Application for Classic Lanes Fox Valley Inc. d/b/a Classic Lanes Fox Valley, 934 Byrd Ave, Neenah; William T. Smith, Agent **(PSSC)**
- B. **(UC)**

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of August 25, 2020: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
 1. Committee recommends Council that the time restriction of the 8 easement parking spaces in 307 N. Commercial Street be increased from 2 hours to 4 hours for a one-year trial period **(RollCall)**
 2. Committee recommends Council approve the Revocable Occupancy Permit to Michael Geall for installation of a fence on S. Park Avenue for his property located at 617 E. Wisconsin Avenue **(RollCall)**
 3. Committee recommends Council approve the Arrowhead Phase 1 Construction Administration Agreement with SEH, Appleton in the amount not to exceed \$27,042.46 contingent upon Council award of the associated construction contract **(RollCall)**
 4. Committee recommends Council approve the Construction Administration Agreement for the Rec Boat Launch Dredging with Stantec Consulting Services, Inc., in the amount not to exceed \$8,800 contingent upon Council award of the associated construction contract **(RollCall)**
- B. Regular Finance and Personnel Committee meeting of August 24, 2020: (Chairman Erickson/Vice Chairman Boyette) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the following reclassifications effective January 1, 2021:
 - a) Assistant Comptroller—Current grade K3—recommended adjustment L3 & Deputy Director of Finance Title
 - b) Deputy City Clerk—Current grade F3—recommended adjustment G3 **(RollCall)**
 2. Committee recommends Council approve the updates to Policy 2003-1: Position Vacancies Policy. **(RollCall)**
 3. Committee recommends Council approve Resolution 2020-15 for the 2020 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. **(RollCall)**

4. Committee recommends Council authorize the refund required by 2020 Correction of Errors by Assessor under Wis.Stat. §70.43, approved by the Board of Review, and direct staff to complete the necessary paperwork for charge back of the refunds to the taxation districts for which taxes were collected by the City under Wis.Stat. §74.41. **(RollCall)**
- C. Regular NMFR Joint Finance & Personnel Committee meeting of August 25, 2020: (Chairman Boyette/Vice Chairman Stevenson) (Minutes can be found on the City web site)
1. Committee recommends Council approve Neenah-Menasha Fire Rescue's 2021 cost distribution formula with the City of Neenah's weighted share at 59.83% and City of Menasha's weighted share at 40.17% **(RollCall)**
- X. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of August 25, 2020: (Council Rep Lang) (Minutes can be found on the City web site)
1. Commission recommends Council approve Ordinance #2020-14 granting approval of Project Plan #1-20 for the Calvary Bible Church Planned Development District to allow the construction of a building addition and parking lot expansion subject to the following conditions: 1) Prior to the issuance of building permits, the applicant shall submit the City's Oversized Sewer Interceptor Fee (\$1,000/acre) and the Storm Sewer Fee (\$5,000/acre) in the amount of \$15,228 which as deferred as part of annexation #207 annexing 2.53 acres of land in 2016; 2) the area proposed to be pulverized and remain as gravel west of the building must be hard surface if there will be vehicles store/parked in the area. The other area proposed to be pulverized and graveled may remain gravel since this area is proposed to become a paved parking lot in the future; 3) prior to installation of the future parking lot west of the existing parking lot in the rear of the building shall be approved by the Community Development Department. The parking lot shall meet the landscaping standards for parking lots specifically to interior landscape standards; 4) the plan identifies the removal of landscape plantings. These plantings must be replaced with a similar planting; and 5) future building additions, parking lot expansions, and road extensions within the Calvary Bible Church Planned Development District require Project Plan approval and are not being reviewed as part of this project plan request. **(RollCall)**
- B. Board of Public Works meeting of August 25, 2020: (Vice Chairman Bates) (Minutes can be found on the City web site)
1. Information Only Items:
 - a) The Board approved Pay Estimate No. 2 for Contract 4-20, Water and Street Construction on Green Bay Road, Tullar Road, and Marathon Ave to Vinton Construction, Two Rivers, in the amount of \$106,576.34
 2. Council Action Items:
 - a) The Board recommends Council Award Contract for Arrowhead Park Phase 1A to Soper Grading and Excavation LLC, Neenah, WI, in the amount of \$363,886.89 (base) and \$156,920 (alternate) for a total of \$520,786.89 **(RollCall)**

- b) The Board recommends Council Award Contract for Rec Boat Launch Dredging to Radtke Contractors Inc., Winneconne, WI in the amount of \$153,114 (base) and \$10,325 (alternate) for a total of \$163,439 using the balance of the 2019 Capital Improvement funds (97,700) and the Wisconsin DNR Waterways Grant in the amount of \$76,500
(RollCall)
- C. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderperson Lang
- D. Sustainable Neenah Committee
 - 1. Report from the Sustainable Neenah Committee – Mayor Kaufert
- E. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) – Alderperson Lang
- F. Bergstrom Mahler Museum
 - 1. Report from the Bergstrom Mahler Museum – Alderperson Spellman
- 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. 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** at least 48 hours prior to the scheduled meeting or event to request an accommodation.



Application for Appointment

Name: Nicole Becher		Date: August 07, 2020
Address: 2500 Bishops Lane		
City, State, Zip: Neenah, WI, 54956		
Primary Phone Number: 920-216-6119	Secondary Phone Number:	
Email Address: NMBecher@gmail.com	Current Employer: Fox Valley Nephrology	

Please answer the below questions:

Do you currently serve on any other boards, commissions, or hold an elected office?

- Yes
 No

If yes, list and describe:

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

My decision to pursue the Alderperson 2nd district position is based off my desire to use my skills to capture, tend, and manage the concerns of those in the Neenah community.

I have worked for a private practice near downtown Neenah since August 2016, and have lived in the Castle Oak subdivision (formerly Lakeview estates) within Neenah since July 2018. I am a wife of a trained accountant who keeps me numbers oriented, and a mother of a son who reminds me how important a thriving community is to its members of all ages, backgrounds, and abilities.

I hold a Master Degree of Science from Marquette University, and am a trained and practicing Nurse Practitioner. As a Nurse Practitioner, I weigh risks/benefits with everything I do while considering the costs of recommendations (time and money). I meet my patients where they are, because that's where they want to be, and we work together to meet our agreed upon goals. I find there are many similarities to being a health care provider and an alderman - 1) Care and respect all members of the communities, 2) Capable of managing problems, and 3) Effectively weigh risks/benefits.

I am scheduled around 30 hours per week at my current job which is flexible. This will allow for weekly meetings and added responsibilities.

Thank you for your consideration

eSigned via SeamlessDocs.com
Signature: 
Key: 455fea2c9ee795ceda03c8257c57b0b3

Date: 08/08/2020

Please return completed applications to the City Clerk's Office



Application for Appointment

Name: Brian Borchardt		Date: August 24, 2020
Address: 1411 Rogers Ct		
City, State, Zip: Neenah WI 54956		
Primary Phone Number: 920-205-3926	Secondary Phone Number:	
Email Address: blborch@yahoo.com	Current Employer: Neenah Joint School District	

Please answer the below questions:

Do you currently serve on any other boards, commissions, or hold an elected office?

- Yes**
 No

If yes, list and describe:

I am on the board of directors for Verve a credit union.

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

I have always felt a sense of obligation to serve. At my core is service above self. Whether that is within my chosen profession as a teacher or volunteering within my community it is what I do. I have a deep respect for our government at each level but especially at the local level. There I believe government truly impacts the people. That is the message I give to my student each year when I teach my government class. My experience as the Speaker of the Assembly for two years in college and as well as holding several board positions within the community gives me a good understanding of the procedures in place. Currently, I am currently sitting on the board at Verve a credit union. I love Neenah and would be very interested in continuing this position beyond the interim appointment. Thanks for your consideration.

Sincerely,

Brian Borchardt

Signature:

eSigned via SeamlessDocs.com
Brian D Borchardt
Key: 455fea2c9ee795ceda03c8257c57b0b3

Date: 08/24/2020

Please return completed applications to the City Clerk's Office



Application for Appointment

Name: Piersen J. Bowman		Date: August 12, 2020
Address: 2685 Cavalry Ln.		
City, State, Zip: Neenah, Wi, 54956		
Primary Phone Number: 920-216-6163	Secondary Phone Number:	
Email Address: bowmanpj@gmail.com	Current Employer: Oshkosh Corporation	

Please answer the below questions:

<p>Do you currently serve on any other boards, commissions, or hold an elected office?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, list and describe:</p>
<p>Please provide a brief statement outlining your interest and qualifications for this appointment:</p> <p>Serving my community has always been a passion of mine. I enjoy the opportunity to be a voice for those who may not always want to speak up.</p> <p>My professional experience incorporates working for several municipalities (City of Oshkosh, City of Omro & Village of North Fond du Lac) and I hold a Masters Degree in Public Administration from the University of Oshkosh (2009).</p> <p>Currently, I work for Oshkosh Corporation as a Manager of Change Management. My focus is to inspire teams and individuals to utilize Simplification methods to get to the best outcome of whatever initiatives they are a part of. I believe this experience would be very beneficial to the City of Neenah and I would be honored to help continue making a difference in our community.</p>

eSigned via SeamlessDocs.com
Signature: 
Key: 455fea2c9ee795ceda03c8257c57b0b3

Date: 08/12/2020



Application for Appointment

Name: David Fazer		Date: August 07, 2020
Address: 2417 Forest Manor Ct		
City, State, Zip: Neenah, WI 54956		
Primary Phone Number: 9202245822	Secondary Phone Number:	
Email Address: David.fazer@yahoo.com	Current Employer: Kimberly Clark Corporation	

Please answer the below questions:

<p>Do you currently serve on any other boards, commissions, or hold an elected office?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, list and describe:</p>
<p>Please provide a brief statement outlining your interest and qualifications for this appointment:</p> <p>I am a lifelong resident of the City of Neenah and a Neenah High School class of 2003 graduate. While I did not have experience in elected office I do have a deep love for the town that I have made my home and plan to raise my family in. I have experience leading large teams, setting a vision, organizing resources and driving results in a corporate environments. I am a proven consensus builder with a real passion for improving the day to day lives of the people I interact with. This for me is an opportunity to apply my time and energy for the greater good. My qualifications include an MBA from UW Oshkosh with emphases in finance and career in business supporting both large and small organizations. If my background is one consistent with what the council is looking for I would welcome the opportunity to share more.</p>

Signature: 
eSigned via SeamlessDocs.com
Key: 455fea2c9ee795ceda03c8257c57b0b3

Date: 08/07/2020

Please return completed applications to the City Clerk's Office



Application for Appointment

Name: Claire Olson		Date: August 10, 2020
Address: 206 Clairmont Court Apt. 3		
City, State, Zip: Neenah, WI 54956		
Primary Phone Number: 920-479-5536	Secondary Phone Number:	
Email Address: Hase11817@gmail.com	Current Employer:	

Please answer the below questions:

Do you currently serve on any other boards, commissions, or hold an elected office?

- Yes
 No

If yes, list and describe:

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

As a mother of 4 boys and a tradeswoman, my interests lie within the future of my children and that of their peers. My qualifications stem from my graduation of high school and living in this area. Being born and raised in Neenah I am willing to take on the responsibilities of Alderman so that the generation to come have a bright future here.

