



City of Neenah
COMMON COUNCIL AGENDA (1)
Tuesday, April 18, 2017- 7:00 p.m.
Neenah City Hall
Council Chambers

I. Roll Call and Pledge of Allegiance.

SWEARING IN CEREMONY

- Aldermanic District One – Cari Lendrum
- Aldermanic District Two – Tami Erickson
- Aldermanic District Three – Jane Lang

ORGANIZATIONAL MEETING

- **Motion that Rules of Order of the previous Council be adopted as rules to govern this Council until modified by proper action of the Council.**
- Election of Officers:
 - **President of the Council.**
- Mayor's appointments to the Standing Committees, one-year terms expire April 2018.
 - Finance & Personnel – Aldermen Pollnow, Erickson, Boyette, Kunz and Council President Stevenson.
 - Public Services & Safety – Aldermen Bates, Hillstrom, Lendrum, Lang and Council President Stevenson.
 - Committee on Rules – Aldermen Pollnow, Kunz and Hillstrom.
 - Legislative Review – Mayor Kaufert, Council President Stevenson and the Chair of the Finance & Personnel Committee Pollnow.
 - N-M Joint Fire Finance and Personnel Committee – Council President Stevenson, Ald. Pollnow (a member of the Finance and Personnel Committee) and Alderman Kunz.
 - **Motion to confirm the Mayor's appointments to the Standing Committees.**
 - Short recess to permit organizational meetings of the Standing Committees.
 - Elect Chair
 - Elect Vice-Chair
 - Set meeting date
 - Organizational report of the Standing Committees
 - Finance and Personnel Committee
 - Report elected Chair, Vice-Chair and meeting dates

- Public Services and Safety Committee
 - Report elected Chair, Vice-Chair and meeting dates.
- Committee on Rules
 - Report elected Chair, Vice-Chair. Committee meets on call.
- Legislative Review Committee
 - Report elected Chair, Committee meets on call.
- Mayor's appointment of:
 - Trish Nau as City of Neenah representative to the Fox Cities Transit Commission for a 3-year term to expire in April 2020.
 - Dir. of Finance Easker to Fox Cities Room Tax Commission. Term expires April 2018.
 - Wayne Streck to Fox Cities Room Tax Commission for a term to expire April 2018.
 - Himself to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire April 2018.
 - Amy Barker, Jane Lang, Jan Mirenda Smith, Kristine Moe, Paul Seveska and Trina Woldt to the Neenah Arts Council for 3-year terms to expire the third Tuesday in April 2019 and Lauri Asbury, John Arzberger, Anne Marie Brunner-Abderholden, Pat Rosenak and Maeghan Johnson to the Neenah Arts Council for terms to expire the third Tuesday in April 2020. Ald. Tami Erickson to chair the Neenah Arts Council for a term to expire the third Tuesday in April 2018. Brandon Robak as student representative and Laurie Olson & Gretchen Raab staff assigned, all for indefinite tenures. **(2)**
 - Ald. Hillstrom and Bates to the Board of Public Works for a one year term to expire April 2018.
 - Merry Whipple and Carol Codner, to the Library Board for a three year term commencing May 1, 2017 and ending April 30, 2020.
 - Tom Martin to the Community Development Authority (CDA) for a four-year term expire April 2021. The appointment to fill the vacant position of Jim Perras on the CDA for a four-year term to expire April 2021 will be made at a future meeting.
 - Ald. Lendrum to the Community Development Authority (CDA) for a term to expire April 2020. (Terms run with aldermanic terms)
 - Mike Faulks as Public Representative to Joint Review Board for Tax Increment Districts, three year term expires April 2020.
 - Gerry Andrews to the Plan Commission, three-year term to expire April 2020.
 - Mayor, Fire Chief Kloehn, City Attorney Godlewski, City Clerk Sturn, Director of Community Development & Assessment Haese, Director of Finance Easker, Director of Public Works Kaiser, Director of the Water Utility Taylor, Winnebago County Health Representative Doug Gieryn, Police Chief Wilkinson, Director of Information Systems Wenninger, Director of Parks and Recreation Kading, Director of Human Resources & Safety Barber, Council representative Alderman Lendrum, School

- Superintendent Pfeiffer and a Red Cross Representative to the Emergency Government Committee, 1-year term expires April 2018.
 - Alderman Erickson as his representative on the Bergstrom Mahler Museum Board of Directors, one-year term expires April 2018.
 - Alderman Erickson as Council representative to the Library Board, one-year term expires April 2018.
 - Alderman Lang as Council representative to the BID Board, one-year term expires April 2018.
 - The Chairman of the Finance and Personnel Committee as Council representative to the Cable TV Committee, one-year term expires April 2018.
 - **Motion to confirm the Mayor's appointment.**
- Swearing in ceremony
 - Community Development Authority (CDA)
 - Fox Cities Transit Commission
 - Fox Cities Room Tax Commission
 - Joint Review Board for Tax Increment District
 - Library Board
 - Neenah Arts Council
 - Plan Commission
- Council appointment of:
 - Alderman Bates as Council representative to the Joint Review Board for a one-year term to expire April 2018. Previously held by Alderman Bates.
 - Alderman Boyette as Council representative to the Water Works Commission for a one-year term to expire April 2018. Previously held by Alderman Boyette.
 - Alderman Lang as Council representative to the Plan Commission for a one-year term to expire April 2018. Previously held by Alderman Lang.
 - Alderman Lendrum as Council representative to the Loan Assistance Board for a one-year term to expire April 2018. Previously held by Alderman Lendrum.
 - Alderman Kunz as Council representative to Park & Recreation Commission for a one-year term to expire April 2018. Previously held by Alderman Kunz.
 - Alderman Lang as Council representative to the Landmarks Commission for a one-year term to expire April 2018. Previously held by Alderman Lang.
 - **Motion to confirm the Council appointments.**

