



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, May 6, 2020 - 7:00 p.m.
Neenah City Hall
Virtual Meeting

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/864787069>

OR

Conference Telephone Number (AUDIO ONLY): [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 864-787-069

- **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 (Safer at Home Order).**

I. Roll Call and Pledge of Allegiance

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

- A. Mayor Kaufert's appointment to fill the expired term of Kevin McCann on the Neenah-Menasha Joint Fire Commission, term expires May 2022.
- B. Mayor Kaufert's appointment Kim Skorlinski to fill the expired term on the Police Commission, term expires May 2024
- C. Motion to confirm (UC)
- D. Swearing in

III. Approval of Council Proceedings

- A. Approval of the Council Proceedings of March 18, 2020 and April 21, 2020 regular sessions. **(UC)**

IV. Public Hearings

V. Plan Commission, Public Services & Safety Committee or Finance & Personnel Committee report pertaining to the Public Hearings

VI. Public Forum

- A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.

VII. Mayor/Council consideration of public forum issues

VIII. Consent Agenda

- A. Approve Beverage Operator License Applications for: Adam Alexander **(PSSC)**
- B. Deny the Beverage Operator License Application for Christopher Jourdan. **(PSSC)**
- C. Approve the Special Event Permit for the HAKAS 2020, sponsored by Barrel 41 Brewing Co., Matt Stubing, 1132 S Commercial Street, to be held on June 5 and 6, 2020 **(PSSC)**
- D. Approve the Street Use Permit for the Very Neenah Christmas, sponsored by Future Neenah, Inc., Meredith Rathe, 135 W Wisconsin Ave, to be held on December 4, 2020. **(PSSC)**.
- E. Approve the Special Event Permit for the Farmers Market Out to Lunch Concerts and Evening Concerts, sponsored by Future Neenah, Inc., Meredith Rathe, 135 W. Wisconsin Avenue, to be held on Saturdays from June 13 through October 17, 2020; Thursdays from June 11 through August 20, 2020; Wednesday's from June 17 through August 5, 2020. **(PSSC)**.
- F. Approve the Special Event Permit, as amended to include Laudan Boulevard, for the Major League Fishing Bass Pro Tour, sponsored by Major League Fishing, Michael Mulone, 4500 South 129th East Avenue, Ste. 300, Tulsa, OK, to be held June 3 through June 10, 2020. **(PSSC)**.
- G. **(UC)**

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of April 28, 2020: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the purchase of a 2020 Dodge Ram 1500 from Ewald Motors of Oconomowoc in the amount not to exceed \$23,850.50 **(RollCall)**
 - 2. Committee recommends Council approve the purchase of a 2020 Ford Transit Connect from Bergstrom Ford of Neenah in the amount not to exceed \$23,224.50. **(RollCall)**
 - 3. Committee recommends Council approve the purchase from Vermont Systems, Inc., the upgrade to the WebTrac Registration Software and purchase the Pass Management Software in the amount of \$11,830. **(RollCall)**
- B. Regular Finance and Personnel Committee meeting of April 27, 2020: (Chairman Erickson/Vice Chairman Boyette) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve Five Bugles for the Station 31 feasibility study/space needs analysis and concept design for a cost not to exceed \$16,750. \$15,000 will be used from the 2020 Facilities CIP and

the remaining \$1,750 to be taken from the Capital Facilities Reserve fund.
(RollCall)

2. Committee recommends Council approve Ordinance No. 2020-03, Ordinance No. 2020-04, and Ordinance No 2020-05 and the petitions for annexations in the Town of Neenah be accepted. **To be acted on after report from the Plan Commission.**
3. Committee recommends Council approve Ordinance No. 2020-06 be approved and the petition for annexation of 1.35 acres be accepted. **To be acted on after report from the Plan Commission.**
4. Committee recommends Council accept the Post Crescent quotation and designate it the City's official newspaper for June 2020 to June 2021.
5. Committee recommends Council ratify Policy 2020-04 approved by Mayor Proclamation 2020-03. **(RollCall)**

X. Reports of special committees and liaisons and various special projects committees

A. Regular Plan Commission meeting of April 28, 2020: (Council Rep Lang)
(Minutes can be found on the City web site)

1. Commission recommends Council approve Annexation #216 (Ordinance 2020-03) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall)**
2. Commission recommends Council approve Annexation #217 (Ordinance 2020-04) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall)**
3. Commission recommends Council approve Annexation #218 (Ordinance 2020-05) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall)**
4. Commission recommends Council approve Annexation #219 (Ordinance 2020-06) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall)**

B. Board of Public Works meeting of April 29, 2020: (Vice Chairman Bates)
(Minutes can be found on the City web site)

1. Council Action Items:
 - a) The Board recommends Council Award Contract 8-20, Epoxy Pavement Marking to Century Fence Company for the bid in the amount of \$56,675.75 with the budget overage to be covered by offsets in the Traffic Operating Budget. **(RollCall)**
 - b) The Board recommends Council award Contract 3-20, Street Construction on Van Street, Monroe Street, and Gillingham Road, as presented to Sommers Construction Company for the low bid in the amount of \$736,205.00 and include Alternative No. 1 for the construction of Shooting Star Drive for the low bid of \$31,980 or in the event that the City and Town of Neenah resolve their dispute relating to the extension of Shooting Star and Armstrong, Alternative No. 2 for

the construction of Shooting Star Drive and Armstrong Lane for the low bid of \$72,630. **(RollCall)**

- B. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderperson Lang
 - C. Sustainable Neenah Committee
 - 1. Report from the Sustainable Neenah Committee – Alderperson Kunz
 - D. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) – Alderperson Lang
 - E. 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.
 - B. The 2020 League of Wisconsin Municipalities Local Government 101 will be held on May 15, 29, June 5, and 26th as a webinar - any Council member interested should complete the form and submit it to the Clerk’s Office no later than May 10th so registrations can be made.
- 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.

COMMON COUNCIL MINUTES

Wednesday, March 18, 2020 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., March 18, 2020 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

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

Also Present: Deputy City Attorney Vanden Heuvel and Deputy Director of Community Development & Assessment Schmidt.

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

Clerk Sturn called a voice roll call as the Mayor/Alderpersons recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance.

Proceedings

MS Stevenson/Erickson to approve the Council Proceedings of the regular meeting of March 4, 2020. There being no objections the motion was approved by unanimous consent.

Public Services and Safety Committee

Chairman Bates reported the special meeting of March 18, 2020:

- A. Committee recommends Council approve Beverage Operator License Applications for: Ann M. Garcia, Nicolas T. Leak, Ginger A. Smith and Pheng Vue. **MSCRП Bates/Lang, all voting aye.**
- B. Committee recommends Council approve a Temporary Retail Class "B" Beer (Picnic) License Application by Bergstrom Mahler Museum for Art After Dark – Name That Art event to be held at 165 N. Park Avenue on April 30, 2020. **MSCRП Bates/Lang, all voting aye.**
- C. Committee recommends Council approve a Temporary Retail "Class B" Beer & Wine (Picnic) License Application by Bergstrom Mahler Museum for Arts Festival – Songs on the Lawn to be held at 165 N. Park Avenue on July 19, 2020. **MSCRП Bates/Lang, all voting aye.**
- D. Committee recommends Council approve the Change of Agent for Ultra Food Market/Kroeger-Pick 'n Save #412, to Meghan Turner, Agent. **MSCRП Bates/Stevenson, all voting aye.**

The regular meeting of March 10, 2020 was cancelled.

Finance & Personnel Committee

Chairman Erickson reported the special meeting of March 18, 2020:

- A. Committee recommends Council adopt Resolution No. 2020-08 authorizing the Issuance and Sale \$9,895,000 General Obligation Promissory Notes with the low bid from Northland Securities at 2.67%. **MS Erickson/Stevenson.**
 1. Dir. Easker explained this was the normal bid process. Four bids were received this morning with the lowest rate of 2.67%.
 2. **Motion carried, by an 8-0 RollCall-Pro System vote, all voting aye.**

Chairman Erickson reported the regular meeting of March 9, 2020:

- B. Committee recommends Council approve the Addendum to the Development and Fee Agreement for Integrity Acres. (To be considered following a report of the Board of Public Works)
- C. Committee recommends Council authorize acquisition of the properties at 122 W. Peckham Street and 1313 S. Commercial Street, in an amount not to exceed \$50,000 of CDBG funds. **MSCRP Erickson/Stevenson.**
 1. Dir. Haese explained Peckham is a residential lot that would likely be used for stormwater pond in the future. 1313 Commercial Street is a narrow commercial lot that will likely be consolidated with parcel to the north.
 2. **Motion carried, by an 8-0 RollCall-Pro System vote, all voting aye.**
- D. Committee recommends Council authorize the Department of Community Development to purchase a 2018 Chevrolet Cruz LT from Bergstrom Automotive in the amount not to exceed \$17,765. **MSCRP Erickson/Stevenson, all voting aye.**

Plan Commission

Council Rep. Lang reported from the Special Plan Commission meeting of March 18, 2020:

- A. Commission recommends Council approve the Special Use Permit request by Micaela Macdonald on behalf of The Ruff house, to establish a Commercial Kennel located at 349 S. Green Bay Road, Neenah, Wisconsin. **MS Lang/Lendrum.**
 1. Deputy Dir. Schmidt explained that to south of this property is the Twin City Mote, to the north is commercial industrial use land, the the east is a residential area, and to the west is Highway 41. As with all special use permits all neighbors within 200 feet of the property were sent notices; Community Development has not heard from any of the neighbors.
 2. **Motion carried, by an 8-0 RollCall-Pro System vote, all voting aye.**

Board of Public Works

Vice Chairman Bates reported the meeting of March 18, 2020:

- A. The Board recommends Council award Contract 5-20 Sewer and Water Main Construction on Lakeshore Avenue to the low bid from Robert J. Immel Excavating, Inc., in the amount of \$411,537.50. **MSCR P Bates/Lang, all voting aye.**

Vice Chairman Bates reported the meeting of March 10, 2020:

- A. Information Only Items:
 1. The Board approved Pay Estimate No. 7-19 Breezewood Lane and Harness Farm Sanitary Sewer Construction to Dorner, Inc., Luxemburg, in the amount of \$63,641.45.
- B. Council Action Items:
 1. The Board recommends Council approve the Addendum to the Integrity Acres Development and Fee Agreement. **MSCR P Bates/Stevenson, all voting aye.**

Library Board

Alderperson Erickson reported from the Library Board meeting of March 18, 2020.

- A. The Library is closed as of March 16 until further notice. Fines will not be accessed during this time. The Library asks that people do not return items during this time but wait until the library reopens. Library will still offer some online resources. WIFI is available outside the building. E-books and downloadable, audiobooks, movies, and music are still available.

Neenah Arts Council

Alderperson Erickson reported from the Neenah Arts Council meeting of March 11, 2020.

- A. The Council held their meeting at the Bergstrom Mahler Museum and toured the current glass art display.
- B. The Council discussed Neenah Arts School Exhibit, which is currently on hold.

New Business

- Consideration of Mayoral Proclamation 2020-01 Declaring Health Emergency related to the COVID-19 virus pursuant to Wis. Stat. §323.14(4)(B) including policies:
 - A. Policy 2020-E1: Employees with Symptoms of or Exposure to the 2019 novel coronavirus outbreak: COVID-19.
 - B. Policy 2020-E2: Employees with Dependents Who Require Care in the Event of an Unscheduled School/Care Facility Closure.
 - C. Policy 2020-03 Policy for Employees in the Event of a Mandatory Shutdown of their Workplace Due to COVID-19.
 1. Attorney VandenHeuvel explained the three policies. The first policy is for employees who are sick with COVID 19 or have come in contact with someone who is sick with COVID 19 and therefore need to quarantine. The second policy is for employees who must stay home due to school and child care facility closures due to COVID 19. These two policies would allow employees to use their time off in any order (sick, comp, holiday, vacation) and allow them to pull ahead future sick time if necessary. The third policy applies

only if a department is shut down. It states if an employee can work remotely you should; if an employee cannot work remotely or runs out of projects to complete remotely their supervisor would reach out to other departments to find work that employee can do. If all of these steps are taken and there is not any remote work to be completed and the department is still closed, the employee would be paid as if they are working.