Signature:

eSigned via SeamlessDocs.com
Key: 455fea2c9ee795ceda03c8257c57b0b3

Date: 08/11/2020

Please return completed applications to the City Clerk's Office



Application for Appointment

Name: Brandon Tyler Robak		Date: August 10, 2020
Address: 202 Edgewood Drive		
City, State, Zip: Neenah, WI, 54956		
Primary Phone Number: 920-489-4773	Secondary Phone Number: 920-720-9954	
Email Address: brandonrobak@outlook.com	Current Employer: Target	

Please answer the below questions:

<p>Do you currently serve on any other boards, commissions, or hold an elected office?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, list and describe:</p>
<p>Please provide a brief statement outlining your interest and qualifications for this appointment:</p> <p>Having served on multiple city committees before, I have found an interest in making a positive impact in my community. In middle school, I began attending city meetings to stay up to date on things happening in Neenah. I took an interest in the proceedings and decisions that committee and councilmembers made and hoped to serve on one in the future. In high school, I was asked to join the Comprehensive Plan Update Steering Committee to assist in creating the governing document for the city's next twenty years. I enjoyed my time working with my fellow members on envisioning a better future for the city and its residents. Around the time this committee was wrapping up, I joined the Arrowhead Park Task Force to conceptualize uses for the proposed building at Arrowhead Park. This task force was a great way to build on one of the areas of improvement mentioned in the 2040 Comprehensive Plan. In 2017, I became one of the inaugural members of the Neenah Arts Council serving as the Student Representative. I served on the Arts Council up until I left for college last fall. Due to the COVID-19 pandemic, I will be taking a gap year. I would love the opportunity to serve my community and thank you for your consideration.</p>

eSigned via SeamlessDocs.com
Brandon Tyler Robak
Key: 455fea2c9ee785ceda03c8257c57b0b3

Date: 08/10/2020



Application for Appointment

Name: Michael Veith		Date: August 19, 2020
Address: 2404 Bruce Street		
City, State, Zip: Neenah, WI, 54956		
Primary Phone Number: 9205721245	Secondary Phone Number:	
Email Address: Mwveith1@gmail.com	Current Employer: Retired	

Please answer the below questions:

Do you currently serve on any other boards, commissions, or hold an elected office?

- Yes
 No

If yes, list and describe:

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

My name is Mike Veith and my wife Katie and daughter Brooke moved to Neenah 3 years ago. Katie is a Materials engineer at Georgia-Pacific and Brooke will be attending Shattuck Middle School. I am retired after a 31 year career as a Research Scientist at Kimberly-Clark and having earlier worked for 8 years at Theda Clark. For me it was kind of like coming home being born and raised in Neenah.

While growing up my grandfather Warren S. Sanders served as 1st ward alderman and headed the City Council. His son Warren B. "Sandy" committed his life to teaching and the Boys Brigade. Both provide a great influence on me. While never directly providing civic service my experience at Theda fulfilled to me the service to better help people lives directly and career at KC helped me move forward products essential to lives of many while being cognizant of the influence on our environment.

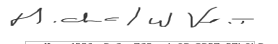
Since retiring I have driven for Meal on Wheels and tried to find ways to give back. Moving back to Neenah reminded me of how exceptional a community it is. Hearing of the opportunity to provide service in the footsteps of my grandfather (as unfortunate as the cause for this opening) made me inquire to others and convinced me this could be a great fit.

I welcome the opportunity to present myself in person to the council in fulfilling this temporary position.

Thank You

Michael W. Veith

Signature:

eSigned via SeamlessDocs.com

Key: 455fea2c9ee795ceda03c8257c57b0b3

Date: 08/19/2020

Please return completed applications to the City Clerk's Office



Application for Appointment

Name: David Williams		Date: August 09, 2020
Address: 1057 Campbell St		
City, State, Zip: Neenah, WI 54956		
Primary Phone Number: 262-620-6989	Secondary Phone Number:	
Email Address: dwforwi@gmail.com	Current Employer: Advocap, Inc.	

Please answer the below questions:

Do you currently serve on any other boards, commissions, or hold an elected office?

- Yes
 No

If yes, list and describe:

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

I have lived in Neenah since 2011 and I have watched as the city has grown and changed into a community I can call home. In 2020, I ran for the Alderperson seat in the 2nd District because I wanted to be a part of creating more change for future generations to come. My main points of running were focused on Sustainability, Equality, and Fiscal Responsibility. I wanted to make sure Our tax dollars are used correctly and in a way that will benefit not only now, but the future of the city. With my work, I serve people in need and strive to better the lives of the less fortunate by leading by example and working hard to create a better environment for all of us. I am compassionate, easy to work with and a team player. I am willing to go the extra mile to make sure the voice of the people will be heard and used to shape the community in which we live. That input from community members is vital to make sure nobody gets left behind or left out. We must strive for excellence in service and communication.

I appreciate the opportunity to try to serve the community that I love and hope to be considered in this process. Thank you for your time.

Signature:

eSigned via SeamlessDocs.com
David P. Williams
Key: 455fea2c9ee795ceda03c8257c57b0b3

Date: 08/09/2020

Please return completed applications to the City Clerk's Office



Application for Appointment

Name: <i>W. JAMES WISE</i>	Date: <i>AUG. 24, 2020</i>
Address: <i>1204 CAMERON CIRCLE</i>	
City, State, Zip: <i>NEENAH, WI, 54956</i>	
Primary Phone Number: <i>920-277-3420</i>	Secondary Phone Number: <i>920-729-1979</i>
Email Address: <i>JWISE1312@GMAIL.COM</i>	Current Employer: <i>RETIRED</i>

Please answer the below questions:

Do you currently serve on any other boards, commissions, or hold an elected office?

- Yes
 No

If yes, list and describe:

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

I HAVE A LONG HISTORY OF SERVING THE LOCAL JURISDICTION IN FOX CROSSING. I ALSO HAVE HELD ELECTED POSITION AS WINNEBAGO SUPERVISOR DISTRICT 27. RECENTLY MY WIFE & I MOVED FROM FOX CROSSING TO NEENAH AND I FEEL THAT MY EXTENSIVE BACKGROUND ON BOARDS, COMMISSIONS & COMMITTEES HAVE HELPED ME PREPARE FOR NEW OPPORTUNITIES WITHIN NEENAH. I HAVE RESIGNED ALL OF MY PREVIOUS COMMUNITY SERVICE OBLIGATIONS AS OF AUGUST 8, 2020. ATTACHED IS MY RESUME.

Signature: _____

Date: _____

8/24/2020

Please return completed applications to the City Clerk's Office

Resume

W. James Wise
1204 Cameron Circle
Neenah, WI 54956

Community Services Positions

Parks & Recreation Commission- Fox Crossing
8- years member (2 years chairman)

Sustainability Committee- Fox Crossing
9- years member

Community Gardens, Coordinator- Fox Crossing
5- years. (93- gardens)

Election Worker- Fox Crossing
2- years

Supervisor, District 27- Winnebago County
30 months- Elected for two terms

Facilities and Property Management Committee-Winnebago County
30 months

Industrial Development Board- Winnebago County
30 months

Employment Background

Hoffmaster-Group Inc.- Oshkosh- 4 years- Buyer of retail products from overseas.

Plexus Corp.- Neenah 19 years- Senior Buyer of mechanical & electrical supplies.

Education & Certification

Franklin University- Columbus, OH - Business & Accounting degree

Lifetime C.P.M. Certification, NAPM- Certified Purchasing Manager Purchasing Manager

References and recommendations will be available if requested.



Application for Appointment

Name: John Ahles		Date: August 10, 2020
Address: 1582 Secretariat Lane		
City, State, Zip: Neenah, WI 54956		
Primary Phone Number: 920-727-1306	Secondary Phone Number:	
Email Address: jahles@new.rr.com	Current Employer: Kimberly Clark	

Please answer the below questions:

<p>Do you currently serve on any other boards, commissions, or hold an elected office?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, list and describe: Community Development Authority</p>
<p>Please provide a brief statement outlining your interest and qualifications for this appointment:</p> <p>I have served as a Second District alderperson and I am familiar with the City operations and requirements for this role. I feel this would allow me to step in for this short term role and serve the people of the Second District.</p> <p>I do not intend to run for the seat in April, I am just offering my services to the Council and the Second District in this time where there is a need for help. I feel I could step into the role and represent the Second District well until a new alderperson is elected. If there are others that are already committed to the longer term position then they may be a better choice at this time.</p>

Signature: 
Key: 455fea2c9ee795ceda03c8257c57b0b3

Date: 08/10/2020

Please return completed applications to the City Clerk's Office

Common Council Minutes
Wednesday, August 19, 2020—7:00pm

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met virtually in regular session at 7:00pm, August 19, 2020, in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

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

Also Present: Assistant Comptroller Kahl, Director of Parks & Recreation Kading, John Rader (Baker Tilly), Cemetery Foreman Alberts, Finance Cashier LeFebre, and Lisa Standberg. Brad Viegut (Baird).

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

I. Clerk Cheslock called a voice roll call

Tina LeFebre of the Finance Department and Mark Alberts, Cemetery Foreman, presented the new cemetery software, Cemetery Information Management Software (CIMS). This will be a tool for staff and residents. It will allow residents to view available lots and research historical plots. The estimated release date is September 1.

John Rader presented the 2019 Comprehensive Annual Financial Report (CAFR) from Baker Tilly Virchow Krause LLP. (Attached)

II. Introduction and Confirmation of Mayor's Appointments—None

III. Proceedings

MS Stevenson/Bates to approve the Council Proceedings of the regular meeting of August 5, 2020 and the special meeting of August 10, 2020. There being no objections the motion was approved by unanimous consent.

IV. Public Hearings

A. Consider the 2020 Community Development Blog Grant Proposed Use of Funds/Annual Action Plan (action to be taken at a later date)

V. Report pertaining to the Public Hearings—None

- VI. Public Forum
There being no appearances, Mayor Kaufert closed the Public Forum.
- VII. Mayor/Council consideration of public forum issues—None
- VIII. Consent Agenda—None
- IX. Reports of standing committees
- A. Chairman Bates reported from the Special Public Services & Safety Committee meeting of August 19, 2020
1. Consideration of Committee recommendation regarding Resolution No. 2020-12: Compliance Maintenance Annual Report for Sanitary Sewer
No discussion
MSC Bates/Lendrum to approve Resolution No. 2020-12: Compliance Maintenance Annual Report for Sanitary Sewer, all voting aye.
- B. Regular Public Service & Safety Committee meeting—Cancelled
- C. Chairman Erickson reported from the Special Finance & Personnel Committee meeting of August 19, 2020:
1. Consideration of Committee recommendation regarding Res. No 2020-13 Authorizing the Issuance and Sale of Approximately \$1,865,000 Taxable General Obligation Promissory Notes
Dir. Easker stated this kind of borrowing is required when the City purchases land that will not be for public use. There are two projects (Salvage Yard and the development area off County G) in which the land will be resold to developers; due to this sale the borrowing must be taxed so the developers are not benefiting from the City's tax exempt status.
MSCR Erickson/Stevenson to approve Res. No 2020-13 Authorizing the Issuance and Sale of Approximately \$1,865,000 Taxable General Obligation Promissory Notes, 7-1, Ald. Boyette voted no.
2. Consideration of Committee recommendation regarding Resolution No. 2020-14 Authorizing the Community Development Authority of the City of Neenah to prepare and submit a grant application to the Wisconsin Economic Development Corporation for the Idle Sites Redevelopment Grant
No discussion.
MSCR Erickson/Bates to approve Resolution 2020-14 authorizing the Community Development Authority of the City of Neenah to prepare and submit a grant application to the Wisconsin Economic Development Corporation for the Idle Sites Redevelopment Grant, all voting aye.
- D. Regular Finance & Personnel Committee meeting—cancelled
- X. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission Meeting—Cancelled

B. Vice Chairman Bates reported from the Board of Public Works meeting of August 11, 2020:

1. Information Only

- a. The Board approved Change Order No. 3 for Contract 7-19, Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dorner, Inc., Luxemburg, in the amount of \$18,736.32 for road gravel and excavation on Breezewood Lane
- b. The Board approved Change Order No. 2 for Contract 5-20, Miscellaneous Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., Greenville, in the amount of \$35,598.20 for extra gravel on the south and north end for sanitary sewer, to remove 67 sq yds of 12" concrete pavement, rip rap outfalls, topsoil, seed, and e-mat storm outfalls, televise storm lateral at 270 Lakeshore Avenue, lower storm lateral under water main and repair conduit at 629 Wheeler Street and 264 Lakeshore Avenue, extra gravel, trucking and dumping fee for water main, restoration for water construction at 630 Wheeler Street, additional length on short side services, and water main connection at Wheeler Street and North Park Drive
- c. The Board approved Pay Estimate No. 4 for Contract 7-19, Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dorner, Inc., Luxemburg, in the amount of \$104,459.12
- d. The Board approved the Pay Estimate No. 5 for Contract 1-20, Sewer and Water Main and Street Construction on Abby Avenue, Clybourn Street, Bond Street, and Center Street to Kruczek Construction, Inc., Green Bay, in the amount of \$358,158.00
- e. The Board approved Pay Estimate No. 3 for Contract 5-20, Miscellaneous Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., in the amount of \$87,637.95

C. Community Development Authority

1. Dir. Haese gave a brief update on the Community Development Authority. The Authority is near the end of a grant application, which was approved tonight. They are working on Site 6 with hopeful ground breaking this fall. They plan on ground breaking on the project on the corner of Wisconsin and Church in spring 2021.