MAYOR KAUFERT, STATE OF THE CITY REPORT

- II. Introduction and Confirmation of Mayor's Appointment(s). (None)
- III. Approval of Council Proceedings of July 20, 2016 and April 5, 2017 regular sessions.
(ROLLCALL PRO) (3, 4, 5 & 6)

- IV. Public Hearings. (None)
- V. Reports pertaining to the public hearings. (None)
- VI. Public Forum
- VII. Mayor/Council consideration of public forum issues.
- VIII. Consent Agenda. (None)
- IX. Reports of standing committees.
 - A. Regular Public Services and Safety Committee meeting of April 11, 2017: (Cancelled)
 - B. Special Finance and Personnel Committee meeting of April 18, 2017:
 - 1. Consideration of Committee recommendation regarding update to observed holidays for non-union and non-library employees. **(ROLLCALL PRO)**
 - 2. Consideration of Committee recommendation regarding property acquisition – 201 Smith Street. **(ROLLCALL PRO)**
 - C. Regular Finance and Personnel Committee meeting of April 10, 2017: (Cancelled)
- X. Reports of special committees and liaisons and various special projects committees.
 - A. Regular Plan Commission meeting of March 28, 2017: (Council Rep Lang) (Minutes can be found on the City web site) **(7)**
 - 1. Omitted from the previous Council agenda:
 - a) The Plan Commission declared the remnant right-of-way piece of land along Harrison Street as excess property and recommends Council authorize the sale of the property. **(ROLLCALL PRO)**
 - B. Regular Plan Commission meeting of April 11, 2017: (Cancelled)
 - C. Board of Public Works meeting of April 11, 2017: (Vice Chairman Hillstrom) (Minutes can be found on the City web site) **(8)**
 - 1. Informational Items:
 - a) The Board approved Change Order No. 1 for Contract 1-17 for Miscellaneous Sewer and Water Main Construction and Street Construction on Cecil Street and Higgins Avenue to De Groot, Inc., 4201 Champion Road, Green Bay in the amount of \$37,666.83.
 - b) The Board approved Pay Estimate No. 1 for Contract 1-17 Sewer and Water Main and Street Construction on Cecil Street and Higgins Avenue to De Groot, Inc., 4201 Champion Road, Green Bay in the amount of \$429,569.38.
 - D. Community Development Authority Update
 - 1. Update from the CDA – Chris Haese
 - E. Sustainable Neenah Committee
 - 1. Report from the Sustainable Neenah Committee – Ald. Kunz

- F. Library Board
 - 1. Report from the Library Board – Ald. Erickson

- XI. Petitions
 - A. Any other petition received by the City Clerk’s Office after distribution of the agenda.

- XII. Council Directives **(9)**

- XIII. Unfinished Business

- XIV. New Business.
 - A. Mayor Kaufert’s announcement of his appointment to fill the expired term of Kevin McCann on the Neenah-Menasha Joint Fire Commission, term expires May 2020, will be made at the May 3, 2017 Council meeting.
 - B. Mayor Kaufert’s announcement to fill the expired term of Judd Stevenson on the Police Commission, term expires May 2022, will be made at the May 3, 2017 Council meeting.
 - C. Any announcements/questions that may legally come before the Council.

- XV. The Council will recess into the Committee of the Whole to consider an agreement with the Town of Neenah Sanitary District No. 2 Tentative Agreement regarding relief of capacity issues at Lift Station No. 7 (“LS7”) and Arbitration Demand.
 - A. The Council may reconvene to consider action on recommendations from the Committee of the Whole and/or Adjourn:
 - B. Committee of the Whole meeting of April 18, 2017: (Council President Stevenson)
 - 1. Council action on Committee recommendation on Agreement regarding relief capacity issues at the Cumings Lift Station (if any). **(ROLLCALL PRO)**

- XVI. Adjournment

Neenah City Hall is accessible to the physically disadvantaged. If special accommodations are needed please contact the Neenah City Clerk’s Office at 886-6100 at least 24 hours in advance of the meeting.”

**City of Neenah
Application for Appointment**

COPY

Rec'd 3/10/17



Name: Amy Barker
 Address: 332 Omaha Ave
 City, ST Zip: Neenah, WI 54956

Date: 3/10/17

Employer: Future Neenah Inc

Eve. Phone: 920.570.9596
 E-mail: amy@neenah.org

Day Phone: 920.782.1920
 Fax: —

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

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

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

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

- Wisconsin Association of Business Improvement Districts - Treasurer
- 2040 Comp Plan Steering Committee
- Neenah Music Parents
- Arrowhead Park Task Force
- AFP 2016 Fundraising Professional of the Year
- Former Wisconsin Arts Board Vice President
- Former Arrowhead Director
- 10 yrs of working at Repair Mill in PETS Center WI
- 19 yrs of working and supervision at Pet & Animal
- National Award of Excellence in Arts Programming for my curriculum

Please Sign and Date: 3/10/17

Please return to the Neenah City Clerk's Office

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Rec'd 3/10/2017

City of Neenah Application For Appointment



Name	Jane Long	Date	3-7-17
Address	1541 Whitetail Drive	Employer	Neenah Historical Society and City of Neenah
City, ST Zip	Neenah, WI 54956	Day Phone	920-450-7430
Eve. Phone	920-450-7430	Fax	
E-mail	JBLinhome@aol.com		

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

- | | |
|---|---|
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Park and Recreation Commission |
| <input type="checkbox"/> Committee on Aging | <input type="checkbox"/> Board of Appeals |
| <input type="checkbox"/> Plan Commission | <input type="checkbox"/> Board of Review |
| <input type="checkbox"/> Police Commission | <input type="checkbox"/> Emergency Government Committee |
| <input type="checkbox"/> N-M Joint Fire Commission | <input type="checkbox"/> Loan Assistance Board |
| <input type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Board of Harbor Commissioners |
| <input type="checkbox"/> Business Improvement District | <input type="checkbox"/> Water Works Commission |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> N/M Sewerage Commission |
| <input type="checkbox"/> Community Development Authority | <input type="checkbox"/> Citizen Advisory Committee |
| <input checked="" type="checkbox"/> Other <u>Arts Council</u> | <input type="checkbox"/> Sustainable Neenah Committee |
| <input type="checkbox"/> Fox Cities Transit Commission | |