2. The Council discussed how employees working for other departments would be paid, how this effects normal FMLA situations and unemployment, and if other departments are heading toward closures at this time.
3. **MSCRP Stevenson/Erickson, all voting aye.**
 - Alderperson Bates stated that as chair of the Public Service and Safety Committee, they are making an effort to only process necessary business during this time. If anyone from the public sees something on an agenda that they wish to speak on, but do not feel comfortable attending the meeting, they can reach out to any alderperson and they will relay their message to a member of the Public Services and Safety Committee.
 - Mayor Kaufert shared that we are aware of the eagles at Cook Park and we have been in contact with the Department of Natural Resources to ensure the safety and proper treatment of the eagles and their nesting habitat.
 - Mayor Kaufert encouraged residents to shop and eat local when possible during the difficult times we are facing.
 - Mayor Kaufert gave some Election updates stating that April 2nd is the last day you can request an absentee ballot be sent to you and April 3rd is the last day you can vote in office absentee.
 - Clerk Sturn shared her thanks and appreciation for all the help from different departments during this unprecedented election. She stated we have processed 1900 absentee requests in just the last three days and there are nearly 1000 more requests that we have received that need to be processed. In comparison, we processed in total 400 absentee ballots for the February election and 6000 total absentee ballots in the November 2016 Presidential Election. She noted that today, March 18 is the last day to register by mail or online, but residents can register in person at the Clerk's office until April 3rd.

Adjournment

MSC Stevenson/Lendrum to adjourn at 7:48 p.m., all voting aye.



Stephanie Cheslock
Deputy City Clerk

COMMON COUNCIL MINUTES

Wednesday, March 18, 2020 - 7:00 p.m.

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Mayor Kaufert in the chair.

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

Also Present: Deputy City Attorney Vanden Heuvel and Deputy Director of Community Development & Assessment Schmidt.

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

Clerk Sturn called a voice roll call as the Mayor/Alderpersons recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance.

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- A. The Board recommends Council approve the Addendum to the Integrity Acres Development and Fee Agreement. **MSCRP Bates/Stevenson, all voting aye.**

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 - 2. The Council discussed how employees working for other departments would be paid, how this effects normal FMLA situations and unemployment, and if other departments are heading toward closures at this time.
 - 3. **MSCRP Stevenson/Erickson, all voting aye.**

Adjournment

MSC Stevenson/Lendrum to adjourn at 7:48 p.m., all voting aye.



Stephanie Cheslock
Deputy City Clerk

COMMON COUNCIL MINUTES
Organizational Meeting
Tuesday, April 21, 2020 – 7:00 p.m.
Neenah City Hall
Virtual Meeting

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in organizational session at 7:00 p.m., April 21, 2020.

Mayor Kaufert in the chair.

Present: Aldermen Lendrum, Steele, Boyette, Erickson, Bates, Kunz, Lang, Stevenson, and Spellman, City Attorney Godlewski and Deputy City Clerk Cheslock.

Also Present: Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, NMFR Deputy Chief Voss, Director of Parks & Recreation Kading, Deputy Director of Community Development & Assessment Schmidt, Police Chief Olson, Director of Human Resources & Safety Kehl, and Director of Information Systems Wenninger.

Mayor Kaufert called the meeting to order at 7:04 p.m.

Deputy Clerk Cheslock called a voice roll call for the Mayor/Aldermen followed by the Pledge of Allegiance.

SWEARING IN CEREMONY

Deputy City Clerk Cheslock administered the oath of office to newly elected First District Alderperson Cari Lendrum, Second District Alderperson Tami Erickson, and Third District Alderperson Jane Lang for 3-year terms, which expire April 2023.

- Mayor Kaufert thanked the elected Alderpersons for their willingness to step forward and serve the community.

PRESENTATIONS ON COVID-19 PANDEMIC & IMPACT ON NEENAH

Dr. Imran Andrabi, President & CEO of Thedacare Health Systems highlighted the need for testing in our community as things begin to reopen. He stated that approximately four weeks ago ThedaCare stopped elective surgeries and began curbing people coming into clinics. They set up respiratory clinics throughout the area, two of which are in Neenah and Appleton, with three in the outlying communities served by ThedaCare. The goal of these clinics is to treat patients with respiratory illnesses while also keeping them separated from other patients; this can help minimize the spread. He stated that they continued to see a spike in cases up until two weeks into the Governor's order. He also shared that in the last two weeks equipment for testing had been redirected from ThedaCare to areas that had more need. This has led to a limited ability to test for COVID-19 in our area. Dr. Andrabi emphasized the fact that the people of our community have done a good job self-isolating and following the Governor's Order. The next step is to increase testing as this will be the hallmark to better understand the spread in our communities and see who is being infected and by whom.

Doug Gieryn, Director of Public Health in Winnebago County explained that in response to the COVID-19 pandemic, his team has nearly tripled and is looking to double that in the coming weeks. Dir. Gieryn shared the COVID-19 Situation Update for Winnebago County, which gets updated daily. He highlighted the fact that the numbers shown on this update are really higher than portrayed due to the limited testing available. In comparing State and County data, Dir. Geirynd noted that while the state levels seem to be trending down, when you look at the numbers in the Fox Valley, we are trending steadily upward. He believes that the stay at home order is necessary and working. He stressed the importance of reopening things slowly enough that we can study the impact. He fears that if things reopen too quickly and without study, we could lose control.

ORGANIZATIONAL MEETING

Election of Council President:

- **MSC Bates/Lendrum to nominate Alderman Stevenson for Council President.**
- **MSC Bates/Lendrum to close nominations and cast a unanimous ballot to elect Alderman Stevenson as Council President for the ensuing term of one year, all voting aye.**

Mayor's appointments to the Standing Committees, one-year terms to expire April 2021.

- Finance & Personnel Committee – (4) Aldermen & the Council President
 1. Alderperson Erickson
 2. Alderperson Boyette
 3. Alderperson Kunz
 4. Alderperson Steele
 5. Council President Stevenson
- Public Services & Safety Committee – (4) Aldermen & the Council President
 1. Alderperson Bates
 2. Alderperson Lang
 3. Alderperson Lendrum
 4. Alderperson Spellman
 5. Council President Stevenson
- Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee - the Council President, a member of the Finance & Personnel Committee and an at large Alderperson.
 1. Council President Stevenson
 2. Member of the Finance & Personnel Committee Kunz
 3. Alderperson Boyette
- **MSC Lendrum/Steele to confirm the Mayor's appointments, all voting aye.**

Mayor's Appointments to the Special Council Committees, one-year terms to expire April 2021

- Committee on Rules – (3) Aldermen
 1. Alderperson Kunz

2. Alderperson Steele
3. Alderperson Spellman
- Legislative Review Committee
 1. Mayor Kaufert
 2. Council President Stevenson
 3. Chair of Finance & Personnel Committee Erickson
- **MSC Bates/Lendrum to confirm the Mayor's appointments, all voting aye.**

Mayor Kaufert recessed the meeting at 8:00 p.m. to permit organizational meetings of the Standing Committees.

Mayor Kaufert reconvened the Council at 8:07 p.m.

Organizational Reports of the Standing Committee:

Alderman Stevenson reported that the Finance and Personnel Committee elected the following members as chair and vice chair and chose the following meeting times.

- Chair Erickson
- Vice-Chair Boyette
- Meetings will be held at 6:30pm on Mondays the week prior to Council.

Alderman Stevenson reported that the Public Services & Safety Committee elected the following members as chair and vice chair and chose the following meeting times.

- Chair Bates
- Vice-Chair Lang
- Meetings will be held at 6:30pm on Tuesdays the week prior to Council.

The Committee on Rules and Legislative Review Committees will elect officers and select meeting times at their first meeting.

Mayor's Appointment of:

- Dir. of Finance Easker to Fox Cities Room Tax Commission for a one-year term to expire April 2021.
- James B. Gunz to Fox Cities Room Tax Commission for a one-year term to expire April 2021.
- Chris A. Haese to the Fox Cities Tourism and Convention Bureau for a one-year term to expire April 2021
- (1) Appointee to the Fox Cities Transit Commission for a one year term to expire April 2021.
 1. Trish Nau
- Himself to the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire December 2021.
- (1) Appointee to the Joint Review Board for a one-year term to expire April 2021.
 1. Mike Faulks

- (1) Alderperson to chair the Neenah Arts Council for a one-year term to expire April 2021.
 1. Alderperson Erickson
- (4) Appointees to the Neenah Arts Council for three-year terms to expire April 2023.
 1. Pat Rosenak
 2. Laurie Asbury
 3. Anne Marie Brunner-Abderholden
 4. Maegan Johnson
- (2) members of the Public Services & Safety Committee to the Liquor Licensing Review Subcommittee for a one-year term to expire in April 2021.
 1. Alderperson Bates
 2. Alderperson Stevenson
- (2) members of the Public Services & Safety Committee to the Board of Public Works for a one-year term to expire April 2021.
 1. Alderperson Bates
 2. Alderperson Lang
- (2) Appointees to the Library Board for a three-year term commencing May 1, 2020 and ending April 30, 2023.
 1. Carol Codner
 2. Michael Koller
- (1) Alderperson to the Community Development Authority (CDA) for a term coinciding with their Aldermanic term to expire in April.
 1. Alderperson Lendrum
- (2) Appointees to the Community Development Authority (CDA) for a term to expire April 2023.
 1. Tom Martin
 2. Grant Birch
- (1) Appointee to the Plan Commission for a three-year term to expire April 2023.
 1. Gerry Andrews
- (1) Neenah Joint School District Appointee to the Plan Commission for a one-year term to expire April 2021.
 1. Betsy Ellenberger
- (1) Park and Recreation Board Appointee to the Plan Commission for a one-year term to expire April 2021.
 1. Kate Hancock-Cook
- Mayor, Fire Chief Kloehn, City Attorney Godlewski, Deputy City Clerk Cheslock, Director of Community Development & Assessment Haese, Director of Finance Easker, Director of Public Works Kaiser, Director of the Water Utility Mach, Police Chief Olson, Director of Information Systems Wenninger, Director of Parks & Recreation Kading, Director of Library Services Raab, Director of Human Resources & Safety Kehl, Council representative (Previously held by Alderperson Lendrum), Winnebago County Health Representative Doug Gieryn, School Superintendent Pfeiffer and a Red Cross Representative to the Emergency Government Committee for a one-year term to expire April 2021.
- (1) Alderperson as his representative on the Bergstrom Mahler Museum Board of Directors for a one-year term to expire April 2021.

1. Alderperson Spellman

MSC Lendrum/Lang to confirm the Mayor's appointments, all voting aye.

Council Appointment of:

- (1) Alderperson as Council representative to the Joint Review Board for a one-year term to expire April 2021.
 - 1. Alderperson Steele
- (1) Alderperson as Council representative to the Water Works Commission for a one-year term to expire April 2021.
 - 1. Alderperson Boyette
- (1) Alderperson as Council representative to the Plan Commission for a one-year term to expire April 2021.
 - 1. Alderperson Lang
- (1) Alderperson as Council representative to the Loan Assistance Board for a one-year term to expire April 2021.
 - 1. Alderperson Lendrum
- (1) Alderperson as Council representative to Park & Recreation Commission for a one-year term to expire April 2021.
 - 1. Alderperson Kunz
- (1) Alderperson as Council representative to the Landmarks Commission for a one-year term to expire April 2021.
 - 1. Alderperson Lang
- (1) Alderperson as Council representative to the Library Board for a one-year term expires April 2021..
 - 1. Alderperson Erickson
- (1) Alderperson as Council representative to the BID Board for a one-year term to expire April 2021..
 - 1. Alderperson Lang

MSC Stevenson/Bates to confirm the Mayor's appointments, all voting aye.

STATE OF CITY REPORT

Mayor Kaufert will share the State of the City Report at a later date due to the length of the meeting agenda tonight.