D. Library Board

1. Alderperson Erickson reported from the Library Board meeting of August 19, 2020. The Library held a very successful summer reading program with over 600 participants. The Library hours will change after Labor Day, adding evening hours on Tuesday and Thursdays (10-7). Drop box hours have also been extended.

E. Neenah Arts Council

1. Alderperson Erickson reported from the Neenah Arts Council meeting of August 12, 2020. The Council is hosting a mask design contest on their

Facebook page. They discussed potential pumpkin decorating programs in the parks or in the BID this fall. They are discussing the Celebrate the Season event.

XI. Petitions—None

XII. Council Directives—None

XIII. Unfinished Business

Council President Stevenson shared the appreciation of his fellow crossing guards on how the City accommodated, paid, and protected the crossing guards during the pandemic.

XIV. New Business

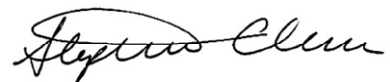
Ald. Lang shared that the Historical Society will be holding an outdoor event on August 26, 2020 to commemorate Women's Equality Day

Mayor Kaufert reminded residents that we are still accepting applications to fill the vacant District 2 Aldermanic seat until the election in April 2021. Applications are available on the City website and in the Clerk's office. The deadline to submit applications is August 26th.

Mayor Kaufert updated the Council on the Fall Partisan Primary Election, stating it went smoothly at Shopko and we look forward to another smooth election in November.

XV. Adjournment

MSC Erickson/Stevenson to adjourn at 8:57 pm, all voting aye.



Stephanie Cheslock
City Clerk

Common Council Proceedings
Wednesday, August 19, 2020—7:00pm

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met virtually in regular session at 7:00pm, August 19, 2020, in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

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

Also Present: Assistant Comptroller Kahl, Director of Parks & Recreation Kading, John Rader (Baker Tilly), Cemetery Foreman Alberts, Finance Cashier LeFebre, and Lisa Standberg. Brad Viegut (Baird).

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

I. Clerk Cheslock called a voice roll call

II. Introduction and Confirmation of Mayor's Appointments—None

III. Proceedings

MS Stevenson/Bates to approve the Council Proceedings of the regular meeting of August 5, 2020 and the special meeting of August 10, 2020. There being no objections the motion was approved by unanimous consent.

IV. Public Hearings

A. Consider the 2020 Community Development Blog Grant Proposed Use of Funds/Annual Action Plan (action to be taken at a later date)

V. Report pertaining to the Public Hearings—None

VI. Public Forum

There being no appearances, Mayor Kaufert closed the Public Forum.

VII. Mayor/Council consideration of public forum issues—None

VIII. Consent Agenda—None

IX. Reports of standing committees

A. Chairman Bates reported from the Special Public Services & Safety Committee meeting of August 19, 2020

1. Consideration of Committee recommendation regarding Resolution No. 2020-12: Compliance Maintenance Annual Report for Sanitary Sewer

MSC Bates/Lendrum to approve Resolution No. 2020-12: Compliance Maintenance Annual Report for Sanitary Sewer, all voting aye.

B. Chairman Erickson reported from the Special Finance & Personnel Committee meeting of August 19, 2020:

1. Consideration of Committee recommendation regarding Res. No 2020-13 Authorizing the Issuance and Sale of Approximately \$1,865,000 Taxable General Obligation Promissory Notes

MSCRP Erickson/Stevenson to approve Res. No 2020-13 Authorizing the Issuance and Sale of Approximately \$1,865,000 Taxable General Obligation Promissory Notes, 7-1, Ald. Boyette voted no.

2. Consideration of Committee recommendation regarding Resolution No.

2020-14 Authorizing the Community Development Authority of the City of

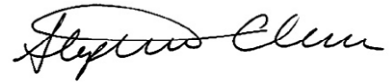
Neenah to prepare and submit a grant application to the Wisconsin Economic Development Corporation for the Idle Sites Redevelopment Grant

MSCRP Erickson/Bates to approve Resolution 2020-14 authorizing the Community Development Authority of the City of Neenah to prepare and submit a grant application to the Wisconsin Economic Development Corporation for the Idle Sites Redevelopment Grant, all voting aye.

X. Reports of special committees and liaisons and various special projects committees—No Action

XI. Adjournment

MSC Erickson/Stevenson to adjourn at 8:57 pm, all voting aye.



Stephanie Cheslock
City Clerk

**CITY OF NEENAH
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that Public Hearings will be held by the City of Neenah to consider amending Sections 26-235 and 26-236 of the Neenah Zoning Code modifying the Districts Permitted Uses and Special Uses. Proposed changes are available for inspection in the Community Development Dept., 211 Walnut St., Neenah or by calling 920-886-6125.

The hearings will be held virtually due to the COVID-19 pandemic. Information for these meetings will be posted on the City's website prior to the meetings.
www.ci.neenah.wi.us

**Plan Commission Informal Hearing
Tuesday, August 25, 2020 at 4:15 p.m.**

**Council Formal Hearing
Wednesday, September 2, 2020 at 7:00 p.m.**

Brad Schmidt
Deputy Director of Community Development
Neenah, Wisconsin

Publish: August 21 & 24



AN ORDINANCE: By the Neenah Plan Commission
Re: Amending Neenah Municipal Code Sections
26-235 and 26-236 of the Zoning Code relating
to permitted uses and special uses in the C-1,
General Commercial District.

ORDINANCE NO. 2020-13

Introduced: _____

Committee/Commission Action: _____

RECOMMENDED FOR PASSAGE

AN ORDINANCE

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

Section 1. That Neenah Municipal Code, Section 26-235 and Section 26-236 of the Zoning Code is hereby amended by eliminating the stricken language and adding the highlighted and underlined language to read as follows:

Sec. 26-235. - Permitted uses requiring site plan approval.

The following permitted uses requiring site plan approval are allowed in the C-1 General Commercial District:

- (1) Multifamily dwellings with three or more units.
- (2) Retail sale, rental, and repair services including:
 - Animal hospitals.
 - Antique shops.
 - Audio and video equipment and merchandise.
 - Automotive accessory stores.
 - Automotive and truck washes.
 - Bakeries.
 - Barber shops.
 - Beauty shops.
 - Bicycle sales.
 - Book/stationery stores.
 - Candy and ice cream stores.

Camera and photographic supply stores.

Catering services.

China and glassware stores.

Clothing and apparel stores.

Computer and computer accessory stores.

Convenience stores.

Custom dressmaking.

Day care center.

Drug stores.

Dry cleaning and laundry.

Electronic and house ware appliance stores.

Flower shops.

Fruit and produce stands.

Furniture and home furnishings stores.

Garden supply stores.

Gift shops.

Grocery stores.

Hardware and paint stores.

Hobby shops.

Jewelry stores.

Landscape nurseries.

Leather goods and luggage stores.

Locksmiths.

Major department stores.

Meat markets.

Musical instrument stores.

Office supply stores.

Optical goods stores.

Orthopedic sales and supply stores.

Pet stores and grooming shops.

Photo studios.

Schools for music, dance and the martial arts.

Sewing machine shops.

Shoe stores.

Small equipment rental.

Sporting goods stores.

Tailor shops.

Tobacco shops.

Travel bureaus.

(3) Other establishments, institutions and uses including:

Adult establishments which are more than 500 feet from schools, churches, community living arrangements, day care centers/nursery schools, family day care homes, parks, playgrounds and other community facilities.

Boardinghouse.

Bed and breakfast inn.

Banks and financial institutions (not including drive-in).

Bowling alleys.

Clinics or medical offices.

~~Dance halls.~~

Hotels/motels.

Indoor commercial recreational facilities.

~~Meeting/assembly halls.~~

Public buildings.

Professional offices and similar establishments.

Railroad rights-of-way and uses essential to railroad operation.

Restaurants (not including drive-in).

Taverns.

~~Theaters (indoor).~~

(4) Uses not explicitly enumerated in the section as permitted uses, but closely similar thereto provided that these uses are not specified elsewhere as requiring a special use permit or conditional site plan approval.

Sec. 26-236. - Special uses.

The following special uses are allowed in the C-1 General Commercial District:

(1) Airport/heliport.

- (2) Automotive and truck rentals, sales, service and auto body.
- (3) Bank and financial institution (drive-in).
- (4) Boat, camper and travel trailer sales/rentals.
- (5) Commercial greenhouses.
- (6) Commercial kennels.
- (7) Communication radios, telecommunication towers, microwave or television towers.
- (8) Gasoline stations.
- (9) Manufactured home sales.
- (10) Office buildings exceeding three stories in height.
- (11) Outdoor commercial recreational facility.
- (12) Recreational vehicle sales/service.
- (13) Restaurant (drive-in).
- (14) Stadium or auditorium.
- (15) Theaters ~~(outdoor)~~.
- (16) Truck sales and service.
- (17) Electric substation.
- (18) Religious Institution.**
- (19) Dance Halls.**
- (20) Meeting/Assembly halls.**

Section 2. 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 3. 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.

Approved:

Adopted: _____

Dean R. Kaufert, Mayor

Published: _____

Attest:

Stephanie Cheslock, City Clerk

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, August 25, 2020, 6:30 PM

Due to the Public Health Emergency caused by the COVID-19 Pandemic, these meeting minutes are from a virtual web link (Audio & Video) and conference call (Audio only). There were no in-person attendees from the public.

Present: Alderpersons Bates, Lendrum and Stevenson

Excused: Alderpersons Lang and Spellman

Also Present: Mayor Kaufert, Public Works Director Kaiser, Traffic Engineer Merten, Deputy Director of Community Development and Assessment Schmidt, Dr. Bill Topel, Mike Elder, Scott Francis

Approval of Minutes of the meetings for July 28, 2020 and August 19, 2020

Motion Second/Carried Lendrum/Bates to approve of the minutes of the Meeting of July 28, 2020 and August 19, 2020. All voting aye.