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

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

I serve as an alderman in Neenah's 3rd District and serve on the Public Services & Safety, Committee, Plan Commission, BID Board, and Landmarks Commission. I also have served for the past five years as the Executive Director of the Neenah Historical Society. I regularly work with the Wisc. Humanities Council and have received grant funding from them for our past three exhibits. I have also worked extensively with Wisc. Public TV on the production of "Hometown Stories." I have curated three exhibits and have received state and national awards. We recently received an Arts and Culture Partnership grant from the Community Foundation for the Fox Valley. My profession involves extensive interaction and collaboration with art and humanities experts, and I constantly strive at the Society to improve access to local history and culture.

Please Sign and Date: Jane B. Long 3/7/17

Please return to the Neenah City Clerk's Office

**City of Neenah
Application For Appointment**



Name	Jam Miranda-Smith	Date	3-7-2017
Address	9251 Bonar Ave	Employer	Bergstrom-Mahler Museum of Glass
City, ST Zip	Neenah, WI 54956	Eve. Phone	920-858-3633 (cell)
E-mail	smith@bmmglass.com	Day Phone	920-751-4658 x301
		Fax	920-751-4685

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

- | | |
|---|---|
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Park and Recreation Commission |
| <input type="checkbox"/> Committee on Aging | <input type="checkbox"/> Board of Appeals |
| <input type="checkbox"/> Plan Commission | <input type="checkbox"/> Board of Review |
| <input type="checkbox"/> Police Commission | <input type="checkbox"/> Emergency Government Committee |
| <input type="checkbox"/> N-M Joint Fire Commission | <input type="checkbox"/> Loan Assistance Board |
| <input type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Board of Harbor Commissioners |
| <input type="checkbox"/> Business Improvement District | <input type="checkbox"/> Water Works Commission |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> N/M Sewerage Commission |
| <input type="checkbox"/> Community Development Authority | <input type="checkbox"/> Citizen Advisory Committee |
| <input checked="" type="checkbox"/> Other <u>Arts Council</u> | <input type="checkbox"/> Sustainable Neenah Committee |
| <input type="checkbox"/> Fox Cities Transit Commission | |

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

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

An Executive Director of Bergstrom-Mahler Museum of Glass, to make an area promoting artist I have a lifelong interest in the health of the arts.

Currently serve on the Fox Cities Visitor and Convention Bureau Board Editorial Review Board for Touch International Vice President of Glass Art Society, Peer Reviewer Adhance of American Museums Nominating Committee Wisconsin Visual Artist Life Time Achievement Awards

Please Sign and Date: *Jam Smith* 3/7/2017

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**City of Neenah
Application for Appointment**

COPY



Name Kristine Moe
 Address 308 CAROLINE ST
 City, ST Zip Neenah WI 54956
 Eve. Phone .
 E-mail Kristine.ann.moe@gmail.com

Date 3/24/17
 Employer Owner of: Rooster Dreams Visual Arts
 Day Phone 920-850-2564
 Fax

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

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|--|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> N-M Sewerage Commission |
| <input type="checkbox"/> Business Improvement District (BID) | <input checked="" type="checkbox"/> <u>Neenah Arts Council</u> |
| <input type="checkbox"/> Citizen Advisory Committee | <input type="checkbox"/> Neenah Harbor Committee |
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| <input type="checkbox"/> Loan Assistance Board | <input type="checkbox"/> Other: <u></u> |

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

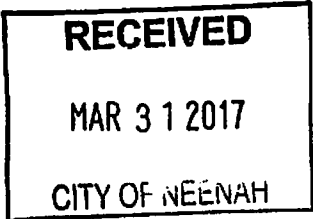
Please provide or attach a brief statement outlining your interest and qualifications for this appointment:

As the owner of Rooster Dreams Visual Arts, in downtown Neenah, it is a natural & obvious fit for me to be on this council.

I opened the art studio in 2014 because our community needs affordable, quality access to art classes.

Please Sign and Date: Kristine Moe 3/24/17

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City of Neenah
Application for Appointment



Name PAUL SEVERICK Date MARCH 8, 2017
 Address 2419 Maple Grove Drive
 City, ST Zip NEENAH, WI 54956 Employer BLUSHINE MEDIA, LLC
 Eve. Phone 920-720-5847 Day Phone 715-853-2669 (cell)
 E-mail PAULPSEV@AOL.COM Fax

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

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|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> N-M Sewerage Commission |
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| <input type="checkbox"/> Loan Assistance Board | <input type="checkbox"/> Other: <input type="text"/> |

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

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

AS A 20+ year resident of Neenah, our family has had the
fortunate pleasure of enjoying all aspects of life in our community.
I have previously been a board member of the Fox Valley
Symphony Orchestra and served on the committee which led to
the development, fund raising, construction and opening of the
Fox Cities Performing Arts Center. I wish to give back, any
way I can, to the citizens of Neenah. We've raised two
boys here and feel very lucky this is our home. I am confident
I can contribute to the change of the Neenah Arts Council.

Please Sign and Date:  3/8/17

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City of Neenah Application for Appointment



Name: Trina Woldt Date: 4/10/17
 Address: 2035 Great Ct.
 City, ST Zip: Oshkosh, WI 54904 Employer: Jewelers Mutual Insurance Co.
 Eve. Phone: 773.218.2197 Day Phone: 773.218.2197-mobile
 E-mail: twoldt@jminsure.com Fax: _____

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

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|--|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> N-M Sewerage Commission |
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| <input type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Sustainable Neenah Committee |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Water Works Commission |
| <input type="checkbox"/> Loan Assistance Board | <input checked="" type="checkbox"/> Other: <u>Ares Council</u> |

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

Fair Art Center & Gardens

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

I support the arts to enrich our community. I believe passionately that the arts make our communities a more attractive place to live and to attract new residents, talent and retain residents & talent as well.