- **Introduction and Confirmation of Mayor's Appointment(s)**
None.
- **Approval of Council Proceedings**
MSC Lendrum/Erickson to approve the Council Proceedings of April 1, 2020, all voting aye.
- **Public Hearings**
None.

- **Plan Commission Report Pertaining to the Public Hearings**
 - A. Alderperson Lang reported from the regular Plan Commission meeting of April 14, 2020:
 1. Commission recommends Council approve Ordinance No. 2020-01 partially rezoning 1313 S Commercial Street and rezoning parcel number 02-0618-00-00 to M-1, Multi-Family Residence District.
 2. Deputy Director Schmidt stated the applicant is asking to consolidate three existing parcels. The City requires one zoning per parcel so the land owner is asking to rezone them all the M-1 before consolidating.
 3. **MSRC Lang/Boyette to approve Ordinance No. 2020-01 partially rezoning 1313 S. Commercial Street and rezoning parcel number 02-0618-00-00 to M-1, Multi-Family Residence District. Roll call vote, 9-0. Motion passes.**

- **Public Forum**
 1. Ned Hughes—1140 Manor Drive #104—stated that he has lived in Neenah since 1991 and as an avid runner, walker, and biker, knows the Lakeshore Avenue area to be an important public transportation corridor. He asked the Council to focus on safety of all users of this corridor and therefore approve option #3.
 2. Attorney Rodney Carter, representing the property owners of Lakeshore Avenue, stated he has four main points; 1) Survey sent out to the city was not conducted in the best way. He believes residents of Neenah were not made aware of the fact that residents of on Lakeshore Ave are currently involved in a legal dispute regarding the green space mentioned in the survey; 2) The use as a trail is a park use, not a right of way use; 3) the easement referred to by the City is a right of passage not a right of use; and 4) the lack of action by the City since the 1930's shows a loss of rights to said easement. Attorney Carter summarized his statements by saying the City has given up their rights to the green space granted by the easement from the 1930's; please listen to the neighbors and cooperate without getting a judge involved. They ask for Option #1 with a move toward tree preservation.
 3. Dan McIntosh—234 Lakeshore Avenue—believes option 3 is environmentally unsafe and would create a lot of excess run off into the lake. He noted that survey results depend on how a question is asked, what information is given, and who is asked to take the survey.
 4. Joe Bachman—629 Wheeler Street—states, as a biologist, professor at Duke University, and forester, option 3 is simply a bad idea. It is the most expensive option. Separating the paved areas will damage the roots of the remaining trees, reducing the filtering of the increased run off. He does not believe environmental costs have been added to the overall cost of this project. He asks the Council to think critically and vote accordingly.
 5. Judd Stevenson—632 Reed Street—though he is not a resident of Lakeshore Ave, he asks the Council to reconsider their choice in option 3.

He stated, he regularly walks that path and has never had any safety concerns.

6. Joyce Argall—1350 Whittier Drive—has concerns that there are some areas where the green space is incredibly narrow and putting a trail there just doesn't make sense.

- **Mayor/Council consideration of public forum issues**

- **Consent Agenda**

- A. Approve a temporary Class "B" (picnic) beer license to Future Neenah, Inc., for their Summer Kick Off: Bike to Boogie to be held at 200 W Wisconsin Avenue on June 10, 2020. (From February 25, 2020 PSSC Meeting) **(UC)**
- B. **MSRC Lendrum/Stevenson. Mayor called for unanimous consent. There being no objections, motion passes.**

- **Reports from Standing Committees**

- A. Special Public Services and Safety Committee meeting of April 21, 2020:
 1. Consideration of Committee's recommendation regarding purchase of Fresh Gear RSS in the amount of \$19,845 using Capital Equipment Reserves with the expectation that the reserves will be reimbursed if Federal COVID-19 funds are received.
 - a) Council discussed the kind of gear that will be cleaned using this technique. Chief Olson shared that this technique is also used by the US Military. Council also discussed how we are applying for federal reimbursement for COVID-19 related expenses and the chances of receiving any funds.
 - b) **MSRC Bates/Lendrum; Voice roll call vote, 9-0. Motion passes.**
- B. Regular Public Services and Safety Committee meeting of April 14, 2020: (Minutes can be found on the City web site)
 1. Committee recommends Council direct staff to proceed with design and bidding for Option 3 (offset trail) on Lakeshore Avenue.
 - a) Council discussed the safety concerns that have been brought up; the options to replant or save current trees; the option for a walking trail off street in addition to a bike path on the road; the cost comparison of the 3 options; the importance of ambiance and the fact that this area is a community asset; the current condition of the street; and the potential for additional run off into the lake. Council also discussed the history of the green space, the fact that there are property owners on Lakeshore who do not want a trail on their property, how the survey results should be used; and potential future development at Kimberly Point.
 - b) **MSRC Bates/Kunz; Voice roll call vote, 7-2, Alderpersons Stevenson and Boyette voted no. Motion passes.**
 2. Committee recommends Council authorize the Neenah Police Department to continue to provide LWAM with an investigator with

an additional duty of being LWAM's K9 handler at no cost to the City of Neenah.

- a) Director Taylor from LWAM K9 shared his thanks with the Council and his hopes for the future.
- b) **MSRC Bates/Lang; Voice roll call vote, 9-0. Motion passes.**

- **Reports of special committees and liaisons and various special projects committees**

- 1. Board of Canvass meeting of April 13, 2020: (Minutes can be found on the City web site)
 - Council President Stevenson reported the results of the April 7, 2020 Spring Election.
- 2. Board of Public Works meeting of April 15, 2020: (Minutes can be found on the City web site)
 - Information Only Items:
 - a) The Board approved Change Order No. 1 for Contract 1-19, for Sewer and Water Main Construction and Street Construction to Carl Bowers & Sons Construction Co., Inc., Kaukauna, in the amount of \$40,539.07.
 - b) The Board to approved Change Order No. 2 for Contract 2-19, for Miscellaneous Sewer and Water Main Construction and Street Construction to Robert J. Immel Excavating, Inc. Greenville, in the amount of (\$36,445.67).
 - c) The Board approved Pay Estimate No. 1 for Contract 1-20, Sewer and Water Main and Street Construction to Kruczek Construction, Inc. in the amount of \$95,340.10.
 - d) The Board approved Pay Estimate No. 1 for Contract 2-20, Miscellaneous Sewer and Water Main Construction to Carl Bowers & Sons Construction Co., Inc., Kaukauna, in the amount of \$427,922.75.
 - e) The Board approved Pay Estimate No. 1 for Contract 5-20, Sewer and Water Main Construction to Robert J. Immel Excavating Inc., Greenville, in the amount of \$92,228.55.
 - Council Action Items:
 - a) The Board recommends Council award Contract 7-20, Re-Roof Apparatus Garage, Neenah-Menasha Fire Station #32, 125 E. Columbian Ave, Neenah WI to Oshkosh Industrial Roofing & Sheet Metal for the low bid of \$39,000.00 with an alternate bid of \$2,500 for a total of \$41,500.00.
 - (1) The Council discussed the history of the project; the difference in bid amounts, and if this project should have been seen by any of the joint NMFR committees—it was determined that it does not need to as it will be paid for out of City of Neenah budget.
 - (2) **MSRC Bates/Boyette; Voice roll call vote, 9-0. Motion passes.**

- b) The Board recommends Council approve the Final Payment for Contract 1-19, Miscellaneous Sewer and Water Main Construction to Carl Bowers & Sons Construction Co., Inc., Kaukauna, in the amount of \$73,832.52.
 - (1) No discussion.
 - (2) **MSRC Bates/Erickson; Voice roll call vote, 9-0. Motion passes.**
 - c) The Board recommends Council approve the Final Payment for Contract 2-19, Miscellaneous Sewer and Water Main Construction to Robert J. Immel Excavating, Inc., Greenville, in the amount of \$113,543.15.
 - (1) No discussion.
 - (2) **MSRC Bates/Stevenson; Voice roll call vote, 9-0. Motion passes.**
 - d) The Board recommends Council approve the Amendment to Development Agreement for the First Addition to Integrity Acres.
 - (1) No discussion.
 - (2) **MSRC Bates/Lang; Voice roll call vote, 9-0. Motion passes.**
3. Community Development Authority
- Report from the CDA - Dir. Haese stated staff has met with developers of site 6 and should be moving through CDA and to Council in the next month.
4. Library Board
- Report from the Library Board – Alderperson Erickson recognized Mary Whipple for her service after over 30 years of serving on the Library Board. Alderperson Erickson also stated the Library will be open for curbside pick-up starting on April 24th. The dropbox will also reopen for those wishing to return library items. Items will be placed in sealed bags and set aside for 72 hours before being processed by library staff.
5. Neenah Arts Council
- Report from Neenah Arts Council – Alderperson Erickson—No report.
- **Presentation of petitions**
None.
 - **Council Directives**
None.
 - **Unfinished business**
None.
 - **New Business**
 - 1. Discuss dates for Council picture—The Council discussed waiting to take a new photo until after the stay at home order has been lifted and the

possibility of using last year's photo. Deputy Clerk Cheslock shared that she has been in contact with the photographer and he is available either of the meetings in June. Deputy Clerk Cheslock will get that penciled in for the second meeting in June but we will revisit it at the second meeting in May.

2. Mayor Kaufert's announcement of his appointment to fill the expired term of Patrick Lewis on the Neenah-Menasha Joint Fire Commission, term expires May 2022. (To be announced at the May 6, 2020 Council meeting)
3. Mayor Kaufert's announcement of his appointment to fill the expired term of Kim Skorlinski on the Police Commission, term expires May 2024. (To be announced at the May 6, 2020 Council meeting)
4. Mayor Kaufert's announcement of his appointment to fill the unexpired term of Larry Stelow as second alternate, term expires June 2024. (To be announced at the May 6, 2020 Council meeting)
5. **Ratification Of Mayoral Proclamation No. 2020-03** Implementing Policy 2020-04 Pursuant to Emergency Authority as Provided by Wis. Stat. §323.14(4)(B) and The Declaration Of A Health Emergency In the City of Neenah By Mayoral Proclamation 2020-01
 - Director of Human Resources & Safety Kehl recapped the Family first COVID Response Act and its key provisions providing emergency paid sick leave for employees. She stated there have been recent changes to the act to allow municipalities to exempt some employees from this leave, specifically emergency responders. The City would like to add Public Works and Water employees to this exemption.
 - Council discussed which employees would be effected by this policy; the order in which employees must use benefits in this situation; what happens if Council does not approve this Proclamation at this time; and the option to send this through the Finance & Personnel Committee for further discussion.
 - **MSRC Bates/Erickson to refer Mayoral Proclamation No. 2020-03 to Finance and Personnel Committee. All voted aye.**
6. Any announcements/questions that may legally come before the Council
 - Mayor Kaufert shared announcements from the:
 - a) Parks & Recreation Department
 - Quarantine May 50K—Sign up with the Parks and Recreation Department. Run/Walk/Skip your way to 50K and earn a medal
 - Renew the Slough has been rebranded to Renew Neenah to help spread people around and create more opportunities to help pick up the City. Watch for details on our Facebook pages.
 - Touch-A Truck has been rescheduled for August 26th.
 - b) Public Works Department
 - The Drop off site is still open Monday through Friday and May 9th will start Saturday Drop off.
 - Yard waste collection is going on until May 18th. Collection occurs the day after your regular garbage

pick-up. If your pick up is Friday, your pick up will be Monday.

- There is compost available for pick-up
- c) City Hall
 - The Finance drive through window has been opened up for residents to submit payments for taxes and permits.
 - Alderperson Erickson asked about summer park and recreation programs. Director Kading stated they have to wait for word from the Governor's office on amounts of people allowed and how the Safer at Home Order will be rolled back before final decisions can be made.
- **Adjournment**
- I. **MSC Stevenson/Lendrum to adjourn at 11:01 p.m., all voting aye.**

Proceedings of the Common Council of the City of Neenah
Tuesday, April 21, 2020 – 7:00 pm

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in organizational session at 7:00 p.m., April 21, 2020.