Public Appearances: None

E Forest Avenue Parking Progress Report #3:

Traffic Engineer Merten reviewed his memo of August 20, 2020. He noted the action items identified at the June 23 Committee discussion on the topic. He reviewed four pavement marking layouts: prior to the changes made in June 2019, following the changes made in June 2019, following the adjustments made in October 2019, and an alternate layout made per Committee direction at the June 23 meeting. He noted that Winnebago County representatives were available to provide an update on parking for the Human Services Building. He stated that signing for the parking lot easement in the Dialysis Center Lot will be placed next week. Finally, he outlined his discussion with Randy Stadtmueller, owner of 307 N. Commercial Street, regarding removal of a portion of the brick wall to the north of his building. He stated that Mr. Stadtmueller indicated that the former opening in the wall was filled to address an issue with vandalism. He stated that Mr. Stadtmueller did not have an interest in reopening the wall. He did however indicate a willingness to sell parking permits.

Dr. Bill Topel, Winnebago County Human Services Director, addressed the Committee. He reviewed the parking history related to the Human Services Building. He reviewed staffing numbers since 2007 to show that employee totals have changed minimally, if at all. He noted that the Neenah Police Department had requested that the employees avoid parking in the City easement spaces at 307 N. Commercial and that County staff have complied. He stated that the County currently leases 10 parking spaces from Community First Credit Union. He noted the use of on-street parking on North Water Street. He indicated that he did not believe that they needed to use the parking on Forest Avenue north of their building.

Mike Elder, Director of Facilities, addressed the Committee. He noted that much of the parking demand is for customer traffic using services at the building. He stated that staff use public parking away from the building.

Committee questioned if a previously mentioned concept of selling parking permits for spaces on Island Lane had been evaluated. Traffic Engineer Merten stated that no evaluation has been done. He indicated that he has been observing the time-limited areas. Dr. Topel stated that County staff park on Island Lane daily. Committee reviewed permit vs. time restricted parking options for Island Lane. Dr. Topel stated that he would prefer to not have to lease parking spaces on Island Lane. He noted his understanding that on-site was insufficient at the time the Human Services Building was constructed so parking on Island Lane was created to help provide the needed capacity.

Committee discussed Mr. Stadtmueller's reluctance to reopen the wall north of 307 N. Commercial. Ald. Bates stated that the Community Development Department is looking into the site plan history relative to the wall.

Scott Francis, owner of 303 N. Commercial Street, addressed the Committee. He stated that he has a new commercial tenant coming into that building. He noted that residential tenants park overnight in the lot for 307 N. Commercial Street. Traffic Engineer Merten stated that Mr. Stadtmueller had indicated that he is willing to sell parking permits for his parking lot. Committee discussed the possibility of Mr. Francis purchasing parking permits from Mr. Stadtmueller to address his tenant needs and then increasing the 2-hour time restriction of the City's 8 easement spaces to accommodate the customer time needed for Mr. Francis's new commercial tenant. Committee discussed the appropriate time restriction. Traffic Engineer Merten stated that 4 hours is the maximum time restriction that is considered enforceable.

Following discussion, **Motion/Second Lendrum/Bates to increase the time restriction of the 8 easement parking spaces in 307 N. Commercial Street from 2 hours to 4 hours.**

Committee discussed the possibility having two time restrictions in those spaces. Traffic Engineer Merten confirmed that two zones could be created. Committee discussed the origin of Mr. Francis's request, which was to have additional short-term parking. Mr. Francis noted the desire of County employees to park close to the Human Services Building. He discussed the loss of parking opportunities resulting from the installation of the bike lanes. Ald. Stevenson outlined the difficulty of the City providing parking for a private building that has a variety of different parking needs. He noted that private control of parking is critical to provide flexibility for the use of private property. Committee discussed maintenance of the City's easement spaces. Director Kaiser stated that the City has no maintenance responsibility for the parking lot at 307 N. Commercial Street.

Committee discussed the bike lane layout. Traffic Engineer Merten outlined the objective of the pavement marking project done in June 2019. He stated that it attempted to address the awkwardness of the Forest Avenue movements at the Commercial Street intersection. He also wanted to incorporate a biking accommodation since Forest Avenue is the only east-west street through Doty Island with traffic signal controls at busy intersections that connects to Loop the Lake. He also discouraged breaking up the bike lanes since that can create confusion. Mr. Francis noted that the bike lane was placed without public input and is only two blocks long.

Mr. Francis stated that the time restriction increase to a 4-hour limit would help somewhat. Committee discussed establishing a trial implementation for the change. Ald. Lendrum and Ald. Bates agreed to a one-year trial implementation. Traffic Engineer Merten stated that restrictions have standard enforcement hours of 8 A.M. to 7 P.M.

Report

The Committee acted on the motion to recommend to Council that the time restriction of the 8 easement parking spaces in 307 N. Commercial Street be increased from 2 hours to 4 hours for a one-year trial period. Motion carried. All voting aye.

Committee continued discussion of the pavement marking arrangement. Ald. Stevenson expressed skepticism about the value of a bicycle facility on E. Forest Avenue and noted an interest in reintroducing some parking on the south side of E. Forest Avenue. Traffic Engineer Merten noted that he is comfortable with the current or alternate layout provided to the Committee. He expressed a preference to leave the marking arrangement as-is. He noted observation of users of the bike lanes.

Revocable Occupancy Permit-617 E Wisconsin Avenue:

Deputy Director Schmidt reviewed his memo of August 20, 2020, regarding the request of the owner of 617 E. Wisconsin Avenue to replace their fence along S. Park Avenue with a 6-foot tall wrought iron fence. He stated that the current fence is located within the right-of-way, so a Revocable Occupancy Permit is being requested in order to allow the fence to remain in the right-of-way. He noted recently placed We Energies facilities that have been placed, which make it difficult to move the fence to the property line.

Ald. Bates expressed a concern with granting the request in light of another front-yard fence request that she is aware of and expressed a concern with establishing a precedent, which allows other residents to place a fence in the right-of-way. Deputy Director Schmidt stated that the request she is referring to is on private property and therefore subject to specific ordinance. The request along S. Park Avenue is in road right-of-way and therefore subject to the conditions placed by the Council. He also stated that Council can look at the unique circumstances of any other requests.

Director Kaiser noted that the street right-of-way width is 66 feet in this area while the road is built with the dimensions of a street within a more commonly used 60-foot right of way, which could have caused confusion when the fence was initially installed.

Mayor Kaufert expressed support for the permit and noted conversations that he has had with the property owner relative to landscaping improvements along the Wisconsin Avenue side of the property. Ald. Bates requested that City Attorney Godlewski provide the Council with information regarding the enforcement of provisions within a Revocable Occupancy Permit.

Report

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend to Council to approve the Revocable Occupancy Permit to Michael Geall for installation of a fence on S. Park Avenue for his property located at 617 E. Wisconsin Avenue.** Motion passed 2-1 (Ald. Bates voting No).

Arrowhead Phase 1A Construction Administration Recommendation:

Director Kading reviewed his memo of August 21, 2020, regarding the Arrowhead Park Phase 1 of Construction Administration Agreement. The Park and Recreation Commission recommends acceptance of the proposal from SEH in the amount not to exceed \$27,042.46. Director Kading reviewed the overall project budget. He noted that the funding will come from the capital facilities fund and TID 10. He stated that Director Easker and Director Haese will be meeting with him to develop the allocation. Committee

suggested that approval of this agreement should be contingent on the Council awarding the Arrowhead Park construction contract.

Committee discussed the scope of work. Director Kading outlined the involvement of Stantec as a sub-consultant to provide oversight of the shoreline restoration. Committee expressed a concern with the agreement fee based on the number of hours of observation service listed in the scope of services. Director Kading noted that there is administrative work along with other tasks not specifically identified in the scope that will also be done by the consultant. He discussed his involvement in working with the construction administration staff but noted that they have the expertise regarding bid specifications and DNR requirements and are therefore better able to address contractor or regulator questions. He described similar arrangements used for Washington Park and the Trestle Bridge projects.

Ald. Stevenson expressed a concern that consultants don't have the incentive to look out for the City's interests as much as staff. He also noted that the consultant may be taking advantage of the City with this agreement if they know that we aren't seeking competitive quotes. Director Kading stated that the consultant is working as the City's advocate on the project. He also noted the consultant will only be on-site for observation as needed, depending on construction operations. He noted the benefit of having consistency between the construction administration consultant and the design consultant. Ald. Stevenson requested the consultant's hourly rates. He also requested that Director Kading contact the consultant to see if they can improve their pricing.

After further discussion, **Motion/Second/Carried Lendrum/Bates to recommend that Council approve the Arrowhead Phase 1 Construction Administration Agreement with SEH, Appleton in the amount not to exceed \$27,042,46 contingent upon Council award of the associated construction contract.** Motion passed 2-1 (Ald. Stevenson voting No).

Report

Rec Boat Launch Dredging Construction Administration Recommendation:

Director Kading reviewed his memo of August 21, 2020 regarding the Rec Boat Launch Dredging Construction Administration Agreement. The Park and Recreation Commission recommends the proposal from Stantec in the amount not to exceed \$8,800. He reviewed the overall project budget. Committee requested that Director Kading inquire if Stantec, a sub-consultant on the Arrowhead Park project, could coordinate their travel between the two projects to reduce their mileage charges. Director Kading noted that two different teams from Stantec are involved in these projects.

After further discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend that Council approve the Construction Administration Agreement for the Rec Boat Launch Dredging with Stantec Consulting Services, Inc., in the amount not to exceed \$8,800 contingent upon Council award of the associated construction contract.** All voting aye.

Report

Licenses:

Change of Agent/Trade Name, Classic Lanes Fox Valley:

Following discussion, **Motion/Second/Carried Stevenson/Lendrum to recommend Council approve the change of agent application for Classic Lanes Fox Valley, 934 Byrd Avenue; William T Smith, Agent**

Public Works General Construction and Department Activity:

1. Contract 7-19 (Breezewood Sanitary Sewer) – Work is complete.
2. Contract 1-20 (Abby, Bond, Center, Clybourn)
 - a. Abby – Utility work is complete. Miscellaneous concrete repairs will be done over the next few weeks.
 - b. Bond – Utility, excavation and graveling work is complete. Concrete will be placed over the next few weeks.
 - c. Center – Utility, excavation and graveling work is complete. Concrete will be placed over the next few weeks.
 - d. Clybourn - Utility work is complete. Miscellaneous concrete repairs will be done over the next few weeks.
3. Contract 2-20 (Utilities - Van, Monroe) – Work is complete.
4. Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a. Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b. Shootingstar – Work is on hold pending resolution of boundary issues. A CSM is being prepared.
5. Contract 4-20 (Green Bay, Tullar, Marathon)
 - a. Tullar, Marathon – Work is complete.
 - b. Green Bay - Work is scheduled to start the week of September 8. Staff and the contractor have met individually with businesses to discuss access. Committee discussed project schedule, traffic access and bus routing.
6. Contract 5-20 (Utilities - Lakeshore) – Excepting the northernmost storm sewer outfall, utility installation is complete.
7. Contract 6-20 (Millview Drive Utility Relocation) – Work is scheduled to start the week of September 14.
8. Contract 7-20 (Fire 32 Roof) – Work started the week of August 17.
9. Contract 10-20 (Misc. Concrete Pavement and Sidewalk Repair) – Work is ongoing.
10. Contract 11-20 (Street - Lakeshore) – A construction schedule has not been set. A walk-through for the archaeology investigation is scheduled for the week of August 24. That work is projected to start after August 27. Director Kaiser noted that the required project permit from WiDNR had been received.

C.A.