Please Sign and Date: Trina Woldt 4/10/17

Please return to the Neenah City Clerk's Office

**City of Neenah
Application for Appointment**

COPY



Name Lauri Asbury
 Address 234 Limekiln Drive
 City, ST Zip Neenah, WI 54956
 Eve. Phone 920.810.1635
 E-mail LASBURY2@GMAIL.COM

Date 3/29/17
 Employer Neenah Joint School Dist.
 Day Phone 920.810.1635
 Fax 920.720.0363/call list

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

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| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> N-M Sewerage Commission |
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| <input type="checkbox"/> Loan Assistance Board | <input type="checkbox"/> Other: <input type="text"/> |

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

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

Tami Erickson contacted me recently and asked if I'd be interested. The idea of expanding the arts in Neenah is fantastic and I'd look forward to helping. I have some background with music and performing arts as a member of the Neenah Music Parents Board. Also have lots of great connections with people in the community who are committed to the arts. It would be an honor to serve. School board membership will also be helpful.

Please Sign and Date: Lauri W. Asbury 3/29/17

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RECEIVED
MAR 16 2017
CITY OF NEENAH

City of Neenah
Application for Appointment



Name	JOHN ARZBERGER	Date	3/16/17
Address	544 W. SEYMOUR ST.	Employer	The Hang Up Gallery
City, ST Zip	APPLETON, WI, 54915	Day Phone	920-427-0525
Eve. Phone	920-427-0525	Fax	
E-mail	RONNIEFIBERS@GMAIL.COM		

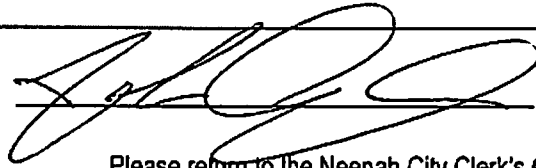
What appointment are you seeking? You may check more than one box.

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| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
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| <input type="checkbox"/> Library Board | <input type="checkbox"/> Water Works Commission |
| <input type="checkbox"/> Loan Assistance Board | <input type="checkbox"/> Other: <input type="text"/> |

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

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

I was contacted by Tammy Erickson to be a part of the Neenah Arts Council. To be honest, I have never considered being a part of an official city council before, but I am interested in the development of the arts in Neenah. My background in art is as a freelance illustrator since 2000. I have also managed The Hang Up Gallery in downtown Neenah since December 2012, promoting Fox Valley artists.

 Please Sign and Date:  3/16/17
 Please return to the Neenah City Clerk's Office

City of Neenah
Application for Appointment

COPY



Name: Anne Marie Abderholden Date: 3.20.17
 Address: 138 N. Lake Street
 City, ST Zip: Neenah WI 54956 Employer: Valley Academy for the Arts
 Eve. Phone: 920 278 1578 Day Phone: 920 278 1578
 E-mail: info@valleyacademyarts.org Fax:

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

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

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

Please provide or attach a brief statement outlining your interest and qualifications for this appointment: *Valley Academy for the Arts*

We are a arts organisation based in Neenah and we have a strong interest in making Arts community accessible. We currently have a strong dance program, but collaborate with several organisation offering other Arts disciplines.

Please Sign and Date: *A. M. Abderholden* 3/20/17

Please return to the Neenah City Clerk's Office

**City of Neenah
Application for Appointment**



Name	Pat Rosenak	Date	Mar. 31. 2017
Address	1555 Lyon Dr #147	Employer	retired
City, ST Zip	Neenah, WI 54956		
Eve. Phone	505-270-3446	Day Phone	505-270-3446
E-mail	patrosenak@mc.com	Fax	

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

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
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| <input type="checkbox"/> Fox Cities Transit Commission | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Joint Review Board for TIFs | <input type="checkbox"/> Police Commission |
| <input type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Sustainable Neenah Committee |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Water Works Commission |
| <input type="checkbox"/> Loan Assistance Board | <input type="checkbox"/> Other: <input type="text"/> |

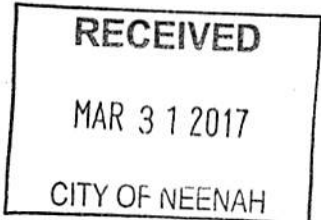
Do you currently serve on other boards, commissions, or hold an elected office? Yes No Detail Below

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

See attached sheet

Please Sign and Date: Patricia L Rosenak 3/31/17

Please return to the Neenah City Clerk's Office



I strongly believe that the arts are vital to the growth and definition of a community. I was very interested to note that Neenah is setting up an Arts Council and I would like to be part of that endeavor.

I hold a BS degree from UW-Platteville and taught kindergarten and first grade in Eagle River, WI from 1970-1996.

1991-1992—Fulbright Exchange Teacher in Saskatoon, SASK, CA

1994-96—planning board for the Northwoods Children's Museum

1996-2001—teacher for Art in the School, Albuquerque; member of the planning board for that organization.

2005-2006— planning board and facilitator for the summer teachers' workshop for "Resonance From the Past: African Sculpture from the New Orleans Museum of Art" in Albuquerque

2010-2016—Gallery Docent for the Albuquerque Museum of Art and History; Lead docent for the "Smithsonian African American Art Exhibit", 2014

2017-present— Docent for the Bergstrom Mahler Museum of Glass, Neenah

**City of Neenah
Application for Appointment**



Name Maeghan Johnson
 Address 110 W. North Water St.
 City, ST Zip Neenah, WI 54956

Date 3-7-17

Employer YMCA Fox Cities

Eve. Phone 920-882-5588

Day Phone 920-886-2138

E-mail mjohnson@ymcafoxcities.org

Fax —

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

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

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

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

TAMARA ERICKSON encouraged me to apply. I am the Arts and Humanities Director at the YMCA. I am interested in joining this group to promote Arts in our community. I have been in my position for 15yrs and am degreeed in Dance and Arts management. Thank you for your consideration.