Mayor Kaufert in the chair.

Present: Aldermen Lendrum, Steele, Boyette, Erickson, Bates, Kunz, Lang, Stevenson, and Spellman, City Attorney Godlewski and Deputy City Clerk Cheslock.

Also Present: Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, NMFR Deputy Chief Voss, Director of Parks & Recreation Kading, Deputy Director of Community Development & Assessment Schmidt, Police Chief Olson, Director of Human Resources & Safety Kehl, and Director of Information Systems Wenninger.

Mayor Kaufert called the meeting to order at 7:04 p.m.

ORGANIZATIONAL MEETING

Election of Council President:

- **MSC Bates/Lendrum to nominate Alderman Stevenson for Council President.**
- **MSC Bates/Lendrum to close nominations and cast a unanimous ballot to elect Alderman Stevenson as Council President for the ensuing term of one year, all voting aye.**

Mayor's appointments to the Standing Committees, one-year terms to expire April 2021.

- Finance & Personnel Committee – (4) Aldermen & the Council President—Alderpersons Erickson, Boyette, Kunz, Steele, and CC President Stevenson
- Public Services & Safety Committee – (4) Aldermen & the Council President—Alderpersons Bates, Lang, Lendrum, Spellman, & CC President Stevenson
- Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee - the Council President, a member of the Finance & Personnel Committee and an at large Alderperson—Council President Stevenson, Member of the Finance & Personnel Committee Kunz, and Alderperson Boyette
- **MSC Lendrum/Steele to confirm the Mayor's appointments, all voting aye.**

Mayor's Appointments to the Special Council Committees, one-year terms to expire April 2021

- Committee on Rules – (3) Aldermen—Alderpersons Kunz, Steele, & Spellman
- Legislative Review Committee—Mayor Kaufert, Council President Stevenson, and Chair of Finance & Personnel Committee Erickson
- **MSC Bates/Lendrum to confirm the Mayor's appointments, all voting aye.**

Mayor Kaufert recessed the meeting at 8:00 p.m. to permit organizational meetings of the Standing Committees.

Mayor Kaufert reconvened the Council at 8:07 p.m.

Organizational Reports of the Standing Committee:

- Alderman Stevenson reported that the Finance and Personnel Committee elected the Alderperson Erickson as chair and Alderperson Boyette as vice chair and will continue to meet at 6:30pm on Mondays the week before Council.
- Alderman Stevenson reported that the Public Services & Safety Committee elected Alderperson Bates as chair and Alderperson Lang as vice chair and will continue to meet at 6:30pm on Tuesdays the week before Council
- The Committee on Rules and Legislative Review Committees will elect officers and select meeting times at their first meeting.

Mayor's Appointment of:

- Dir. of Finance Easker to Fox Cities Room Tax Commission for a one-year term to expire April 2021.
- James B. Gunz to Fox Cities Room Tax Commission for a one-year term to expire April 2021.
- Chris A. Haese to the Fox Cities Tourism and Convention Bureau for a one-year term to expire April 2021
- Trish Nau to the Fox Cities Transit Commission for a one year term to expire April 2021
- Himself to the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire December 2021.
- Mike Faulks to the Joint Review Board for a one-year term to expire April 2021
- Alderperson Erickson to chair the Neenah Arts Council for a one-year term to expire April 2021
- Pat Rosenak, Laurie Asbury, Anne Marie Brunner-Abderholden, Maegan Johnson to the Neenah Arts Council for three-year terms to expire April 2023
- Alderpersons Stevenson & Bates as representatives of the Public Services & Safety Committee to the Liquor Licensing Review Subcommittee for a one-year term to expire in April 2021
- Alderpersons Lang & Bates as representatives of the Public Services & Safety Committee to the Board of Public Works for a one-year term to expire April 2021
- Carol Codner & Michael Koller to the Library Board for a three-year term commencing May 1, 2020 and ending April 30, 2023
- Alderperson Lendrum to the Community Development Authority (CDA) for a term coinciding with their Aldermanic term to expire in April
- Tom Martin & Grant Birch to the Community Development Authority (CDA) for a term to expire April 2023
- Gerry Andrews to the Plan Commission for a three-year term to expire April 2023—
- Betsy Ellenberger as Neenah Joint School District Appointee to the Plan Commission for a one-year term to expire April 2021
- Kate Hancock-Cook as Park and Recreation Board Appointee to the Plan Commission for a one-year term to expire April 2021
- Mayor, Fire Chief Kloehn, City Attorney Godlewski, Deputy City Clerk Cheslock, Director of Community Development & Assessment Haese, Director of Finance Easker, Director of Public Works Kaiser, Director of the Water Utility Mach, Police

Chief Olson, Director of Information Systems Wenninger, Director of Parks & Recreation Kading, Director of Library Services Raab, Director of Human Resources & Safety Kehl, Council representative (Previously held by Alderperson Lendrum), Winnebago County Health Representative Doug Gieryn, School Superintendent Pfeiffer and a Red Cross Representative to the Emergency Government Committee for a one-year term to expire April 2021.

- Alderperson Spellman as his representative on the Bergstrom Mahler Museum Board of Directors for a one-year term to expire April 2021
- **MSC Lendrum/Lang to confirm the Mayor's appointments, all voting aye.**

Council Appointment of:

- Alderperson Steele as Council representative to the Joint Review Board for a one-year term to expire April 2021
- Alderperson Boyette as Council representative to the Water Works Commission for a one-year term to expire April 2021
- Alderperson Lang as Council representative to the Plan Commission for a one-year term to expire April 2021
- Alderperson Lendrum as Council representative to the Loan Assistance Board for a one-year term to expire April 2021
- Alderperson Kunz as Council representative to Park & Recreation Commission for a one-year term to expire April 2021
- Alderperson Lang as Council representative to the Landmarks Commission for a one-year term to expire April 2021
- Alderperson Erickson as Council representative to the Library Board for a one-year term expires April 2021
- Alderperson Lang as Council representative to the BID Board for a one-year term to expire April 2021
- **MSC Stevenson/Bates to confirm the Mayor's appointments, all voting aye.**

Approval of Council Proceedings

MSC Lendrum/Erickson to approve the Council Proceedings of April 1, 2020, all voting aye.

Plan Commission Report Pertaining to the Public Hearings

- A. Alderperson Lang reported from the regular Plan Commission meeting of April 14, 2020:
1. Commission recommends Council approve Ordinance No. 2020-01 partially rezoning 1313 S Commercial Street and rezoning parcel number 02-0618-00-00 to M-1, Multi-Family Residence District.
 2. **MSRC Lang/Boyette to approve Ordinance No. 2020-01 partially rezoning 1313 S. Commercial Street and rezoning parcel number 02-0618-00-00 to M-1, Multi-Family Residence District. Roll call vote, 9-0. Motion passes.**

Consent Agenda

- A. Approve a temporary Class "B" (picnic) beer license to Future Neenah, Inc., for their Summer Kick Off: Bike to Boogie to be held at 200 W Wisconsin Avenue on June 10, 2020. (From February 25, 2020 PSSC Meeting) **(UC)**
- B. **MSRC Lendrum/Stevenson. Mayor called for unanimous consent. There being no objections, motion passes.**

Reports from Standing Committees

- A. Special Public Services and Safety Committee meeting of April 21, 2020:
 - 1. Consideration of Committee's recommendation regarding authorizing the Neenah Police Department to purchase the Fresh Gear RSS, out of Capital Equipment Reserves.
 - a) **MSRC Bates/Lendrum; Voice roll call vote, 9-0. Motion passes.**
- B. Regular Public Services and Safety Committee meeting of April 14, 2020: (Minutes can be found on the City web site)
 - 1. Committee recommends Council direct staff to proceed with design and bidding for Option 3 (offset trail) on Lakeshore Avenue.
 - a) **MSRC Bates/Kunz; Voice roll call vote, 9-0. Motion passes.**
 - 2. Committee recommends Council authorize the Neenah Police Department to continue to provide LWAM with an investigator with an additional duty of being LWAM's K9 handler at no cost to the City of Neenah.
 - a) **MSRC Bates/Lang; Voice roll call vote, 9-0. Motion passes.**

Reports of special committees and liaisons and various special projects committees

Board of Public Works meeting of April 15, 2020: (Minutes can be found on the City web site)

- A. The Board recommends Council award Contract 7-20, Re-Roof Apparatus Garage, Neenah-Menasha Fire Station #32, 125 E. Columbian Ave, Neenah WI to Oshkosh Industrial Roofing & Sheet Metal for the low bid of \$39,000.00 with an alternate bid of \$2,500 for a total of \$41,500.00.
 - 1. **MSRC Bates/Boyette; Voice roll call vote, 9-0. Motion passes.**
- B. The Board recommends Council approve the Final Payment for Contract 1-19, Miscellaneous Sewer and Water Main Construction to Carl Bowers & Sons Construction Co., Inc., Kaukauna, in the amount of \$73,832.52.
 - 1. **MSRC Bates/Erickson; Voice roll call vote, 9-0. Motion passes.**
- C. The Board recommends Council approve the Final Payment for Contract 2-19, Miscellaneous Sewer and Water Main Construction to Robert J. Immel Excavating, Inc., Greenville, in the amount of \$113,543.15.
 - 1. **MSRC Bates/Stevenson; Voice roll call vote, 9-0. Motion passes.**
- D. The Board recommends Council approve the Amendment to Development Agreement for the First Addition to Integrity Acres.
 - 1. **MSRC Bates/Lang; Voice roll call vote, 9-0. Motion passes.**

New Business

- A. **Ratification Of Mayoral Proclamation No. 2020-03** Implementing Policy 2020-04 Pursuant to Emergency Authority as Provided by Wis. Stat. §323.14(4)(B) and

The Declaration Of A Health Emergency In the City of Neenah By Mayoral Proclamation 2020-01

MSRC Bates/Erickson to refer Mayoral Proclamation No. 2020-03 to Finance and Personnel Committee. All voted aye.

E. Adjournment

- I. **MSC Stevenson/Lendrum to adjourn at 11:01 p.m., all voting aye.**

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday April 28, 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, Lang, Lendrum, and Stevenson

Excused: Alderperson Spellman

Also Present: Mayor Kaufert, Director of Public Works Kaiser, Director of Parks and Recreation Kading, Parks Superintendent Fink, Recreation Superintendent Kluge, Director of Community Development and Assessment Haese, Traffic Engineer Merten

Minutes: **Motion/Second/Carried Lendrum/Lang to approve of the minutes of the meeting of April 14, 2020 and April 21, 2020 Special Meeting and April 21, 2020 Organizational Meeting.** All voting aye.

Public Appearances: None

Parks & Recreation Work Truck PR#1 Replacement: Superintendent Fink reviewed the bids received for the replacement of Parks work truck PR#1. Staff recommends the low bid of Ewald Motors – Oconomowoc in the amount of \$23,850.50 for a Dodge Ram 1500. Superintendent Fink stated that this vendor has the State contract for this type of vehicle. Committee discussed circumstances that may result in a vendor choosing to not submit a bid. The budget for this purchase is \$30,000.

Motion/Second/Carried Lang/Stevenson to recommend Council approve the purchase of a 2020 Dodge Ram 1500 from Ewald Motors of Oconomowoc in the amount not to exceed \$23,850.50. All voting aye.

Parks & Recreation Vehicle PR#9 Replacement: Superintendent Fink reviewed the bids received for the replacement of PR#9. The current vehicle is a 1999 Chevrolet S10. After evaluating the use of the vehicle, staff is recommending the purchase of a Ford Transit Connect, a small cargo van. Superintendent Kluge stated that this type of vehicle fits his needs better than a small truck. Staff recommends the low bid of Bergstrom Ford – Neenah for a 2020 Ford Transit Connect in the amount of \$23,224.50. Committee discussed staff experience in disposing vehicles that have been replaced. The budget for this purchase is \$25,000.

Motion/Second/Carried Stevenson/Lang to recommend Council approve the purchase of a 2020 Ford Transit Connect from Bergstrom Ford of Neenah in the amount not to exceed \$23,224.50 with appropriate disposal of the 1999 Chevrolet S10. All voting aye.