11. Tullar Garage – A roof-top HVAC unit, original to the building, has failed. The unit has been replaced. The system controls, also original to the building, are not communicating with the new equipment. A temporary workaround has been made. Update needs for those system controls are being evaluated.
12. 2021 Projects – Staff has started survey work to prepare for 2021 street and utility projects.

Adjournment: **Motion/Second/Carried Stevenson/Lendrum to adjourn at 9:15 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink that reads "Gerry Kaiser". The signature is written in a cursive, flowing style.

Gerry Kaiser
Director of Public Works

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING**

Monday, August 24, 2020 – 6:30 p.m.

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call on gotomeeting.com.

MINUTES

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

Others Present: Director of Community Development and Assessment Haese, Director of Human Resources Kehl, Director of Information Systems Wenninger, Assistant Comptroller Kahl, Assistant Planner Kasimor.

Absent/Excused: None.

Public Appearances: None.

Minutes: **Motion/Second/Carried Steele/Stevenson to approve the minutes from the July 27, 2020 Regular Meeting.** All voting aye.

Request to Fill Vacant Cashier Position: Committee reviewed memo of Director Easker requesting approval to fill the impending vacancy of full-time cashier in the Finance Department. The position will become vacant September 2. The Finance Department plan is to delay filling the position until approximately November 1 as part of the ongoing effort to limit expenditures. Mayor Kaufert has reviewed the request and concurs with both filling the position and the two month delay in hiring.

Motion/Second/Carried Bates/Stevenson to approve to fill the impending vacancy of full-time cashier in the Finance Department. All voting aye.

Reclassification and Market Review Requests: Committee reviewed memo of Director Kehl requesting Council approve the following reclassifications effective January 1, 2021:

Position:	Current Grade:	Recommended Adjustment:
Assistant Comptroller	K3	L3 & Deputy Director of Finance Title
Deputy City Clerk	F3	G3

The Reclassification and Market Reviews are conducted annually by Carlson Dettmann at the request of either an employee or Department Head on their behalf. Director Kehl indicated that there was one market adjustment recommended by Carlson Dettmann, but that the recommended adjustment will be more than accomplished when that employee receives their October 1 mid-point adjustment, so no further action by the committee is needed.

Committee and staff discussed various aspects of the requests. Issues discussed included the cost of the reviews, the annual mid-point salary adjustments, a discussion of the statutory duties carried out within the Director of Finance position and the genesis and

reasoning behind the adjustments recommended, including a discussion on the fact that the adjustments are based upon the change in responsibilities for positions and not as a reward for specific employees.

Motion/Second/Carried Stevenson/Steele requesting Council approve the following reclassifications effective January 1, 2021:

REPORT

Position:	Current Grade:	Recommended Adjustment:
Assistant Comptroller	K3	L3 & Deputy Director of Finance Title
Deputy City Clerk	F3	G3

All voting aye.

Updates to Policy 2003-1: Position Vacancy Policy: Committee reviewed memo of Director Kehl recommending Council approve the updates to Policy 2003-1: Position Vacancies Policy. The City's current Position Vacancies Policy requires that any permanent position where the incumbent was in the position for greater than one year be brought to the Finance & Personnel Committee for review and approval to fill. Director Kehl explained that, in some cases, the same type of position is brought forward multiple times in a year due to retirements and the like.

The proposed policy introduces the concept of a "passive review" for all non-exempt positions. This passive review includes all of the current steps to request filling a position, but the compiled request is sent to Council for review electronically rather than going immediately to a Finance & Personnel Committee meeting for active review. Should just one member of the Council request to discuss the position at Finance & Personnel within 7 days of receipt, the position would proceed as it historically has. However, if there is no request made by a Council member to actively review the position, the Department Head can proceed to fill. Exempt positions will follow current practice and continue to be reviewed and discussed at committee.

Committee and staff discussed various aspects of the proposed policy update. Issues discussed included the efficiency created by the policy change to the hiring process, the distinction between exempt and non-exempt employees regarding the policy and potential options to inform the Common Council when vacant positions are cleared to begin the hiring process. Alderman Steele reiterated her desire to see the current hiring process streamlined. After discussion, Committee requested that Mayor Kaufert inform the full Common Council when the filling of a vacant position has met the criteria to be filled.

Motion/Second/Carried SteeleStevenson recommending Council approve the updates to Policy 2003-1: Position Vacancies Policy. All voting aye.

REPORT

Resolution 2020-15: Approval of 2020 Community Development Block Grant (CDBG)

Plan: Committee reviewed memo of Assistant Planner Kasimor requesting approval of Resolution 2020-15 for the 2020 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of

Housing and Urban Development. The proposed program allocates \$218,172 in 2020 funds and an estimated \$30,000 in revolving fund payments.

Committee and staff discussed various aspects of the CDBG Plan. Items discussed included the list and description of proposed programs to be funded, including the reasoning for the amounts proposed, funds proposed for Habitat for Humanity and an explanation of the services performed by the Fair Housing Center and Pillars, Inc.

Motion/Second/Carried Bates/Stevenson recommending Council approve Resolution 2020-15 for the 2020 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. All voting aye.

Downtown WiFi/Fiber Project Update: Committee reviewed memo of Directors Wenninger and Haese providing an update on the Downtown WiFi/Fiber Project. The memo indicates that the initial engineering of the Downtown WiFi network had to be reworked to provide service to all properties. It also said that the 2020 SmartCities initiative funding of \$45,000 identified that traffic management and policing operations would benefit from the City network. Also included in the memo is a proposal to apply additional funds totaling \$71,000 from existing reserves from TIF # 5 and #8 to complete the fiber build out.

Committee and staff discussed various aspects of the project and potential additional funding. Items discussed included the potential of grant funding to assist in financing the improvements, the potential of cooperative funding with the Business Improvement District (BID) and how this project may encourage requests for similar projects from other business districts in the City. Upon questioning from Alderman Stevenson, Attorney Godlewski said that, based upon the limited agenda item description, the Committee could not take action to amend the budget to include the use of \$71,000 from TIF reserves at this meeting. Alderman Boyette said that City staff should expedite investigation of the potential grant opportunity.

Upon further discussion, committee consensus was to defer action on the item. Committee also directed that Director Wenninger provide an update on the grant opportunity, the perceived benefits of the project to TIF #5 and #8 and to outline and explain the plan and broader scope of the Downtown WiFi and fiber buildout.

Tax Refunds Due to Correction of Errors Pursuant to Wis.Stat. §70.43: Committee reviewed memo of City Attorney Godlewski recommending Council authorize the refund required by 2020 Correction of Errors by Assessor under Wis.Stat. §70.43, approved by the Board of Review, and direct staff to complete the necessary paperwork for charge back of the refunds to the taxation districts for which taxes were collected by the City under Wis.Stat. §74.41. Committee and staff discussed various aspects of the recommended actions.

RESOLUTION

REPORT

Motion/Second/Carried Bates/Boyette recommending Council authorize the refund required by 2020 Correction of Errors by Assessor under Wis.Stat. §70.43, approved by the Board of Review, and direct staff to complete the necessary paperwork for charge back of the refunds to the taxation districts for which taxes were collected by the City under Wis.Stat. §74.41. All voting aye.

City Attorney Report on City Involved Litigation: Tax Appeals and Lakeshore Avenue: Attorney Godlewski provided a verbal update on the status of litigation on City Tax Appeals and Lakeshore Avenue.

Fiscal Matters: Second Quarter Financial Statements: Discussion took place on various aspects of the Second Quarter 2020 Financial Statements.

Motion/Second/Carried Stevenson/Steele to approve and place on file the Second Quarter Financial Statements as presented. All voting aye.

Motion/Second/Carried Boyette/Stevenson to adjourn the meeting at 9:05 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance



Dept. of Human Resources and Safety
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6102 • e-mail: lkehl@ci.neenah.wi.us
LINDSAY KEHL
DIRECTOR OF HUMAN RESOURCES & SAFETY

MEMORANDUM

DATE: August 20, 2020
TO: Chairwoman Erickson and Members of the Finance & Personnel Committee
FROM: Lindsay Kehl, Human Resources *LKehl*
RE: Updates to Policy 2003-1: Position Vacancies Policy

As the City continues to find ways to create efficiencies in its operations, the way in which staff request to fill open positions arose as an area to look into at a previous Finance & Personnel Committee meeting this year. The City's current Position Vacancies Policy requires that any permanent position where the incumbent was in the position for greater than one year be brought to the Finance & Personnel Committee for review and approval to fill. In some cases, the same type of position is brought forward multiple times in a year due to retirements and the like.

The Fair Labor Standards Act (FLSA) classifies positions as either non-exempt or exempt from overtime laws. Attached to this memo is a chart breaking out all of the City's positions according to their classification. The proposed policy introduces the concept of a "passive review" for all non-exempt positions. This passive review includes all of the current steps to request filling a position, but the compiled request is sent to Council for review electronically rather than going immediately to a Finance & Personnel Committee meeting for active review. Should just one member of the Council request to discuss the position at Finance & Personnel within 7 days of receipt, the position would proceed as it historically has. However, if there is no request made by a Council member to actively review the position, the Department Head can proceed to fill. Exempt positions will follow current practice and continue to be reviewed and discussed at committee.

For example, if the proposed policy were to have been in effect for 2019, committee would have actively reviewed 5 positions at a Finance & Personnel Committee meeting as opposed to the 13 positions it reviewed. This is largely due to recurring Patrol Officer, Communication Technician and Sanitation Worker openings.

I have included both a copy with the tracked changes and a clean copy of what the proposed policy would look like.

Staff requests a recommendation to Council to approve the updates to Policy 2003-1: Position Vacancies Policy.

Department	Exempt	Non-Exempt
DOLAS	City Attorney	Deputy City Clerk
	Deputy City Attorney	Administrative Assistant to the Mayor
	City Clerk	
Finance	Director of Finance	Payroll/AP/AR Coordinator
	Assistant Treasurer	Utility Billing Coordinator/AP Specialist
	Assistant Comptroller	Office Manager - Finance
		Accounting Clerk
		Cashier
Human Resources	Director of Human Resources & Safety	HR & Safety Assistant
		HR Recruiter/Coordinator
Information Systems	Director of Information Systems	PC/Network Specialist
	IS Programmer/Analyst	
	GIS Coordinator	
	Network Administrator	
Police	Police Chief	Police Building Custodian
	Assistant Police Chief	Records Coordinator/Court Officer
	Police Captain	Records Coordinator/LRMS Admin
	Support Services Supervisor	Administrative Services Technician
		Fleet Maintenance Specialist
		Open Records Clerk/Accreditation Assistant
		Evidence Custodian
		Communications Technician
		Police Officer
	Administrative Assistant	
Fire	Fire Chief	Fire Rescue Management Assistant
	Deputy Fire Chief	Firefighter
	Assistant Fire Chief: Prevention & Inspection	
	Assistant Fire Chief: Emergency Management & Training	
Public Works	Director of Public Works	Mechanic
	Civil Engineer II	Office Manager - Public Works
	Civil Engineer III	Construction Inspector/Engineering Aide
	Traffic Engineer	Traffic Maintenance Worker
	Superintendent of Public Works	Shop/Building Attendant
	Assistant Superintendent of Public Works	Streets Crew Person
	Fleet Maintenance Superintendent	Sanitation Worker
	Building Manager	Engineering Technician
Parks & Recreation	Director of Parks & Recreation	Arborist
	Superintendent of Parks	Cemetery Foreman
	Superintendent of Recreation	Lead Park Technician
	Recreation Supervisor	Office Manager - Parks & Recreation
	Parks Supervisor	Parks Technician
		Cemetery Technician
	Parks & Recreation Administrative Assistant	
Community Development	Director of Community Development & Assessment	Property Appraiser I
	Chief Building Inspector	Code Enforcement/City Sealer
	Property Appraiser II	Office Manager - Community Development
	Assistant Planner	Administrative Assistant/Assessment Technician
	Deputy Director of Community Development & Assessment	Plumbing Inspector
		Assistant Building Inspector
Library	Library Director	Assistant Librarian - Adult Acquisitions
	Circulation Services Manager	Assistant Librarian - Youth Acquisitions
	Assistant Library Director	Library Building Custodian
	Adult Services Librarian	Library Administrative Assistant
	Youth Services Librarian	Assistant Librarian - Youth
	Youth Services Manager	Assistant Librarian - Circulation
		Assistant Librarian - Tech Services
		Library Assistant - Circulation
		Library Assistant - Tech Services
	Assistant Building Custodian	
Water	Water Director	Water Distribution Maintenance Tech II
	Water Treatment Manager	Water Filtration Plant Electrical Technician
	Water Distribution Manager	Water Filtration Mechanical Technician
		Water Filtration Plant Relief Operator
		Water Filtration Plant Operator
		Water Distribution Maintenance Technician
	Water Administrative Assistant	



P O L I C Y

DATE: 6/27/03; **EFFECTIVE DATE** Immediately **POLICY NO:** 2003-01
Revised
2/4/15;
8/19/20

TITLE: Position Vacancies Policy

ISSUER: Human Resources

COVERAGE: All City Departments; Regular Positions.