Please Sign and Date: M Johnson 3/7/17

Please return to the Neenah City Clerk's Office

City of Neenah
Application for Appointment

COPY



Name Brandon Robak
 Address 202 Edgewood Drive
 City, ST Zip Neenah, WI 54956

Eve. Phone (920) 489-4773
 E-mail brandonrobak@outlook.com

Date 4/6/17
 Employer Student

Day Phone (920) 489-4773
 Fax _____

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

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

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

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

I have an interest in the arts being a musician and have
served on the Comprehensive Plan Update Steering Committee for the
past year. I feel like as a teenager I can offer opinions and
views that may not be reflected by the other future members of
the Council.

Please Sign and Date: Brandon Robak 4/6/17

Please return to the Neenah City Clerk's Office

Proceedings of the Common Council of the City of Neenah

Wednesday, July 20, 2016 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., July 20, 2016 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Aldermen Boyette, Bates, Hillstrom, Lendrum, Erickson, Lang, Pollnow, Kunz and Stevenson, Acting City Attorney Pam Captain and City Clerk Sturn.

Also Present: Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Assistant Fire Chief Green, Police Chief Wilkinson, Dir. of Human Resources & Safety Barber, Greg & Lisa Radtke, Dr. Ellsworth Brown of the State Historical Society, Dean Michels, Heidi Bryan, Nicole Hardina-Wilhelm, Catherine Davis, Kim Heltemes, Joellen Wollangk, Maurice Mead, City Financial Advisor John Rader of Baker, Tilly, Virchow, Krause, LLP and Forrest Bates.

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

2015 Comprehensive Annual Financial Report (CAFR)

- I. **MSC Stevenson/Lendrum to accept the 2015 Comprehensive Annual Financial Report (CAFR), Communication to Those Charged with Governance and Management and Report to the City Council, place them on file and refer them to the Finance & Personnel Committee for review, all voting aye.**

Introduction and Confirmation of Mayor's Appointment(s)

- I. **MSCRIP Stevenson/Bates to confirm Mayor Kaufert's reappointment of Jane Lang & Ruth Streck to the Landmarks Commission, term expires July 2019, all voting aye.**
- II. **MSCRIP Stevenson/Pollnow to confirm Mayor Kaufert's appointment of John Rather from 2nd Alternate to 1st alternate on Board of Appeals – term expires January 2017, all voting aye.**

Council Proceedings

- I. **MSCRIP Pollnow/Hillstrom to approve the Council Proceedings of June 14, 2016 regular session, all voting aye.**

Consent Agenda

- I. **MSCRP Pollnow/Stevenson to approve the Consent Agenda as follows:**
 - A. **Approve Beverage Operator license for: Monica M. Allen, Tara A. Balassi, Kayla N. Bartels, Natasha R. Cattelino, Stephanie A. Cheslock, Kari A. Driscoll, Alex P. Fehrenbach, Tyler J. Gibson, Matt R. Gloede, Ashton R. Hannack, Jana L. Holly, Ashley R. Jensen, Amanda L. Keohler, Kasie M. Lemerand, Meghan M. Lessor, Gary S. Mack, Patricia A. Mindel, Justine N. Moderson, Kacie J. Olsen, Alexandra R. Sagataw, Kirk A. Schuler, Randall C. Steward and Erin R. Wasinger.**
 - B. **Approve the Beverage Operator License Application (renewal) for Brian J. Burr contingent upon payment of delinquent utility bill balance of \$85.69 and any other outstanding City fees.**
 - C. **Approve the Beverage Operator License Application (renewal) for Daniel L. Scott contingent upon payment of delinquent utility bill balance of \$739.53 and any other outstanding City fees.**
 - D. **Approve the Sidewalk Café Application for Paper City Pub, 211 W. Wisconsin Avenue, Matt Johnson, Agent, subject to the submittal of liability insurance.**
 - E. **Approve the Street Use Permit for the Furry Flurry Walk for Pets to be held on August 20, 2016, in Riverside Park, sponsored by the Neenah Animal Shelter, 951 County Road G, Neenah.**
 - F. **Approve Beverage Operator license for: Tracy A. Behreandt, Patricia M. Brooks, Linda M. Cashman, Kirstin J. Chapman, Krista L. Danielsen, Wendy M. Eiting, Michelle L. Flowers, Stacy L. Forsythe, Evelin R. Juarez, Thomas A. Kuhr, Scott S. Laurin, Craig N. Lestor, Chelsea A. Niemuth, Carlos M. Ramirez, Cheryl A. Sturgis, Jessica M. Werhand and Dalton J. Zanin.**
 - G. **Approve the Temporary “Class B” Retail (Picnic) Beer & Wine License Application for the Fox Cities Chamber of Commerce/Pulse Young Professionals, 125 N. Superior Street, Appleton, for the Board Development with the Community Foundation Event to be held at the Bergstrom-Mahler Museum, 165 N. Park Avenue on July 21, 2016 from 5-7 pm.**
 - H. **All voting aye.**

Public Services and Safety Committee

- I. Chairman Bates reported the regular meeting of June 28, 2016:
 - A. Committee recommends Council adopt Ordinance No. 2016-08 amending Chapter 14, Art. V relating to Street Use Permits. (Ordinance to follow)

Finance & Personnel Committee

- I. The Finance & Personnel Committee meeting of June 27, 2016 was cancelled.