Recreation Registration RecTrac 3.1 Software Upgrade: Superintendent Kluge noted that the RecTrac software has been used for programming since 2007. He stated that the

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upgrade is needed because the current operating system will no longer be supported as of January 2021. He stated that the department is very happy with the product. He reviewed the quoted costs for configuration, WebTrac registration software, training and Pass Management software. He discussed the Pass Management program. He stated that this program would use a rechargeable card or fob to provide entry to the pool, be used for concessions, and could potentially be used expanded for use in other park programs. Director Kading confirmed that additional equipment to use these passes is being budgeted for 2021. Committee discussed pass security.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve the purchase from Vermont Systems, Inc., the upgrade to WebTrac Registration Software and purchase the Pass Management software in the amount of \$11,830.** All voting aye.

Committee discussed the Renew Neenah program scheduled for May 9 and 10.

Special Event Permits:

HAKAS 2020: Committee reviewed the Special Event Permit for the HAKAS 2020 to be held on June 5 and 6, 2020. Traffic Engineer Merten noted that the organizers are considering August dates as a backup. He noted that many events are looking at backup dates due to the COVID-19 pandemic. Committee directed that formal approval be received for the events when revised dates are set.

Mayor Kaufert note that the HAKAS event could have been done through a temporary expansion of premises. Traffic Engineer Merten confirmed that this event wouldn't technically need a special event permit but did so at the request of staff. Committee discussed the area available for the event and the projected crowd. Mayor Kaufert expressed the expectation that there will be more requests for outdoor events. He stated that the Tavern League may ask municipalities to provide more leeway to allow these types of events.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Special Event Permit for the HAKAS 2020, sponsored by Barrel 41 Brewing Co., Matt Stubing, 1132 S. Commercial St, to be held on June 5 and 6, 2020.** All voting aye.

Very Neenah Christmas: Committee reviewed the Special Event Permit for the Very Neenah Christmas to be held on December 4, 2020. Traffic Engineer Merten reviewed traffic arrangements. He confirmed that there was no charge for the event.

Following discussion, **Motion/Second/Carried Stevenson/Lang to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Very Neenah Christmas, sponsored by Future Neenah, Inc., Meredith Rathe, 135 W. Wisconsin Avenue, to be held on December 4, 2020.** All voting aye

C.A.

C.A.

Family Fun Night: Mayor Kaufert informed the Committee that the event has been cancelled.

Future Neenah Farmers Market Out to Lunch Concerts and Evening Concerts: Committee reviewed the Special Event Permit for the Farmers Market Out of Lunch Concerts and Evening Concerts to be held on Saturdays from June 13 through October 17, 2020; Thursdays from June 11 through August 20, 2020; Wednesday's from June 17 through August 5, 2020. Mayor Kaufert informed the Committee that FNI is evaluating options for the Wednesday and Thursday events. He stated that the Farmers Market may need to close Wisconsin Avenue abutting Shattuck Park in order to provide additional space between the vendors. He stated that they are also considering the use of Arrowhead Park for the Farmers Market.

Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Special Event Permit for the Farmers Market Out to Lunch Concerts and Evening Concerts, sponsored by Future Neenah, Inc., Meredith Rathe, 135 W. Wisconsin Avenue, to be held on Saturdays from June 13 through October 17, 2020; Thursdays from June 11 through August 20, 2020; Wednesday's from June 17 through August 5, 2020. All voting aye

C.A.

Summer Kick Off Concert: Bike to Boogie: Committee reviewed the Special Event Permit for the Summer Kick Off Concert – Bike to Boogie. Committee noted that they prefer to have the liquor license request brought forward at the same time as the street use permit event permit. Mayor Kaufert noted that the sponsors prefer to have the special event permit processed earlier so that they can proceed with their planning. He also noted that the event has been moved from June to August.

Motion/Second/Carried Stevenson/Bates to table action on the Special Event Permit for the Summer Kick Off Concert – Bike to Boogie until the liquor license application is available. All voting aye.

C.A.

Major League Fishing Bass Pro Tour: Committee reviewed the Special Event Permit for the Major League Fishing Bass Pro Tour. Director Kading stated that the event would run similarly to the 2019 event with the exception that a stage at Shattuck Middle school will not be used. He noted that the contestant's boats will have a fisherman, videographer and a judge. They organizers are also going to spread out the boat launchings. He noted that Laudan Boulevard between Elm and Reed will again be used as the service area unless the Neenah Pool is not opened at that point. If that is the case, the Neenah Pool parking lot will be used as the service area. Committee discussed the economic impact of the event. Director Haese reviewed the impact that the event had on hotels and restaurants last year. He also discussed the involvement of the Fox Cities Convention & Visitors Bureau and FNI. Committee noted that both service area scenarios should be included in the Special event Permit application. Staff noted that in the "Location" section on the first page of the application, the "Public Street/Sidewalk/Trail" box should be checked and Laudan Boulevard (Elm – Reed) should be noted.

C.A.

Motion/Second/Carried Lang/Lendrum to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Special Event Permit, as amended to include Laudan Boulevard, for the Major League Fishing Bass Pro Tour, sponsored by Major League Fishing, Michael Mulone, 4500 South 129th East Avenue, Ste. 300, Tulsa, OK, to be held June 3 through June 10, 2020. All voting aye.

Licenses:

Beverage Operator License Application: The Committee reviewed the beverage operator license application for Adam Alexander.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council approve beverage operator license application for Adam Alexander.** All voting aye.

Beverage Operator License Application (New) - Denial: Committee reviewed the recommendation to deny a beverage operator license application for Christopher Jourdan for failure to complete the application. Chairman Bates informed the Committee that, per her discussion with Deputy Clerk Cheslock, the applicant had been contacted about the need to correct his application but had not responded.

C.A.

Following discussion, **Motion/Second/Carried Lendrum/Lang to recommend Council deny the beverage operator license application for Christopher Jourdan.** All voting aye.

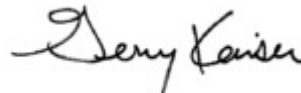
Public Works General Construction and Department Activity

- 1) Contract 7-19 (Breezewood Sanitary Sewer) – The sanitary sewer interceptor has been installed from Breezewood Lane to a point approximately 2,300 feet north. Rock blasting in Breezewood Lane is scheduled for the week of May 4 with the utility contractor continuing work the following week. Committee discussed the overall work schedule and the street restoration being done as part of the project. Committee directed staff to directly contact the fire chief for the Town of Neenah.
- 2) Contract 1-20 (Abby, Bond, Center, Clybourn) – Sanitary sewer, water main, and storm sewer work on Center Street is complete. Utility work has started on Bond Street. Sewer lateral replacement may be a challenge on these projects this summer because of the concerns of some residents about admitting contractors into their house during the COVID-19 issue.
- 3) Contract 2-20 (Utilities - Van, Monroe) – Sanitary sewer, water main, and storm sewer work are ongoing. Because of trench conditions, a change was made to a stiffer pipe material. A change order is being processed.
- 4) Contract 3-20 (Street - Van, Monroe, Gillingham) – An award recommendation is being taken to the Board of Public Works for the base bid.
- 5) Contract 4-20 (Green Bay, Tullar) – Bids were opened on April 8. An award recommendation is on hold pending notification of the status of the request for discretionary funding for the project.

- 6) Contract 5-20 (Utilities - Lakeshore) – Sanitary sewer main installation is complete. Water main installation is ongoing. Several storm water outfalls have also been placed.
- 7) Contract 6-20 (Street - Lakeshore) – Design work is in process. Committee discussed tree impacts based on a recent walk-through with an arborist consultant and forestry staff. Mayor Kaufert informed the Committee that a number of emerald ash borer-infested ash trees are located along the project. Director Kaiser noted that these are outside of the areas of street or trail construction.
- 8) Contract 7-20 (Fire 32 Apparatus Bay Roof) – The contractor schedule has not been set.
- 9) Contract 8-20 (Epoxy Pavement Marking) – A single bid was received for this contract. An award recommendation is being taken to the Board of Public Works.
- 10) Contract 9-20 (Millview Drive Utility Relocations) – Storm sewer and sanitary sewer relocation plans are being prepared. Work is being done in preparation for development on Site 6.
- 11) Courtney Court – Work is complete for the winter. The topcoat of asphalt will be placed later this year.
- 12) Drop-off Site – Saturday hours start on May 2. Staff plans to have a discussion of the drop-off site at an upcoming meeting to update the Committee on the status of the new operations.
- 13) Jewelers Park Trail – Staff held a project walk-through with the consultant. The consultant surveyed the project area and prepared a preliminary concept plan. Staff met with representatives from Jewelers Mutual to discuss the routing options along their property. Committee discussed routing options. Committee noted that discussions should take place to clarify cost-share arrangements. Director Kaiser stated that he would provide the Committee with an overview of the routing options.
- 14) Annual Recycling Report – Staff is preparing the responsible unit annual report, which is due to WDNR on April 30. The report outlines program expenses to justify the annual grant award.

Adjournment: Motion/Second/Carried Lang/Stevenson to adjourn at 8:20 p.m. All voting aye.

Respectfully submitted,



Gerry Kaiser, PE
Director of Public Works

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

Monday, April 27, 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 Boyette, Kunz, Steele and Stevenson; City Attorney Godlewski; Mayor Kaufert; Director of Finance Easker.

Others Present: Fire/Rescue Deputy Chief Voss, Director of Community Development and Assessment Haese, Deputy Director of Community Development and Assessment Schmidt, Deputy City Attorney Westbrook, Director of Human Resources and Safety Kehl.

Absent/Excused: None.

Public Appearances: None.

Minutes: Motion/Second/Carried Stevenson/Boyette to approve the minutes from the March 9, 2020 Regular Meeting, the March 18, 2020 Special Meeting and the April 21, 2020 Special Meeting. All voting aye.

Fire Station 31 Feasibility Study/Space Needs Analysis and Concept Design: Committee reviewed memo of Deputy Chief Voss requesting Council approve Five Bugles for the Station 31 feasibility study/space needs analysis and concept design for a cost not to exceed \$16,750. \$15,000 will be used from the 2020 Facilities CIP and the remaining \$1,750 to be taken from the Capital Facilities Reserve Fund. The department included the study in the 2020 budget as a means to determine the ongoing efficiency and viability of Station 31. NMFR received two proposals for the two preferred companies based upon their research. The base quotes were ADCI - \$13,800 and Five Bugles - \$16,750. Deputy Chief Voss indicated that, although the price is higher, Five Bugles is the preferred company for this type of project.

Committee and staff discussed various aspects of the proposed study contract. Items discussed included the provision that the cost of either study proposal would be credited to any further design services, the \$750 cap on the Five Bugles proposal for additional costs, discussion on the current site still being a preferred Fire Station location, a desire to see a deeper analysis of the overall financial impact of retaining the building vs selling the site for development and building a new station nearby, and a listing from Deputy Chief Voss on specific repairs and projects he envisions as needed should the current building continue as Station 31.

Motion/Second/Carried Kunz/Steele recommending Council approve Five Bugles for the Station 31 feasibility study/space needs analysis and concept design for a cost not to exceed \$16,750. \$15,000 will be used from the 2020 Facilities CIP and the remaining \$1,750 to be taken from the Capital Facilities Reserve Fund. All voting aye.

Annexation #216 (1480 Breezewood Lane – T. of Neenah)
Annexation #217 (1490) Breezewood Lane – T. of Neenah)
Annexation #218 (1510 Breezewood Lane – T. of Neenah):

Committee reviewed memos of Deputy Director Schmidt recommending Ordinance No. 2020-03, Ordinance No. 2020-04 and Ordinance No. 2020-05 be approved and the petitions for annexations in the Town of Neenah be accepted. The annexations now are taking place as part of a Service and Annexation Agreement signed by the property owners in 2003 which allowed the property to connect to City sanitary sewer in exchange for signing an agreement which required annexation to the City after 15 years. Committee and staff discussed various aspects of the proposed annexations.