AUTHORITY: Common Council 6/18/03; final language approval 7/2/03

DURATION: Indefinite

SYNOPSIS: Process for filling vacant authorized positions and creating new City positions

INTRODUCTION

This Position Vacancy Policy intends to outline the procedure for filling vacant, budgeted positions and proposing the creation of new positions, and shall include both regular full time and part time positions. It is not intended to replace or change any policies regarding position authorization in the annual budgeting process.

POLICY

Budgeted Positions:

- 1) When a vacancy occurs in any city department, the Department Head shall examine departmental operations to determine if department operations can be maintained without filling the position. The Department Head shall examine the position duties and determine whether those duties can be accomplished through reassignment to other employees within the department, departmental reorganization, or through subcontracting the duties with outside vendors. Care should be taken to insure that any decisions regarding duty reassignment or subcontracting of duties to private firms not violate existing City agreements with its unionized employees. The Department Head should consult with Human Resources and the City Attorney to determine the impact of duty reassignment or subcontracting on existing agreements.
- 2) After analyzing the need for the position, if the Department Head determines that the position does not need to be filled and can be handled through reassignment of duties without reorganization or subcontracting, the Department Head shall report the decision to the Mayor and Human Resources Director and to the Finance and Personnel Committee. No further action will be required.

- 3) If the Department Head determines that the position needs to be filled, s/he shall initiate the "Fill Vacant Position Request" Form on the City's Intranet. Once the form is initiated, HR will receive the request, and will forward the job description to the Department Head for updates. The Department Head will then detail the justification for filling the position in a memo to the Mayor. The memo shall include a summary of the analysis taken by the Department Head and resulting justification for filling the vacancy.
- 4) The Mayor shall review the Department Head's justification for filling the position, consulting with the Human Resources and / or Finance Department as needed.
- 5) The Department Head shall forward their request to fill the vacant budgeted position and the current job description along with the Mayor's recommendation on whether the position should be filled on to the Finance & Personnel Committee in one of two ways:
 - a. Passive Review: Positions classified as Non-Exempt under the Fair Labor Standards Act (FLSA): Council Members will have 7 days from receipt of notice to respond to the request indicating their desire to bring the vacancy to the Finance & Personnel Committee for review. If one committee member would like the position discussed, the vacancy will be reviewed at the Finance & Personnel Committee and proceed to Step 6. If a review is not requested by a committee member, the position is eligible to be filled through this passive review.
 - b. Active Review: Positions classified as Exempt under the FLSA proceed to Step 6.
- 6) The Committee shall review the Department Head's request and the Mayor's recommendation and decide whether to authorize filling the vacancy. The Committee's action shall be final. In all cases, positions may be posted and advertised prior to approval to begin receiving applications, but no offer of employment may be made prior to approval from the Finance and Personnel Committee.

In the event an employee separates during their 12 month probationary period, a second approval will not be required by the Finance Committee, however, the Council shall be notified via memo of the separation and basic circumstances.

Unbudgeted Position Creation:

- 1) In the event that a Department Head determines that departmental needs have changed sufficiently to warrant the addition of a new position, the Department Head shall propose the new position in writing to the Mayor and Human Resources Director, providing justification on the need to create the position. Additionally, a draft job description should be included.
- 2) If after review, the Mayor concurs that the position should be created, Human Resources will forward the proposed position to the City's salary plan consultant for recommended placement on the salary plan. Once the recommended grade has been received, the Department Head shall initiate the "Fill Vacant Position" form on the intranet, and follow the steps to request to bring the vacancy before the Finance and Personnel Committee, as detailed previously.
- 3) If the committee concurs with the recommendation, the committee shall forward its recommendation to the Common Council for action.

- 4) If the Mayor recommends against creating the new position, the Department Head's proposal shall be sent to the Finance and Personnel Committee with the Mayor's recommendation for review. If the committee concurs in the Mayor's recommendation not to create the position, the proposal shall not proceed further.
- 5) If the Finance and Personnel Committee disagrees with the Mayor's recommendation and recommends the creation of the new position, Human Resources will forward the proposed position to the City's salary plan consultant for recommended placement on the salary plan, and that recommendation shall be forwarded to the Council for action.

Library & Water Employees:

Throughout this policy, where newly created library positions are involved, the Library Board shall be substituted for the Finance Committee and Common Council respectively; and where water utility positions are involved, the Water Commission shall substitute for the Finance and Personnel Committee.



P O L I C Y

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2/4/15;
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- 2) After analyzing the need for the position, if the Department Head determines that the position does not need to be filled and can be handled through reassignment of duties without reorganization or subcontracting, the Department Head shall report the decision to the Mayor and Human Resources Director and to the Finance and Personnel Committee. No further action will be required.

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- 4) The Mayor shall review the Department Head's justification for filling the position, consulting with the Human Resources and / or Finance Department as needed.-
- 5) ~~The Mayor-Department Head shall forward their-Department Head's request to fill the vacant budgeted position and the current job description along with the Mayor's recommendation on whether the position should be filled on to the Finance & Personnel Committee with a recommendation on whether the position should be filled in one of two ways:-~~
 - a. Passive Review: Positions classified as Non-Exempt under the Fair Labor Standards Act (FLSA): Council Members will have 7 days from receipt of notice to respond to the request indicating their desire to bring the vacancy to the Finance & Personnel Committee for review. If one committee member would like the position discussed, the vacancy will be reviewed at the Finance & Personnel Committee and proceed to Step 6. If a review is not requested by a committee member, the position is eligible to be filled through this passive review.
 - 5)b. Active Review: Positions classified as Exempt under the FLSA proceed to Step 6.
- 6) The Committee shall review the Department Head's request and the Mayor's recommendation and decide whether to authorize filling the vacancy. The Committee's action shall be final. ~~This process should be followed for both union and nonunion positions. For union positions, authorization to fill the vacancy should be obtained prior to posting the position in accordance with union contracts. Non-union positions and positions that will be posted~~In all cases, positions may be posted externally may be and advertised prior to approval to begin receiving applications, but no offer of employment may be made prior to approval from the Finance and Personnel Committee.

In the event an employee separates during their 12 month probationary period, a second approval will not be required by the Finance Committee, however, the Council shall be notified via memo of the separation and basic circumstances.

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- 2) If after review, the Mayor concurs that the position should be created, Human Resources will forward the proposed position to the City's salary plan consultant for recommended placement on the salary plan. Once the recommended grade has been received, the Department Head

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- 3) If the committee concurs with the recommendation, the committee shall forward its recommendation to the Common Council for action.
- 4) If the Mayor recommends against creating the new position, the Department Head's proposal shall be sent to the Finance and Personnel Committee with the Mayor's recommendation for review. If the committee concurs in the Mayor's recommendation not to create the position, the proposal shall not proceed further.
- 5) If the Finance and Personnel Committee disagrees with the Mayor's recommendation and recommends the creation of the new position, Human Resources will forward the proposed position to the City's salary plan consultant for recommended placement on the salary plan, and that recommendation shall be forwarded to the Council for action.

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RESOLUTION NO. 2020-15

**RESOLUTION OF THE CITY OF NEENAH APPROVING THE
2020 COMMUNITY DEVELOPMENT BLOCK GRANT PLAN**

WHEREAS, the City of Neenah is a Community Development Block Grant formula grantee and evaluates community needs, conditions and resources to be addressed by the grant; and,

WHEREAS, the City of Neenah anticipates resources totaling \$218,172 for the 2020 Community Development Block Grant program, and revolving funds and program income in the amount of \$53,300; and,

WHEREAS, the City of Neenah is committed to approving a program of Community Development Block Grant activities which gives maximum feasible priority to low and moderate income persons and community development;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Neenah that the 2020 Community Development Block Grant Consolidated and Annual Plan including the programming of 2020 Community Development Block Grant funds is hereby approved. The 2020 Community Development Block Grant program will fund the following activities:

Christine Ann Domestic Abuse Services	\$10,000
Advocap Nutrition Program	\$10,000
Pillars, Inc.	\$10,000
Reach Counseling Services	\$6,000
LEAVEN	\$4,000
Big Brothers/Big Sisters (formerly Best Friends)	\$3,000
Financial Information & Service Center	\$1,000
Façade Improvement and Design Assistance	\$20,000
Property Acquisition and Redevelopment Activities	\$60,000
Neighborhood Improvements	\$53,172
Fair Housing Center of Northeast Wisconsin	\$11,000
Planning and Program Administration	\$30,000
Grant Total	\$218,172
Revolving Funds/Program Income	
Housing Rehabilitation/Homebuyer Assistance	\$30,000
Small Business/Microenterprise Loan Program	-

Program Income
Total

\$23,300
\$271,472

Recommended by: Finance and
Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Dean R. Kaufert, Mayor

Passed: _____

Stephanie Cheslock, City Clerk

NMFR Joint Finance & Personnel Committee Meeting Minutes
August 25, 2020 – 5:30 p.m.
Room #132 – City of Menasha

Present: Ald. Sevenich, Ald. Grade, Ald. Stevenson and Ald. Boyette

Excused: Ald Ropella

Also Present: Chief Kloehn, Director Sassman and MA Ellis

Ald. Boyette called the meeting to order at 5:33 p.m.

Public: No members of the public were present.

Minutes: The Committee reviewed the June 23, 2020 meeting minutes. **MSC Sevenich/Stevenson to approve the June 23, 2020 meeting minutes and place on file, all voting aye.**

Activity & Automatic Aid/Mutual Aid Reports: The Committee reviewed the July and year-to-day activity and mutual aid reports. Chief Kloehn noted that we are not responding to sick type calls unless requested by Gold Cross. Even with these decrease in calls we remain on pace for the same amount of calls as the same time as last year. **MSC Sevenich/Grade to approve the July 2020 and year-to-date activity and automatic/mutual aid reports and place on file, all voting aye.**

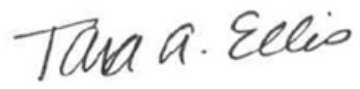
Chief Kloehn updated the Committee regarding the automatic aid with Appleton Fire Department. He spoke to Chief Hansen and was told Outagamie County is currently going through a CAD upgrade and didn't think after this upgrade their system will work with Winnebago County's. He spoke to Captain Vendola at Winnebago County Sheriff's Department and was told they continue testing but do not have a projected date for resuming automatic aid. They hope this upgrade will not affect the ability to continue to work on the two systems to be able to communicate with each other. He was told this system has nothing to do with Winnebago's system and it's all on Outagamie County's end. He is meeting with Chief Hansen this week to see if there's a way to work with each other through a mutual aid system versus automatic aid. Ald. Stevenson asked if the Appleton leadership knows about the issue. Chief Kloehn said he didn't know but Appleton Fire Department remains interested in doing this. Chief Kloehn will update the Committee after his meeting with Chief Hansen.