- II. Chairman Pollnow reported the regular meeting of July 11, 2016:
- A. Committee recommends Council deny Claim No. 2015-12, filed by Karen Buhl for injuries sustained allegedly resulting from a sidewalk defect at 404/406 East Wisconsin due to the City's discretionary act immunity. **MSCR P Pollnow/Stevenson, all voting aye.**
 - B. Committee recommends Council approve Claim No. 2016-9, Joan LaRock, in the amount of \$8,391.74 plus towing and storage fees. **MSCR P Pollnow/Erickson, all voting aye.**
 - C. Committee recommends Council approve: beginning 1/1/17 sick leave accrual for non-union employees be capped at 180 days and that any employees currently above the maximum no longer accrue additional days in their bank unless their balance falls below 180 days; only the current year's vacation can be paid out upon retirement to non-union employees effective 1/1/18, with a two-week notice required for an employee to be entitled to any vacation payout; and sick leave accrual begin in the first full month of employment and that an employee would receive their first sick day in the second full month of employment effective with non-union employees hired after 1/1/17. **MS Pollnow/Stevenson.**
 - 1. **MSCR P Pollnow/Stevenson to amend the motion removing the language, "only the current year's vacation can be paid out upon retirement to non-union employees effective 1/1/18" to review at the July 25, 2016 Finance & Personnel Committee meeting, all voting aye.**
 - 2. **The original motion, as amended, carried by a 9-0 RollCall-Pro System vote, all voting aye.**
 - D. Committee recommends Council authorize the CDA to proceed with the acquisition of 217 Smith Street at the agreed upon price of \$70,500. (To be acted on following a report from the CDA)
 - E. Committee recommends Council authorize the CDA to proceed with the acquisition of 219 Smith Street at the agreed upon price of \$68,500. (To be acted on following a report from the CDA)
 - F. Committee recommends Council authorize the CDA to proceed with the acquisition of 208 Main Street at the agreed upon price of \$120,000. (To be acted on following a report from the CDA)

Community Development Authority

- I. Ald. Hillstrom reported from the Community Development Authority (CDA) meeting of July 11, 2016:
- A. The CDA recommends Council authorize the CDA to proceed with the acquisition of 217 Smith Street at the agreed upon price of \$70,500. **MSCR P Hillstrom/Lendrum, all voting aye.**
 - B. The CDA recommends Council authorize the CDA to proceed with the acquisition of 219 Smith Street at the agreed upon price of \$68,500. **MSCR P Hillstrom/Lendrum, all voting aye.**

- C. The CDA recommends Council authorize the CDA to proceed with the acquisition of 208 Main Street at the agreed upon price of \$120,000. **MSCRCP Hillstrom/Pollnow, all voting aye.**

Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee

- I. Council President Stevenson reported the Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee meeting of June 28, 2016:
 - A. Committee recommends the City of Neenah approve Resolution #2016-25 amending the fee schedule of the City of Neenah to provide for a residential smoke detector fee and the City of Menasha Common Council approve the proposed ordinance change to Menasha ordinance Sec 5-3-3 Smoke Detector Requirement, to impose a special charge. (Resolution to follow)
 - B. Committee recommends the City of Neenah and City of Menasha Common Councils approve the Wisconsin Administrative Code Chapter ATCP 93 Local Program Operator Contract between Wisconsin Department of Agriculture, Trade, and Consumer Protection and Neenah-Menasha Fire Rescue for a time period of January 1, 2016 through December 31, 2017 and authorize Chief Kevin Kloehn to sign this contract on behalf of Neenah-Menasha Fire Rescue. **MSCRCP Stevenson/Pollnow, all voting aye.**

Board of Public Works

- I. Vice Chairman Hillstrom reported the meeting of July 12, 2016:
 - A. Council Action Items:
 - 1. The Board recommends Council approve the Final Payment for Contract 3-16 Epoxy Pavement Marking to Guide Lines Pavement Marking, LLC, Rio in the amount of \$42,051.78. **MSCRCP Hillstrom/Pollnow, all voting aye.**
 - 2. The Board recommends Council approve the final payment for Fox Valley Energy (FVE) Demolition Contract to Pyramid Dismantling, LLC in the amount of \$10,499 which come to the total of \$99,999.00 budgeted. **MSCRCP Hillstrom/Pollnow, all voting aye.**

Ordinances

- I. **Ordinance No. 2016-08** amending Ch. 14, Art. V relating to Street Use Permits was presented.
 - A. **MSCRCP Stevenson/Pollnow to adopt Ordinance No. 2016-08, all voting aye.**

Resolutions

- I. **Resolution No. 2016-25** amending the fee schedule of the City of Neenah to provide for a residential smoke detector fee and the City of Menasha Common

Council approve the proposed ordinance change to Menasha ordinance Sec 5-3-3 Smoke Detector Requirement, to impose a special charge was presented.

A. **MSCRP Stevenson/Pollnow, all voting aye.**

Adjournment

I. **MSC Pollnow/Stevenson to adjourn at 9:08 p.m., all voting aye.**

Patricia A. Sturn, WCPC/MMC

COMMON COUNCIL MINUTES

Wednesday, July 20, 2016 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., July 20, 2016 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Aldermen Boyette, Bates, Hillstrom, Lendrum, Erickson, Lang, Pollnow, Kunz and Stevenson, Acting City Attorney Pam Captain and City Clerk Sturn.

Also Present: Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Assistant Fire Chief Green, Police Chief Wilkinson, Dir. of Human Resources & Safety Barber, Greg & Lisa Radtke, Dr. Ellsworth Brown of the State Historical Society, Dean Michels, Heidi Bryan, Nicole Hardina-Wilhelm, Catherine Davis, Kim Heltemes, Joellen Wollangk, Maurice Mead, City Financial Advisor John Rader of Baker, Tilly, Virchow, Krause, LLP and Forrest Bates.