Motion/Second/Carried Stevenson/Boyette recommending Council approve Ordinance No. 2020-03, Ordinance No. 2020-04 and Ordinance No. 2020-05 and the petitions for annexations in the Town of Neenah be accepted. All voting aye.

Annexation #219 (Shootingstar Drive): Committee reviewed memo of Deputy Director Schmidt recommending Ordinance No. 2020-06 be approved and the petition for annexation of 1.35 acres be accepted. The purpose of the annexation is to extend Shootingstar Drive west to Armstrong Street to provide an alternative ingress/egress point for the Eaglecrest Subdivision. Discussion by committee and staff centered around the ongoing discussions with the Town of Neenah regarding this annexation, most specifically related to the concerns expressed by the residents of Armstrong Street. Committee agreed that, pending approval of this motion, Director Haese will request that Council hold off on any action until after the talks with the Town of Neenah are complete.

Motion/Second/Carried Stevenson/Steele recommending Council approve Ordinance No. 2020-06 be approved and the petition for annexation of 1.35 acres be accepted. All voting aye.

Report by City Attorney and Discussion by Committee re: Outside Council – Tax Appeals: City Attorney Godlewski provided an update to the Committee regarding the status and activity by outside council related to recent tax appeals by CVS and Wal-Mart.

Designation of Official City Newspaper: Committee reviewed memo from Director Easker recommending acceptance of the *Post-Crescent* quotation and designate it the City's official newspaper for June 2020 to June 2021. The *Post-Crescent* quotation was the only quote received and includes a slight increase (1.45%) in price from last year. Committee and staff discussed various aspects of the newspaper designation.

Motion/Second/Carried Kunz/Steele to recommend Council accept the Post-Crescent quotation and designate it the City's official newspaper for June 2020 to June 2021. Motion carried 4-1, with Alderman Boyette voting nay.

Policy 2020-04: Policy for Paid Sick Leave for Non-Represented Employees Exempt from the FFCRA: Committee reviewed memo from Director Kehl recommending Council ratify Policy 2020-04 approved by Mayoral Proclamation 2020-03. The issue was referred

ORDINANCES

ORDINANCE

REPORT

REPORT

to the committee at the April 21 Common Council meeting. The policy outlines the City's protocol for non-represented employees that are exempt from the federal law to receive up to 80 hours of paid sick leave if the employee is unable to work or telework due to reasons related to COVID-19. This specific action would include specific city workers including non-represented front line Public Works and Water Utility personnel and Police Department and Fire/Rescue professional staff who were not included in the City's previously adopted policy. City and staff discussed various aspects of the proposed policy. Issues discussed included why these employees were not included in the previously adopted policy and which employers are required to follow these federal guidelines.

Motion/Second/Carried Kunz/Boyette recommending Council ratify Policy 2020-04 approved by Mayoral Proclamation 2020-03. All voting aye.

Request to Fill Vacant City Clerk Position: Committee reviewed memo from City Attorney Godlewski recommending authorization to fill position vacancies in the City Clerk's office. Mayor Kaufert has reviewed the request and concurs with filling the vacant position. Committee and staff discussed various aspects of the proposed filling of the vacant position.

Motion/Second/Carried Stevenson/Boyette recommends authorization to fill position vacancies in the City Clerk's office to include filling any vacancy created by the internal promotion of existing staff within the City Clerk's office. All voting aye.

COVID-19 Status Update Discussion: A preliminary financial status and planning report related to the effects of COVID-19 on City operations was provided by Mayor Kaufert and Directors Easker and Kehl.

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

The Committee convened into closed session pursuant to Wis.Stat. Sec. 19.85(1)(f) to discuss the employment history of an employee in the Dept. of Legal and Administrative Services.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance



AN ORDINANCE: By the Neenah Plan Commission
Re: Annexing – 0.87 Acres of land - 1480
Breezewood Lane – to the City of Neenah.

ORDINANCE NO. 2020-03

Introduced: April 28, 2020

Committee/Commission Action:

RECOMMENDED FOR PASSAGE

AN ORDINANCE

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

Section 1. Pursuant to Section 66.0217(2), Wis. Stats., the following described territory contiguous to the City of Neenah and presently in the Town of Neenah, be and the same hereby is, annexed to the City of Neenah, and the corporate limits of said City are hereby extended so as to include the following described property and shown on the attached Exhibit 1:

Part of the Northwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 5, Town 19 North, Range 17 East, Town of Neenah, Winnebago County, State of Wisconsin, being bounded and described as follows:

Lot (10) in ASSESSOR'S PLAT NO. 2, Town of Neenah, Winnebago County, Wisconsin, (commonly known as 1480 Breezewood Lane, Neenah, WI) excluding that part of Lot 10 of Assessor's Plat No. 2 which was conveyed to the City of Neenah via Quit Claim Deed #1304241.

That said territory shall be zoned R-1, Single-Family Residence District.

Section 2. The petition for annexation is conducted under unanimous approval (Wisconsin State Statute Sec. 66.0217(2)). The Wisconsin Department of Administration issued this annexation petition Municipal Boundary Review number 14298. The annexation area is 0.85 acres in size and is wholly located in the Town of Neenah, Winnebago County. The parcel number of the land being annexed is 0101559 and the population of all people living on the transferred land is 2.

Section 3. That the limits of the Third Aldermanic District in the City of Neenah are hereby extended in such manner as to include said territory.

Section 4. 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 5. 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.

Adopted: _____

Published: _____

Approved:

Dean R. Kaufert, Mayor

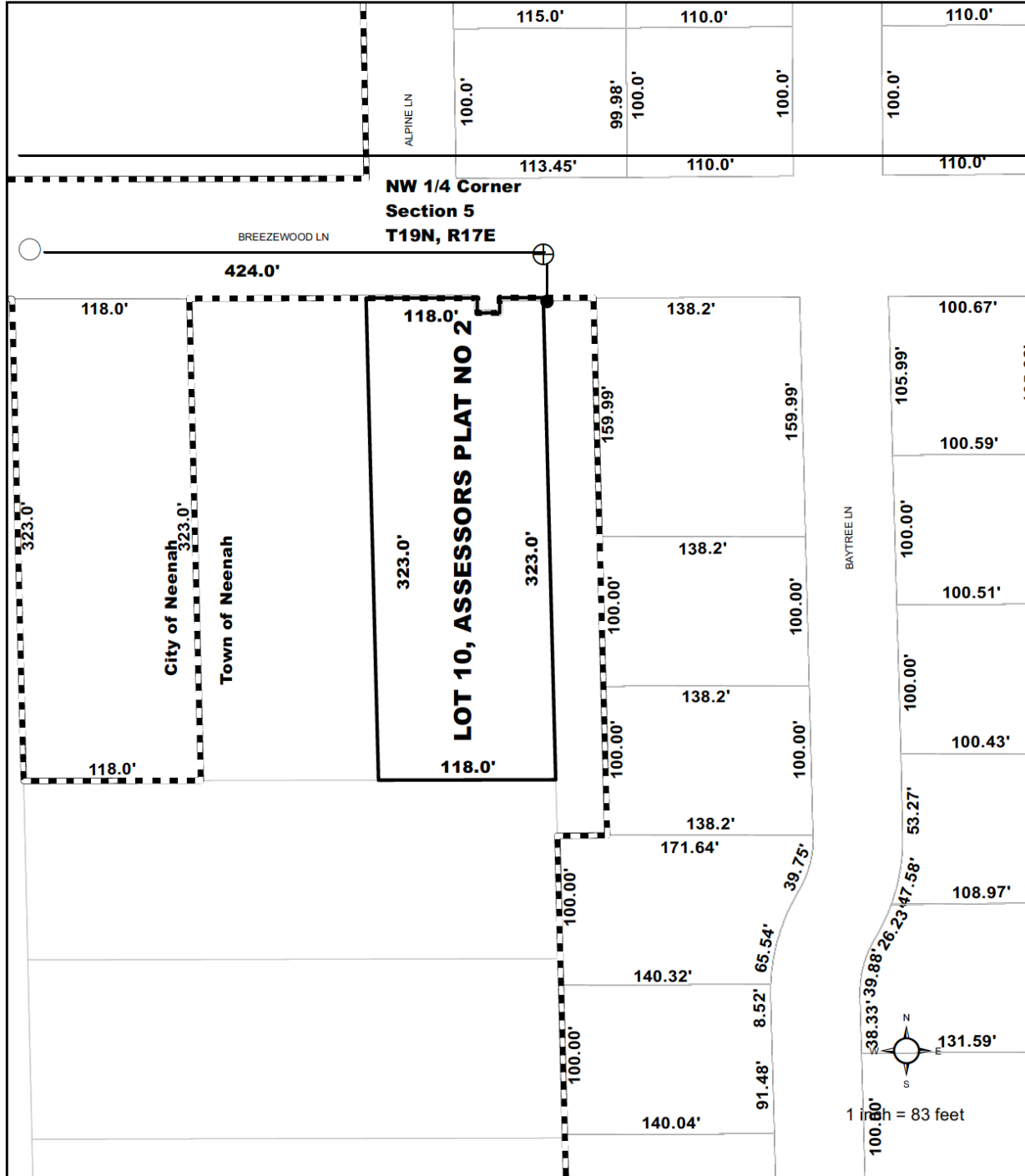
Attest:

Stephanie Cheslock, Deputy City Clerk

EXHIBIT A

MAP OF PROPOSED ANNEXATION

MAP OF THE NW 1/4 OF THE NW 1/4 OF SECTION 5, T19N, R17E, WINNEBAGO COUNTY, WISCONSIN





AN ORDINANCE: By the Neenah Plan Commission
Re: Annexing – 0.87 Acres of land - 1490
Breezewood Lane – to the City of Neenah.

ORDINANCE NO. 2020-04

Introduced: April 28, 2020

Committee/Commission Action:

RECOMMENDED FOR PASSAGE

AN ORDINANCE

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

Section 1. Pursuant to Section 66.0217(2), Wis. Stats., the following described territory contiguous to the City of Neenah and presently in the Town of Neenah, be and the same hereby is, annexed to the City of Neenah, and the corporate limits of said City are hereby extended so as to include the following described property and shown on the attached Exhibit 1:

Part of the Northwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 5, Town 19 North, Range 17 East, Town of Neenah, Winnebago County, State of Wisconsin, being bounded and described as follows:

Lot (9) in ASSESSOR'S PLAT NO. 2, Town of Neenah, Winnebago County, Wisconsin, (commonly known as 1490 Breezewood Lane, Neenah, WI) excluding that part of Lot 9 of Assessor's Plat No. 2 which was conveyed to the City of Neenah via Quit Claim Deed #1304240.

That said territory shall be zoned R-1, Single-Family Residence District.

Section 2. The petition for annexation is conducted under unanimous approval (Wisconsin State Statute Sec. 66.0217(2)). The Wisconsin Department of Administration issued this annexation petition Municipal Boundary Review number 14297. The annexation area is 0.87 acres in size and is wholly located in the Town of Neenah, Winnebago County. The parcel number of the land being annexed is 0101558 and the population of all people living on the transferred land is 2.

Section 3. That the limits of the Third Aldermanic District in the City of Neenah are hereby extended in such manner as to include said territory.

Section 4. 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 5. 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.