Monthly Budget Report: The Committee reviewed the July 2020 budget report. **MSC Stevenson/Grade to approve the July 2020 monthly budget report and place on file, all voting aye.**

Cost Distribution Formula: The Committee reviewed the information on the Cost Distribution Formula for the 2021 budget. Ald. Grade noted there were previous discussions when Director Jacobs was here to have the two Finance Directors review how the formula currently works and if this is still the best way or if there is a different way to do this. He asked Director Sassman to talk to Director Easker to see if this is something that can be looked at. **MSC Sevenich/Stevenson recommends the City of Neenah and City of Menash Common Council's approve Neenah-Menasha Fire Rescue's 2021 cost distribution formula with the City of Neenah's weighted share at 59.83% and City of Menasha's weighted share at 40.17%, all voting aye.**

MSC Stevenich/Stevenson to adjourn at 5:55 p.m., all voting aye.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tara A. Ellis". The signature is written in a cursive, flowing style.

Tara Ellis
Management Assistant

**Neenah-Menasha Fire Rescue
Cost Distribution Formula
As of 12/31/19**

Item No.	Formula Item	Total	Proportionate Share	25% Weighted Factor	Weighted Share Neenah	Weighted Share Menasha
1.	* Population-Neenah	26,436	60.16%	0.25	0.1504	0.0996
	* Population-Menasha	17,510	39.84%	0.25		
	Population as of 1/1/19	43,946	100.00%			
2.	* Equalized Value (w/TIF)-Neenah	2,209,662,100	64.07%	0.25	0.1602	0.0898
	* Equalized Value (w/TIF)-Menasha	1,239,188,547	35.93%	0.25		
	Equalized Value as of 1/1/19	3,448,850,647	100.00%			
3.	* Service Calls-Neenah	1,741	59.56%	0.25	0.1489	0.1011
	* Service Calls-Menasha	1,182	40.44%	0.25		
	Service Calls during 2019	2,923	100.00%			
4.	* Square Miles-Neenah	9.678	55.50%	0.25	0.1388	0.1112
	* Square Miles-Menasha	7.760	44.50%	0.25		
	Square Miles as of 12/31/19	17.438	100.00%			
Total Weighted Factors					0.5983	0.4017
Total Proposed Cost Distribution Formula - 2019 Factor for 2021 Budget					59.83%	40.17%
Previous Year Cost Distribution Formula					59.30%	40.70%
Increase (decrease) from previous year					0.53%	-0.53%

2021 Neenah-Menasha Joint Fire/Rescue Budget

? ?

2021 Cost Distribution by City

? ?

a Menasha - Equalized Value

Equalized Value	1,196,723,000
UW-Fox Valley (from Dept. of Admin.)	42,465,547
	<u>1,239,188,547</u>

b NMFR automatic aid for calls in the City of Menasha and the City of Appleton ended as of 12/31/18.

c Sq. Ft. of All Buildings has been removed as a factor effective the 2014 Factor for the 2016 Budget.

* Updated for 2019.

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, August 25, 2020
4:15 p.m.

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call on www.gotomeeting.com

Present:

Mayor Dean Kaufert, Chairman	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Nick Piergrossi, Vice Chairman	PRESENT
Kate Hancock-Cooke	PRESENT	Karen Genett	PRESENT	Betsy Ellenberger	PRESENT
Gerry Andrews	PRESENT	Ald. Jane Lang	ABSENT		

Also present:

Brad Schmidt, Deputy Director of Community Development	Abby Maslanka, Martenson-Eisele	Ben Hamblin, McMahon

Minutes: MSC Andrews/Kaufert, the Plan Commission to approve the July 14, 2020 meeting minutes. All aye (Member Ellenberger abstained). Motion passed.

Public Appearances: None.

Public Hearings:

1. Zoning Code Amendment – Sec. 26-235 and Sec. 26-236 – C-1 District Special Uses

This is an amendment to the zoning code specific to the C-1 Commercial district. This would add Religious Institutions as a special use in the C-1 district along with Dance Halls, Meeting/Assembly halls and Theaters (indoor). All of these uses are similar in that they are large gathering spaces that have the potential to negatively impact surrounding residential neighborhoods. Under a special use review, those impacts can be alleviated or even denied.

Member Piergrossi asked if the Plan Commission could deny a special use permit request. Deputy Director Schmidt said it is very difficult to deny based on current law. There is a high standard to allow for and outright denial. However, using the special use review, there are things that the Plan Commission can control to a greater extent rather than a permitted use.

Member Hancock-Cooke asked how many dance halls are in Neenah. Deputy Director Schmidt answered that there are none that he knows of. He suggested that at some point we should probably modernize the code however, someone could bring forward a proposal for a dance hall. Member Genett asked if a wedding venue would be considered to be a dance hall. Deputy Director Schmidt explained that we would probably consider that a meeting/assembly hall.

Action Items:

1. Zoning Code Amendment – Sec. 26-235 and Sec. 26-236 – C-1 District Special Uses (Ordinance No. 2020-13)

MSC Hancock-Cooke/Ellenberger, the Plan Commission to recommend Common Council approve Ordinance No. 2020-13, amending sections 26-235 and 26-236 or the Code of Ordinances relating to Permitted Uses and Special Uses. All Aye. Motion Passed.

2. Calvary Bible Church PDD PPA #1-20 – 1250 Oakridge Road – Building Addition and Parking Lot Expansion (Ordinance No. 2020-14)

This is a project plan approval because the zoning of this property is Planned Development District (PDD). The Cavalry Bible Church PDD Master Plan was adopted in 1995 and amended in 1996. Any proposed project must be in conformance to the adopted Master Plan and approved through the project plan process.

The proposed building addition will connect two main existing buildings. The east portion of the building additional will be the new main entrance and the west portion will be an area for church related activities. The building addition will be 25,000 square feet with a maximum height of 27 feet. The parking lot will also be extended on the west side of the property to include an additional 67 parking stalls (this will not be constructed initially). Landscaping requirements will need to be met by the applicant. The applicant plans to leave some areas as gravel. If these areas will be used for parking or storing vehicles in the future, they must be paved. Storm water management facilities will be upgraded and a new biofilter constructed to the north of the west parking lot.

There is a future road that connects to the south as a part of this site plan. This will not be completed as a part of this plan and it would need to come back through Plan Commission when that is ready to be developed.

Ord. No. 2020-13

Ord. No. 2020-14

Plan Commission Minutes

August 25, 2020

Page 2

Member Piergrossi asked if the future road will be more a driveway or a public road. Deputy Director Schmidt said that he anticipates it will be more of a driveway. The Master Plan proposes an area for senior housing west of the church which will be along this future road. He does not assume this will happen in the near future.

Director Kaiser asked if the new parking requirement is needed to meet minimum parking requirements for the number of seats in the auditorium. At this time, they have more than enough parking to meet requirements for the current building and the new addition.

Ben Hamblin (McMahon) explained that due to financial constraints of the applicant, the parking lot will not be constructed right way. He also suggested that the future road will likely be a private road.

MSC Andrews/Kaiser, the Plan Commission to recommend Common Council approve Ordinance #2020-14 granting approval of Project Plan #1-20 for the Calvary Bible Church Planned Development District to allow the construction of a building addition and parking lot expansion subject to the following conditions:

1. Prior to the issuance of building permits, the applicant shall submit the City's Oversized Sewer Interceptor Fee (\$1,000/acre) and the Storm Sewer Fee (\$5,000/acre) in the amount of \$15,228 which as deferred as part of annexation #207 annexing 2.53 acres of land in 2016.

2. The area proposed to be pulverized and remain as gravel west of the building must be hard surface is there will be vehicles stored/parked in this area. The other area proposed to be pulverized and graveled may remain gravel since this area is proposed to become a paved parking lot in the future.

3. Prior to installation of the future parking lot west of the existing parking lot in the rear of the building shall be approved by the Community Development Department. The parking lot shall meet the landscaping standards for parking lots specifically to interior landscape standards.

4. The plan identifies the removal of landscape plantings. These plantings must be replaced with a similar planting.

5. Future building additions, parking lot expansions, and road extensions within the Calvary Bible Church Planned Development District require Project Plan approval and are not being reviewed as part of this project plan request.

All aye. Motion passed.

3. Subdivision Concept Plan (Extraterritorial) – First Addition to Breaker Ridge Subdivision – T. of Clayton

The proposed subdivision is along the south west corner of Larsen Road and Clayton Avenue and immediately east of the Breaker Ridge Subdivision. Although this subdivision is not in the City of Neenah, it is within the City's 3-mile extraterritorial review territory. The proposal includes 123 residential lots and 7 outlots that will be used for storm water management ponds.

The City's Official Street Map includes a future north/south road which will connect Larsen Road to Oakridge Road. It also includes a 100-foot right-of-way as it was planned as a major arterial road. The applicant realigned the road toward the north of the subdivision due to wetlands. The City's Official Street Map would need to be amended to show this. They will also reduce the right-of-way from 100 feet to 80 feet.

The subject land is located within the Neenah-Menasha Sewer Service Area and any sewer main extensions would require the sewerage from this subdivisions to be sent to the Neenah-Menasha waste water treatment plans. Prior to submittal of a preliminary plat, the applicant must indicate how they will manage sewer within this subdivision.

All parts of this subdivision meet City standards and staff recommends approval. A preliminary and final plat would come through Plan Commission for this subdivision as well.

Member Genett asked if the wetlands will be disturbed. Abby Maslanka (Martenson-Eisele) clarified that there will be some wetland disturbance with this project but the large wetlands to the northeast of the proposed development will not be disturbed. It is less than the 10,000 square foot requirement for mitigation.

Mayor Kaufert asked what would happen if the Plan Commission denied this concept plan. Deputy Director Schmidt said the applicant would probably still submit a preliminary plat. This is not approving any of the amendments to the streets – that would come later with an Official Street Map amendment. The Town subdivision requirement is through Winnebago County and it was Deputy Director Schmidt's understanding that lots are required to be at least .5 acres due to sewer and water requirements. Abby Maslanka explained that the intention is to service the lots with sewer and water but they are not sure where that will come from as of yet. Clayton has been discussing an extension with the Village of Fox Crossing but she has not heard what those discussions produced.

MSC Kaufert/Ellenberger, the Plan Commission approves the Extraterritorial Concept Plan for the 1st Addition to the Breaker Ridge Subdivision in the Town of Clayton subject to an Official Street Map amendment to realign "Street A" and reduce the width of "Street A" to 80 feet. All aye. Motion passed.

4. Subdivision Concept Plan – County Road G/Woodenshoe Road – Eternity Custom Homes, LLC

Eternity Custom Homes LLC has proposed to develop approximately 130 acres of land located in the Town of Vinland. This is north of County Road G and west of Woodenshoe Road. The developer has brought forth a concept plan for approval. The plan to develop includes six phases and proposes 153 single-family residential lots, 3 storm water ponds and a neighborhood park. One phase will include smaller homes and lots that will have an HOA. Access to the development would be from Woodenshoe Road and County Road G.