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

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

Mayor Kaufert welcome Menasha's City Attorney Pam Captain and thanked her for sitting in for our City Attorney Godlewski.

Introduction of New Assistant Superintendent of Public Works

- I. Dir Kaiser introduced Gregory Radtke our new Assistant Superintendent of Public Works. Greg will replace Jeff Harding who recently retired. Greg has 25 years working in the department and has been exposed to every aspect of the Public Works operations.
 - A. Greg Radtke indicated he has 25 years' experience. He is not replacing Jeff, Jeff is non-replaceable. He is taking the position. He looks forward to working with everyone.

State Award Presentation to Neenah Historical Society

- I. Dr. Ellsworth Brown presented an award to the Neenah Historical Society for their exhibit, "When Neenah Comes Marching Home". The exhibit was honored for its depth of research and use of students.
 - A. Ald. Lang accept the award on behalf of the Neenah Historical Society. She thanked Dr. Brown and the State Historical Society, Board of Directors as well as the other members of the Historical Society that made this possible. Several were in attendance.

2015 Comprehensive Annual Financial Report (CAFR)

- I. John Rader, Baker, Tilly, Virchow, Krause, LLP gave a brief presentation on the 2015 Comprehensive Annual Financial Report (CAFR) and newly named Communication to Those Charged with Governance and Management for the year ending December 31, 2015. The City of Neenah once again has a clean opinion or unmodified opinion, which is important for its bond rating. He focused on the "Report to the City Council" which highlights the 2015 Financial Statements and the "Communication to those charged with Governance and Management" which use to be the "Report on Internal Control" and answered questions from the Council.
 - A. **MSC Stevenson/Lendrum to accept the 2015 Comprehensive Annual Financial Report (CAFR), Communication to Those Charged with Governance and Management and Report to the City Council, place them on file and refer them to the Finance & Personnel Committee for review, all voting aye.**

Introduction and Confirmation of Mayor's Appointment(s)

- I. **MSCRIP Stevenson/Bates to confirm Mayor Kaufert's reappointment of Jane Lang & Ruth Streck to the Landmarks Commission, term expires July 2019, all voting aye.**
- II. **MSCRIP Stevenson/Pollnow to confirm Mayor Kaufert's appointment of John Rather from 2nd Alternate to 1st alternate on Board of Appeals – term expires January 2017, all voting aye.**
 - A. Mayor Kaufert advised that the resignation of Joe Kardel leaves a vacant 2nd Alternate position on the Board of Appeals to be filled at a later date
- III. City Clerk Sturn administered the oath to Jane Lang.

Mayor Kaufert took a short recess to address issues with the sound system at 8:05 pm.

Mayor Kaufert reconvened at 8:15 pm.

Council Proceedings

- I. **MSCRIP Pollnow/Hillstrom to approve the Council Proceedings of June 14, 2016 regular session, all voting aye.**

Public Forum

- I. Dean Michels, 635 Winnebago Heights, expressed concern over the incident at the cycle shop late last year. He is not personally connected to any of the people involved. His concern is that an officer disobeyed orders and killed an innocent

hostage while he was trying to escape. He then laughed about it while leaving him lay there for 25 minutes while they had an armored military type vehicle they could have used to help him. He feels this could have been handled in a more professional manner. He cannot condone the handling of this situation. He resigned his post on the Citizen Advisory Committee effective immediately.

II. There being no further appearances, Mayor Kaufert declared the public forum closed.

Consent Agenda

- I. **MSCRIP Pollnow/Stevenson to approve the Consent Agenda as follows:**
- A. **Approve Beverage Operator license for: Monica M. Allen, Tara A. Balassi, Kayla N. Bartels, Natasha R. Cattelino, Stephanie A. Cheslock, Kari A. Driscoll, Alex P. Fehrenbach, Tyler J. Gibson, Matt R. Gloede, Ashton R. Hannack, Jana L. Holly, Ashley R. Jensen, Amanda L. Keohler, Kasie M. Lemerand, Meghan M. Lessor, Gary S. Mack, Patricia A. Mindel, Justine N. Moderson, Kacie J. Olsen, Alexandra R. Sagataw, Kirk A. Schuler, Randall C. Steward and Erin R. Wasinger.**
 - B. **Approve the Beverage Operator License Application (renewal) for Brian J. Burr contingent upon payment of delinquent utility bill balance of \$85.69 and any other outstanding City fees.**
 - C. **Approve the Beverage Operator License Application (renewal) for Daniel L. Scott contingent upon payment of delinquent utility bill balance of \$739.53 and any other outstanding City fees.**
 - D. **Approve the Sidewalk Café Application for Paper City Pub, 211 W. Wisconsin Avenue, Matt Johnson, Agent, subject to the submittal of liability insurance.**
 - E. **Approve the Street Use Permit for the Furry Flurry Walk for Pets to be held on August 20, 2016, in Riverside Park, sponsored by the Neenah Animal Shelter, 951 County Road G, Neenah.**
 - F. **Approve Beverage Operator license for: Tracy A. Behreandt, Patricia M. Brooks, Linda M. Cashman, Kirstin J. Chapman, Krista L. Danielsen, Wendy M. Eiting, Michelle L. Flowers, Stacy L. Forsythe, Evelin R. Juarez, Thomas A. Kuhr, Scott S. Laurin, Craig N. Lestor, Chelsea A. Niemuth, Carlos M. Ramirez, Cheryl A. Sturgis, Jessica M. Werhand and Dalton J. Zanin.**
 - G. **Approve the Temporary “Class B” Retail (Picnic) Beer & Wine License Application for the Fox Cities Chamber of Commerce/Pulse Young Professionals, 125 N. Superior Street, Appleton, for the Board Development with the Community Foundation Event to be held at the Bergstrom-Mahler Museum, 165 N. Park Avenue on July 21, 2016 from 5-7 pm.**
 - H. **All voting aye.**