Adopted: _____

Published: _____

Approved:

Dean R. Kaufert, Mayor

Attest:

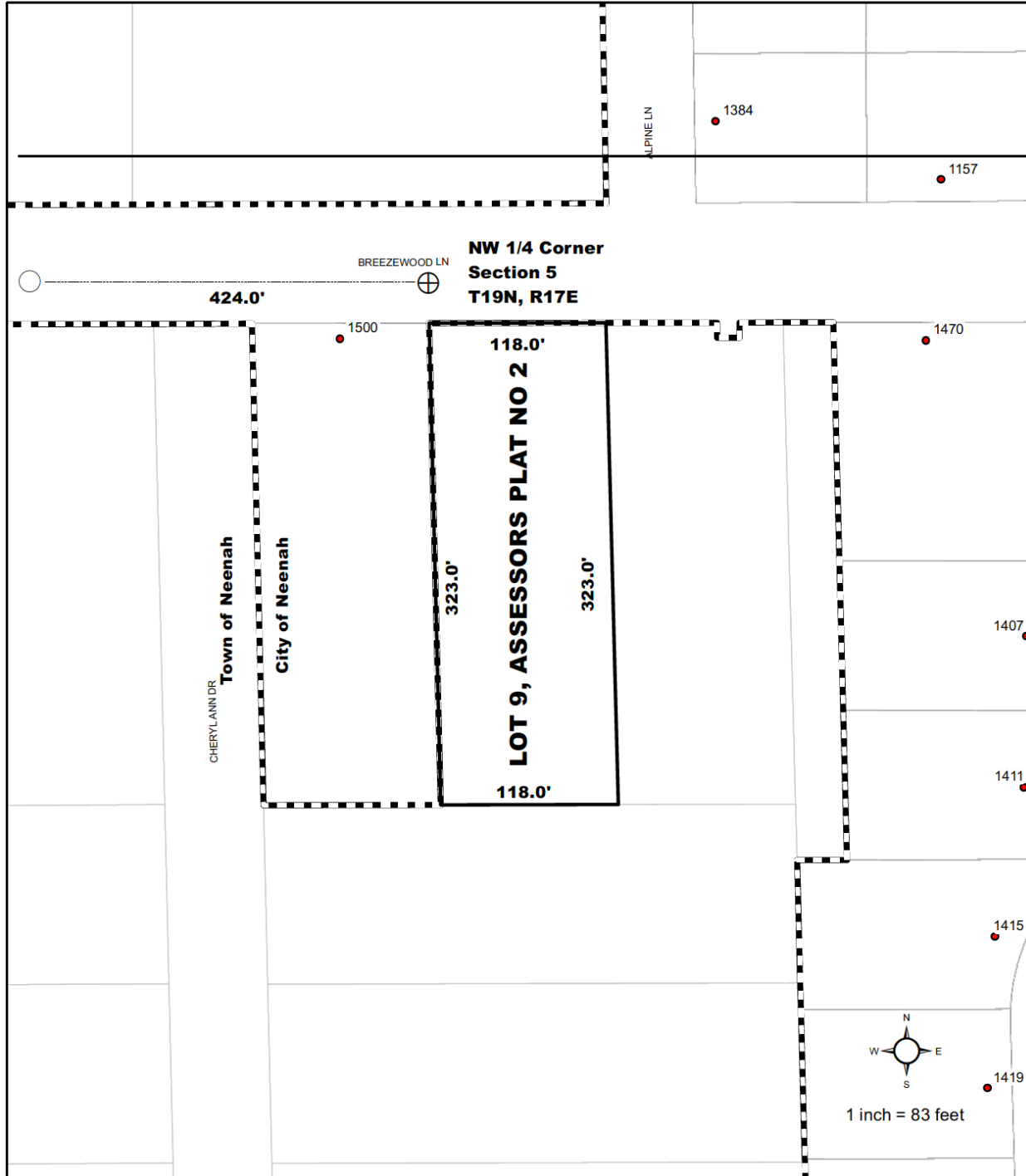
Stephanie Cheslock, Deputy City Clerk

Exhibit 1

EXHIBIT A

MAP OF PROPOSED ANNEXATION

MAP OF THE NW 1/4 OF THE NW 1/4 OF SECTION 5, T19N, R17E, WINNEBAGO COUNTY, WISCONSIN





AN ORDINANCE: By the Neenah Plan Commission
Re: Annexing – 0.89 Acres of land - 1510
Breezewood Lane – to the City of Neenah.

ORDINANCE NO. 2020-05

Introduced: April 28, 2020

Committee/Commission Action:

RECOMMENDED FOR PASSAGE

AN ORDINANCE

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

Section 1. Pursuant to Section 66.0217(2), Wis. Stats., the following described territory contiguous to the City of Neenah and presently in the Town of Neenah, be and the same hereby is, annexed to the City of Neenah, and the corporate limits of said City are hereby extended so as to include the following described property and shown on the attached Exhibit 1:

Part of the Northwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 5, Town 19 North, Range 17 East, Town of Neenah, Winnebago County, State of Wisconsin, being bounded and described as follows:

Lot (7) in ASSESSOR'S PLAT NO. 2, Town of Neenah, Winnebago County, Wisconsin, (commonly known as 1510 Breezewood Lane, Neenah, WI) excluding that part of Lot 7 of Assessor's Plat No. 2 which was conveyed to the City of Neenah via Quit Claim Deed #1304238.

That said territory shall be zoned R-1, Single-Family Residence District.

Section 2. The petition for annexation is conducted under unanimous approval (Wisconsin State Statute Sec. 66.0217(2)). The Wisconsin Department of Administration issued this annexation petition Municipal Boundary Review number 14296. The annexation area is 0.89 acres in size and is wholly located in the Town of Neenah, Winnebago County. The parcel number of the land being annexed is 0101556 and the population of all people living on the transferred land is 2.

Section 3. That the limits of the Third Aldermanic District in the City of Neenah are hereby extended in such manner as to include said territory.

Section 4. 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 5. 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.

Adopted: _____

Published: _____

Approved:

Dean R. Kaufert, Mayor

Attest:

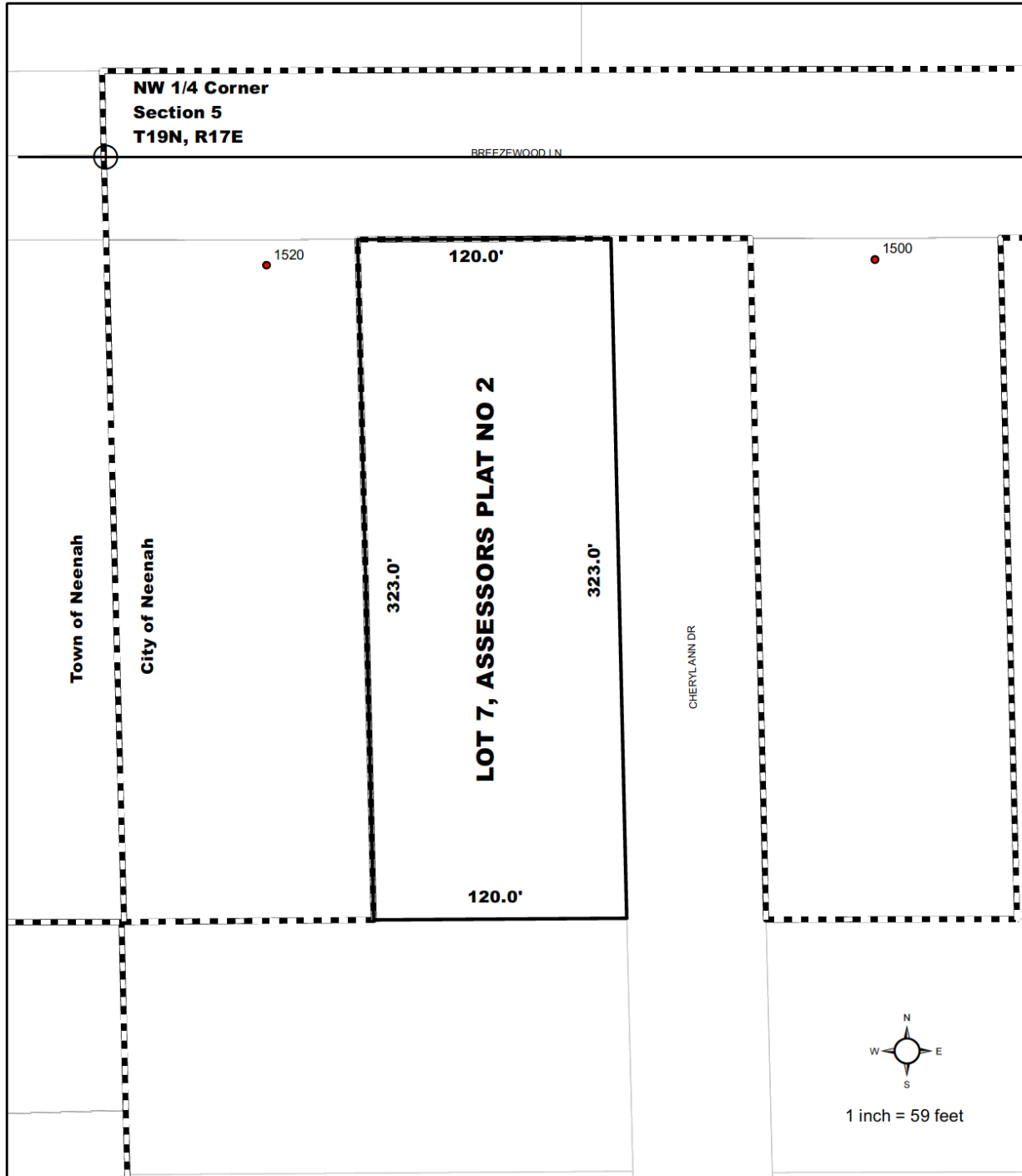
Stephanie Cheslock, Deputy City Clerk

Exhibit 1

EXHIBIT A

MAP OF PROPOSED ANNEXATION

MAP OF THE NW 1/4 OF THE NW 1/4 OF SECTION 5, T19N, R17E, WINNEBAGO COUNTY, WISCONSIN





211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Annexing – City of Neenah owned property
along Armstrong Street including the adjoining
Armstrong Street public right-of-way to the City
of Neenah.

ORDINANCE NO. 2020-06

Introduced: April 28, 2020

Committee/Commission Action:

RECOMMENDED FOR PASSAGE

AN ORDINANCE

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

Section 1. Pursuant to Section 66.0223, Wis. Stats., the following described territory contiguous to the City of Neenah and presently in the Town of Neenah, be and the same hereby is, annexed to the City of Neenah, and the corporate limits of said City are hereby extended so as to include the following described property and shown on the attached Exhibit A:

THAT PART OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SECTION 6, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY WISCONSIN DESCRIBED AS FOLLOWS:

LOT 5 OF THE ARMSTRONGS ORIGINAL PLAT, TOWN OF NEENAH, WINNEBAGO COUNTY, STATE OF WISCONSIN, INCLUDING ALL OF THE ARMSTRONG STREET PUBLIC RIGHT-OF-WAY, EXTENDING 66 FEET WEST FROM THE SOUTHWEST CORNER OF SAID LOT 5 THENCE NORTH APPROXIMATELY 705.10 FEET TO THE SOUTHERN RIGHT-OF-WAY LINE OF BREEZEWOOD LANE.

Section 2. A portion of this land is Right-of-Way and therefore a zoning designation is not applicable. Lot 5 of said annexation is proposed to be zoned R-1, Single-Family Residence District upon annexation.

Section 3. That the limits of the Third Aldermanic District in the City of Neenah are hereby extended in such manner as to include said territory.