The water department is currently studying the needs that might come from the higher elevation in regards to water pressure.

This review only discusses the general layout of parcels and roads. More specific conditions regarding the development will be reviewed during the preliminary and final plat reviews.

Member Piergrossi asked what the timeline will be for each phase. Deputy Director Schmidt explained that the development agreement says that the first phase area must be purchased by July 2021. The second phase must be purchased when 75% of the lots are sold in phase 1 or within two years. Each lot after the lot before must be purchased when 75% of the lots in the previous phase is sold. The city and the developer originally planned that this development would take about 10 years. It is anticipated that it could be done sooner.

Member Ellenberger commented that there is a lack of open lots in this area and this development will be very nice for the City and allowing for a higher lot count.

Member Hancock-Cooke asked if tiny houses would be allowed on the smaller lots. Deputy Director Schmidt said the challenge with tiny houses due to the zoning code and building codes. He doesn't feel that this is the expectation but the developer is willing to adjust to market demands if needed.

Member Ellenberger asked if in phase 1 and phase 4 it would be possible for single-family townhomes to be built. Deputy Director Schmidt said that at this time, that is not planned and it is not how the developer is marketing the site but changes could be made.

MSC Kaiser/Andrews, the Plan Commission to approve the proposed conceptual plat map. All aye. Motion passed.

5. Certified Survey Map – 1411 Forest Avenue – 2 Lots

This CSM did come before the Plan Commission in 2015 but the applicant did not move forward and have it recorded. The applicant is proposing to subdivide a parcel located at 1411 Forest Avenue into two lots. The lots meet the minimum design standards. An existing 12-foot easement north of the subject site will provide access to the 2 lots and the driveway will be accessed from a private road. The lots will be marketed for single-family dwellings and are zoned R-1.

MSC Ellenberger/Genett, the Plan Commission to approve the proposed 2 lot CSM at 1411 E. Forest Avenue. All aye. Motion passed.

Discussion Items: None.

Announcements and Future Agenda Items:

There are some smaller site plans that will be coming before Plan Commission in the near future. There will also be a element proposal for the greenspace in front of Plexus that will be discussed by Plan Commission in the coming months. Next Plan Commission meeting is scheduled for September 8, 2020.

Adjournment: The Commission adjourned its meeting at 5:05 P.M. MSC Kaufert/Kaiser. All Aye. Motion passed.

Respectfully Submitted,



Samantha Jefferson
Office Manager, Community Development



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Project Plan approval #1-20 for Calvary Bible Church PDD to allow the construction of a building addition and expansion of a parking lot.

ORDINANCE NO. 2020-14
Introduced: _____
Committee/Commission Action:
Recommended for Passage

AN ORDINANCE

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

Section 1. That pursuant to Section 26-353 of the Neenah Municipal Code, the Common Council of the City of Neenah approves the following Calvary Bible Church Planned Development Project Plan.

Project Plan Approval #1-20, which is detailed in the attached Exhibit "A" and "B", which is incorporated herein by reference.

Section 2. 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 3. 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.

Approved:

Adopted: _____

Published: _____

Dean R. Kaufert, Mayor
Attest:

Stephanie Cheslock, City Clerk

EXHIBIT A

APPROVAL CONDITIONS

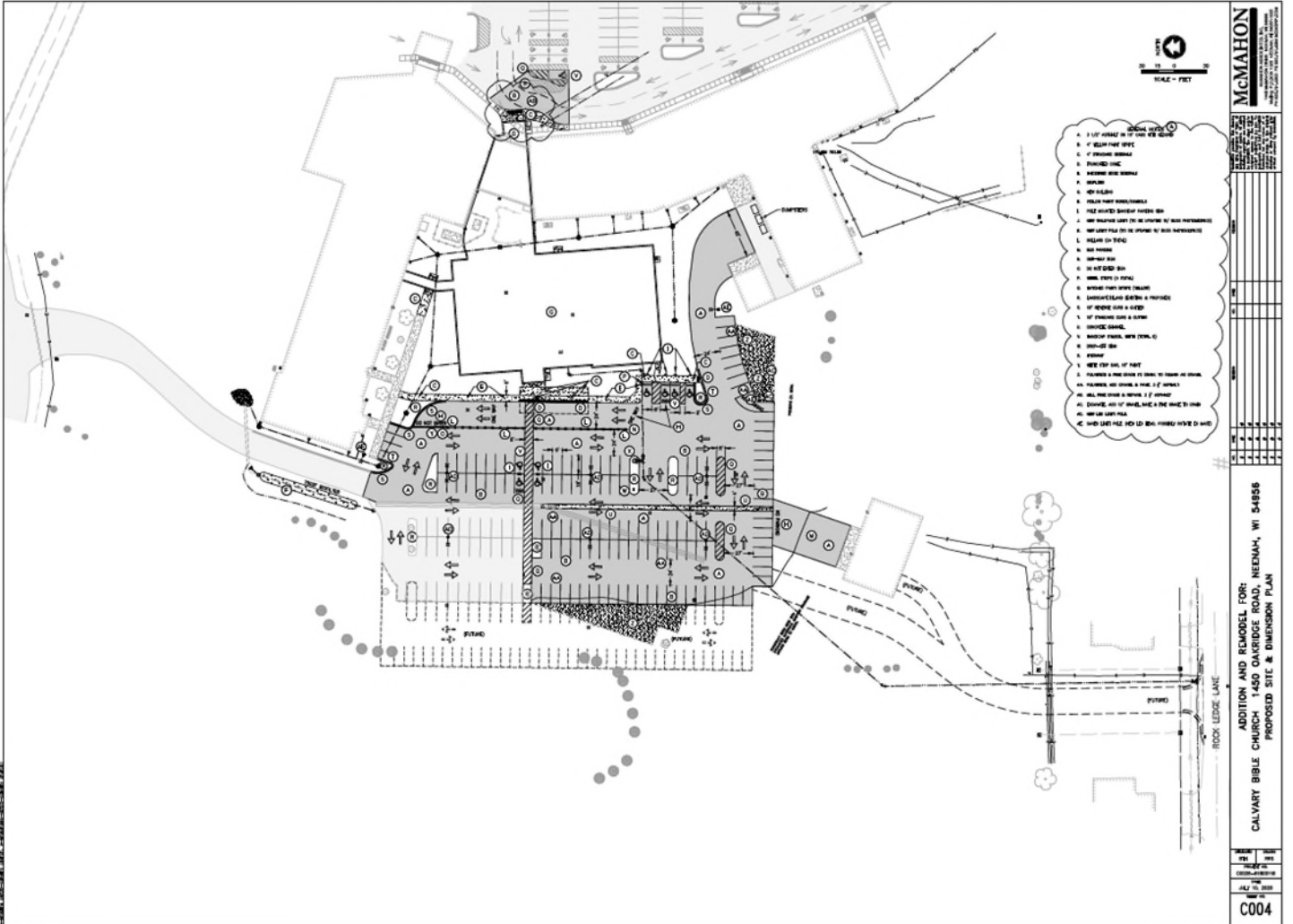
**PROJECT PLAN APPROVAL #1-20
Calvary Bible Church Plan Development District**

Building Additions and Parking Lot Expansion

Project Plan Approval #1-20 is approved to allow the building additions and expansion of the parking lot conditioned on the following:

- 1. Prior to the issuance of building permits, the applicant shall submit the City's Oversized Sewer Interceptor Fee (\$1,000/acre) and the Storm Sewer Fee (\$5,000/acre) in the amount of \$15,228 which as deferred as part of annexation #207 annexing 2.53 acres of land in 2016.**
- 2. The area proposed to be pulverized and remain as gravel west of the building must be hard surface if there will be vehicles stored/parked in this area. The other area proposed to be pulverized and graveled may remain gravel since this area is proposed to become a paved parking lot in the future.**
- 3. Prior to installation of the future parking lot west of the existing parking lot in the rear of the building shall be approved by the Community Development Department. The parking lot shall meet the landscaping standards for parking lots specifically to interior landscape standards.**
- 4. The plan identifies the removal of landscape plantings. These plantings must be replaced with a similar planting.**
- 5. Future building additions, parking lot expansions, and road extensions within the Calvary Bible Church Planned Development District require Project Plan approval and are not being reviewed as part of this project plan request.**

EXHIBIT B



**Minutes of the Board of Public Works Meeting
Tuesday, August 25, 2020, 12:00pm Noon**

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

ALSO PRESENT: City Clerk Cheslock and Director of Parks & Recreation Kading.

Vice Chair Bates called the meeting to order at 12:04 p.m.

MINUTES: MSC Haese/Kaiser to approve the minutes from the August 11, 2020 meeting, all voting aye.

APPEARANCES: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Public Works:

1. **Pay Estimate No. 2 for Contract 4-20:** Dir. Kaiser explained the work under this estimate is for the completion of grinding work, patching, and sealing on Tullar Road. Dir. Kaiser requested approval of Pay Estimate No. 2 for Contract 4-20, Water and Street Construction on Green Bay Road, Tullar Road, and Marathon Ave to Vinton Construction, Two Rivers, in the amount of \$106,576.34
The Board discussed any future diamond grining on Marathon Ave, which is part of the Capital Improvement Program.
MSC Kaiser/Godlewski to approve Pay Estimate No. 2 for Contract 4-20, Water and Street Construction on Green Bay Road, Tullar Road, and Marathon Ave to Vinton Construction, Two Rivers, in the amount of \$106,576.34, all voting aye.

Parks and Recreation:

1. **Award Contract for Arrowhead Park Phase 1A:** Dir. Kading explained the base bid is for the graveling of the park drive and trail and the alternate bid portion is for shoreline restoration. They received four bids and the Parks and Recreation Commission reviewed them last week. Originally this project was estimated and budgeted to cost over one million dollars; however, then it was re-estimated after removing the asphalt portion of the project, to be about 800,000. The recommended bid came in far below that, partially because of the timeframe of the project as well as because the contractor is already in the area so mobilization costs are lower than anticipated. Additionally, the alternative amount will be funded by a grant for shoreline restoration. The Board discussed how the bid amount compares to the Capital Improvement Plan, what else the shoreline grant money can be used for, and how estimates are originally determined.

Report

Godlewski/Lang to Award Contract for Arrowhead Park Phase 1A to Soper Grading and Excavation LLC, Neenah, WI, in the amount of \$363,886.89 (base) and \$156,920 (alternate) for a total of \$520,786.89, all voting aye.

2. Award Contract for Rec Boat Launch Dredging: Dir. Kading explained there were three bids received and reviewed by the Park and Recreation Commission. All the bids came in higher than estimated. The project will remove material from the boat launch area, dry it out, and place it in Arrowhead Park to be the future natural base for green areas.

The Board discussed the originally estimated \$125,000 and the fact that it was already borrowed in 2018. \$25,000 of that was spent on the design and permitting for the project. There is also a grant for this project, and with that funding, though the overall bid is higher, the project will stay in the green.


Haese/Kaufert Award Contract for Rec Boat Launch Dredging to Radtke Contractors Inc., Winneconne, WI in the amount of \$153,114 (base) and \$10,325 (alternate) for a total of \$163,439 using the balance of the 2019 Capital Improvement funds (97,700) and the Wisconsin DNR Waterways Grant in the amount of \$76,500, all voting aye.

Report

ADJOURNMENT

MSC Easker/Kaiser to adjourn at 12:24 p.m., all voting aye.

Respectfully Submitted,



Stephanie Cheslock,
City Clerk

STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981

Date: September 2, 2020

Date of Directive: 4/17/2018

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

Responsible Party: Ald. Lendrum

Status: Pending