Section 4. 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 5. 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:

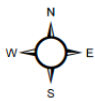
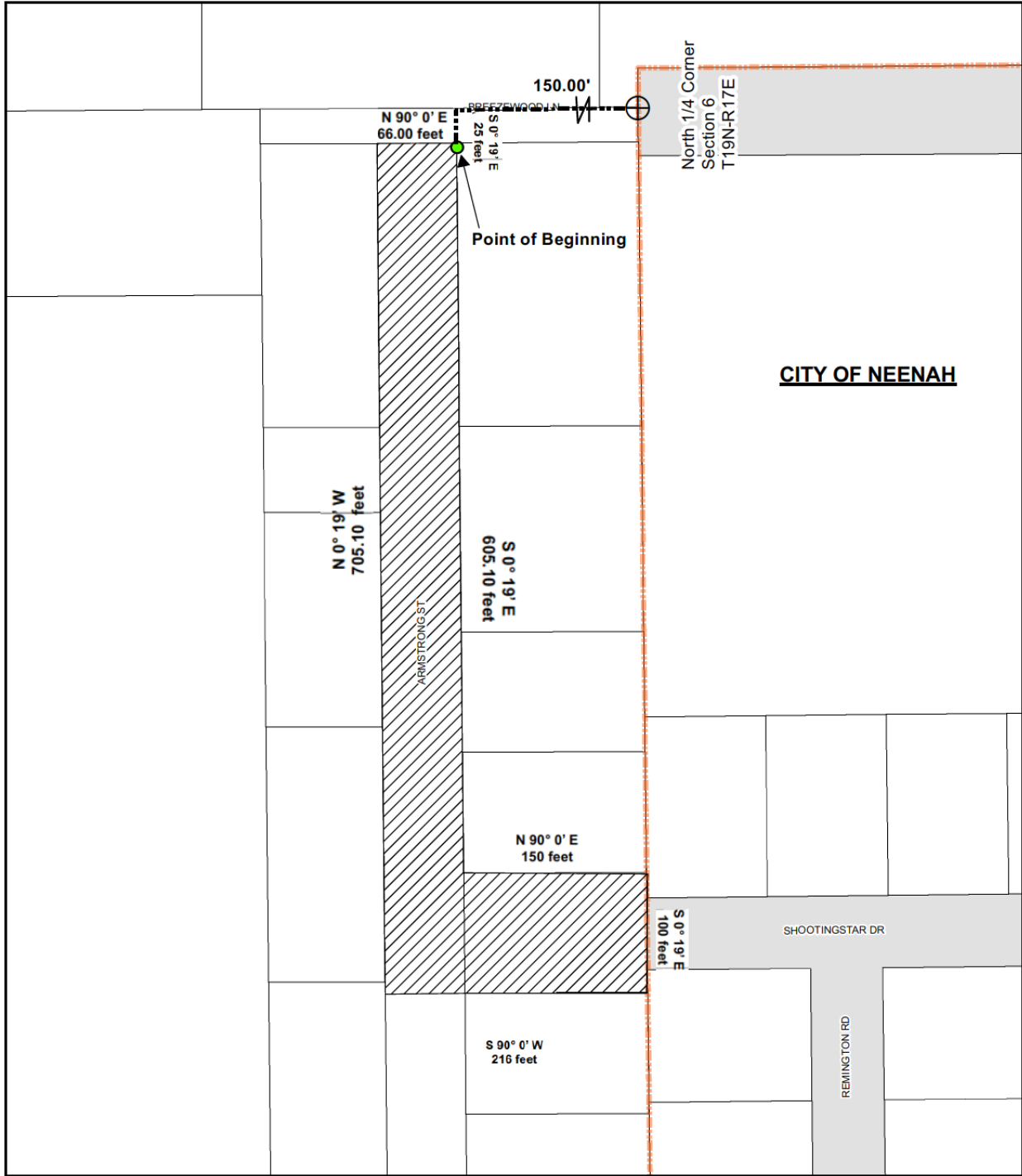
Adopted: _____

Dean R. Kaufert, Mayor

Published: _____

Attest:

Stephanie Cheslock, Deputy City Clerk



Annexation Request Petitioner: City of Neenah

1 inch = 104 feet

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, April 28, 2020
4:15 p.m.

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	PRESENT		

Also present:

Brad Schmidt, Deputy Director of Community Development	David Streu – Eggers Industries – 164 N Lake Street	Abby Maslanka – Martenson and Eiesle Engineering
Sam Winterfeldt – Keller Inc.	Council President Todd Stevenson	

Minutes: MSC Hancock-Cooke/Andrews to approve the April 14, 2020 meeting minutes. All Aye. Motion passed.

Public Appearances: Mayor Kaufert opened for Public Appearances.

Sam Winterfeldt of Keller Inc. indicated that he is available to answer any questions the Commission may have regarding Eggers' site plan.

Public Hearings: None.

Action Items:

1. Site Plan Review – 164 N Lake Street – Building Addition

Deputy Director Schmidt provided an overview of the request. The property is zoned I-2, General Industrial District. The plan is to construct a new 45,000 square-foot addition on the north end of the existing building. This addition will house warehouse space, trucking docks, and manufacturing space. In addition, a portion of the existing building along the northeast portion of the site will be demolished. Finally, the storm water pond on the southwest portion of the site will be redesigned as a wet pond meaning that the pond will hold water in it. The pond is designed to accommodate the storm water needs of this addition and two future additions.

Commissioner Andrews asked about the fire access on the site.

Deputy Director Schmidt said the fire access is existing and will be asphalt. The Fire Department reviewed the site plan and fire access.

Commissioner Hancock-Cooke asked where the traffic would come from, noting the traffic challenges on Lake Street already. Deputy Director Schmidt indicated that employees will enter the site from Main Street and John Street. Trucks will enter the site from John Street and Lake Street. The flow will be improved based on the proposed plan.

Mayor Kaufert had several questions regarding the proposed wet pond. First, how deep will the new pond be? Abby Maslanka said the pond will hold 5 feet of water on a regular basis but can hold more based on certain rain events. Next, Mayor Kaufert asked if the new pond will have a higher prevalence of mosquitos. Abby Maslanka and Director Kaiser both indicated that they don't believe the pond will attract anymore mosquitos in the pond than what may be there already.

Mayor Kaufert asked how many jobs will be created based on this addition. David Streu indicated that Eggers plans to maintain their workforce with this plan, but indicated that this addition and future additions will increase the facilities capacity by 30% which may result in future job increases.

Commissioner Andrews asked how often the pond needs to be dredged. Abby Maslanka indicated that it really depends, but typically every 15-20 years.

MSC Andrews/Lang, Plan Commission recommends approval of the site plan for a building addition and storm water management improvements for property located at 164 N Lake Street subject to the conditions of the site plan review letter. All Aye. Motion passed.

2. Annexation - #216 – 1480 Breezewood Lane (Town of Neenah)

Deputy Director Schmidt provided an overview of annexation numbers 216, 217, and 218. All three properties are located along Breezewood Lane, one west and two east of Cheryl Ann Drive. All three properties include a single-family residence and all three signed Service and Annexation Agreements in 2003. The Agreements allowed the property owners to connect to City sanitary sewer in exchange for future annexation. In all three cases, the Agreements required annexation after a 15 year period. Upon annexation all three properties will be zoned R-1, Single-Family Residential District.

Commissioner Genett asked if the other properties along Breezewood Lane had similar agreements. Deputy Director Schmidt said that at least two of the properties along Breezewood Lane signed similar agreements but were annexed earlier because the properties sold to a third party which triggered the annexation per the agreements.

Plan Commission Minutes

April 28, 2020

Page 2

Council President Stevenson asked if there are any more properties that have signed similar agreements, but haven't annexed yet. Deputy Director Schmidt indicated that he doesn't believe that any more agreements exist.

Ord. 2020-03

MSC Genett /Kaiser, Plan Commission recommends Common Council approve Annexation #216 (Ordinance #2020-03) and the property also receive an R-1, Single-Family Residence District zoning classification. All Aye. Motion passed.

Ord. 2020-04

3. Annexation - #217 – 1490 Breezewood Lane (Town of Neenah)

MSC Genett /Kaiser, Plan Commission recommends Common Council approve Annexation #217 (Ordinance #2020-04) and the property also receive an R-1, Single-Family Residence District zoning classification. All Aye. Motion passed.

Ord. 2020-05

4. Annexation - #218 – 1510 Breezewood Lane (Town of Neenah)

MSC Genett /Kaiser, Plan Commission recommends Common Council approve Annexation #218 (Ordinance #2020-05) and the property also receive an R-1, Single-Family Residence District zoning classification. All Aye. Motion passed.

Ord. 2020-06

5. Annexation - #219 – Armstrong Street (Town of Neenah)

Deputy Director Schmidt provided an overview of the annexation of a City-owned parcel in the Town of Neenah along Armstrong Street. The City intends to extend Shootingstar Drive west to Armstrong Street. The Town of Neenah has contested this annexation and the City and Town are currently working through their concerns.

MSC Kaiser/Andrews, Plan Commission recommends Common Council approve Annexation #219 (Ordinance #2020-06) and the property also receive an R-1, Single-Family Residence District zoning classification. All Aye. Motion passed.

Discussion Items: None.

Announcements and Future Agenda Items:

Next Plan Commission meeting is scheduled for May 12, 2020.

Adjournment: The Commission adjourned its meeting at 4:45 P.M. MSC Ellenberger/Lang. All Aye.

Respectfully Submitted,



Brad Schmidt
Deputy Director, Community Development

**Minutes of the Board of Public Works Meeting
Wednesday, April 29, 2020, 11:00AM
Virtual Meeting**

<https://global.gotomeeting.com/join/745832829>

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: Deputy City Clerk Cheslock & Traffic Engineer Merten

Mayor Kaufert called the meeting to order at 11:07 p.m.

MINUTES: MSC Haese/Kaiser to approve the minutes from the April 15, 2020 meeting, all voting aye.

APPEARANCES: None.

Bernice Meyer—116 Armstrong Street—takes issue with the proposed annexation of Armstrong Street and the use of lot 5 as an extension of Shooting Star Drive. Armstrong Street is a private road and is maintained by property owners. The street does not receive any general transportation aides and is not on the DOT's list for maintenance. According to the original plat for the area no lot shall be used except for residential purposes and putting a road extension through lot 5 is not a residential use.

Sarah Kosmicki—4 Armstrong Street—takes issue with the proposed annexation of Armstrong Street with three main reasons; 1) Armstrong Street is a private road that is maintained by property owners on that street. It does not appear on any WI DOT mapping; 2) Lot 5 has restrictive covenants that only allow for residential use on any of the lots. These covenants are mean to maintain property values and extending Shooting Star Drive through lot 5 would be a nuisance and violate the restrictive covenants; and 3) the boundary agreement between the City and Town does not list Armostrong Street as a growth area for the City of Neenah. Armstrong Street is in the City Services area, so if a property owner were to request City services that property could then be annexed; however, that is not what is happening here.

There being no further appearances. Mayor Kaufert closed the public appearances.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Public Works:

1. **Award Contract 8-20:** Dir Kaiser explained that there are only two companies in the state that do this type of work. One of the two companies had a scheduling conflict so the only received one bid for this project. Dir. Kaiser recommends approval of the bid from Century Fence Company in the amount of \$56,675.75 While the bid is higher than the budgeted amount for the project it will be possible to made adjustments in the traffic operating budget to not impact the bottom line.

The Board discussed the pros and cons of rejecting a single bid and rebidding the project, moving this type of road marking project to the Capital Improvement budget in future years,

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the longevity of this kind of marking, and the possibility of purchasing or renting the equipment needed for these projects and completing the work internally.

MSC Kaiser/Haese to recommend to Council Award Contract 8-20, Epoxy Pavement Marking to Century Fence Compnay for the bid in the amount of \$56,675.75 with the budget overage to be covered by offsets in the Traffic Operating Budget, all voting aye.

2. Award Contract 3-20: Dir. Kaiser explained there were four bids received on this project. He recommended approval of the low bid from Sommers Construction Company in the amount of \$ 736,205.00 **MS Kaiser/Godlewski to recommend to Council award Contract 3-20, Street Construction on Van Street, Monroe Street, and Gillingham Road, as presented to Sommers Construction Company for the low bid in the amount of \$736,205.00.**

The Board discussed the Shooting Star Drive extension and Armstrong Street construction portions of the project as alternative bids to the project; the possibility of adding these projects onto the contract via change order at a later date, the Council's ability to approve that change order, and the fact that they do not want to delay the whole project because of these two smaller projects.

MSC Godlewski/Easker to amend the motion to include Alternative No. 1 for the construction of Shooting Star Drive for the low bid of \$31,980 or in the event that the City and Town of Neenah resolve their dispute relating to the extension of Shooting Star and Armstrong, Alternative No. 2 for the construction of Shooting Star Drive and Armstrong Lane for the low bid of \$72,630. Amendment carried unanimously.

Motion, as amended, carried unanimously.

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ADJOURNMENT

MSC Godlewski/Kaiser to adjourn at 11:50 am, all voting aye.

Respectfully Submitted,



Stephanie Cheslock,
Deputy City Clerk

STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981

Date: May 6, 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