Public Services and Safety Committee

- I. Chairman Bates reported the regular meeting of June 28, 2016:
 - A. Committee recommends Council adopt Ordinance No. 2016-08 amending Chapter 14, Art. V relating to Street Use Permits. (Ordinance to follow)
- II. Chairman Bates reported the regular meeting of July 12, 2016: **No Report**

Finance & Personnel Committee

- I. The Finance & Personnel Committee meeting of June 27, 2016 was cancelled.
- II. Chairman Pollnow reported the regular meeting of July 11, 2016:
 - A. Committee recommends Council deny Claim No. 2015-12, filed by Karen Buhl for injuries sustained allegedly resulting from a sidewalk defect at 404/406 East Wisconsin due to the City's discretionary act immunity. **MSCR P Pollnow/Stevenson, all voting aye.**
 - B. Committee recommends Council approve Claim No. 2016-9, Joan LaRock, in the amount of \$8,391.74 plus towing and storage fees. **MSCR P Pollnow/Erickson, all voting aye.**
 - C. Committee recommends Council approve: beginning 1/1/17 sick leave accrual for non-union employees be capped at 180 days and that any employees currently above the maximum no longer accrue additional days in their bank unless their balance falls below 180 days; only the current year's vacation can be paid out upon retirement to non-union employees effective 1/1/18, with a two-week notice required for an employee to be entitled to any vacation payout; and sick leave accrual begin in the first full month of employment and that an employee would receive their first sick day in the second full month of employment effective with non-union employees hired after 1/1/17. **MS Pollnow/Stevenson.**
 1. Director Barber requested eliminating the wording, "only the current year's vacation can be paid out upon retirement to non-union employees effective 1/1/18" as she is looking at a new retirement health savings program which she will bring to the Finance & Personnel Committee meeting on Monday. This program has different taxation of accrual benefits where payroll taxes would not have to be paid on vacation paid out. She will bring this back at a later date. She advised that these recommendations are not well received by staff. It is making them nervous.
 2. Ald. Kunz questioned if vacation that was carried over can be paid out upon retirement.
 3. Dir. Barber commented that there are several factors that come into play. Instead of retiring January 2nd employees will need to retire Feb. 1st after they use their 3 weeks of carryover vacation we require them to use. That would cost an additional month of health insurance and payroll taxes on those 3 weeks of vacation. She would like more time to research the new retirement health savings plan and be able to present more on that.

4. Ald. Erickson asked Dir. Barber if it would be appropriate to wait to vote on this until all the information is received from her.
 5. Dir. Barber indicated there is not a need to wait however the sooner we can have employees start planning for things the better. Whatever she finds out regarding the vacation carryover will not affect the other pieces of this motion. It would be up to the Council whether they would like to table everything or just look at the vacation piece and come back.
 6. Ald. Pollnow indicated he feels it is fair to remove the portion recommended by Dir. Barber but vote on the remaining pieces.
 7. **MSCRP Pollnow/Stevenson to amend the motion removing the language, “only the current year’s vacation can be paid out upon retirement to non-union employees effective 1/1/18” to review at the July 25, 2016 Finance & Personnel Committee meeting, all voting aye.**
 8. **The original motion, as amended, carried by a 9-0 RollCall-Pro System vote, all voting aye.**
- D. Committee recommends Council authorize the CDA to proceed with the acquisition of 217 Smith Street at the agreed upon price of \$70,500. (To be acted on following a report from the CDA)
 - E. Committee recommends Council authorize the CDA to proceed with the acquisition of 219 Smith Street at the agreed upon price of \$68,500. (To be acted on following a report from the CDA)
 - F. Committee recommends Council authorize the CDA to proceed with the acquisition of 208 Main Street at the agreed upon price of \$120,000. (To be acted on following a report from the CDA)

Plan Commission

- I. Regular Plan Commission meeting of June 28 & July 12, 2106 was cancelled.

Community Development Authority

- I. Ald. Hillstrom reported from the Community Development Authority (CDA) meeting of July 11, 2016:
 - A. The CDA recommends Council authorize the CDA to proceed with the acquisition of 217 Smith Street at the agreed upon price of \$70,500. **MSCRP Hillstrom/Lendrum, all voting aye.**
 - B. The CDA recommends Council authorize the CDA to proceed with the acquisition of 219 Smith Street at the agreed upon price of \$68,500. **MSCRP Hillstrom/Lendrum, all voting aye.**
 - C. The CDA recommends Council authorize the CDA to proceed with the acquisition of 208 Main Street at the agreed upon price of \$120,000. **MSCRP Hillstrom/Pollnow, all voting aye.**

Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee

- I. Council President Stevenson reported the Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee meeting of June 28, 2016:
 - A. Committee recommends the City of Neenah approve Resolution #2016-25 amending the fee schedule of the City of Neenah to provide for a residential smoke detector fee and the City of Menasha Common Council approve the proposed ordinance change to Menasha ordinance Sec 5-3-3 Smoke Detector Requirement, to impose a special charge. (Resolution to follow)
 - B. Committee recommends the City of Neenah and City of Menasha Common Councils approve the Wisconsin Administrative Code Chapter ATCP 93 Local Program Operator Contract between Wisconsin Department of Agriculture, Trade, and Consumer Protection and Neenah-Menasha Fire Rescue for a time period of January 1, 2016 through December 31, 2017 and authorize Chief Kevin Kloehn to sign this contract on behalf of Neenah-Menasha Fire Rescue. **MSCRP Stevenson/Pollnow, all voting aye.**

Board of Public Works

- I. Vice Chairman Hillstrom reported the meeting of July 12, 2016:
 - A. Information Only Items:
 1. The Board approved Change Order No. 3, Contract 1-16 Miscellaneous Sewer and Water Main Construction and Street Construction on Franklin Avenue, Columbian Avenue, Oak Street, Higgins Avenue, Division Street, Henry Street, Lincoln Street, Meade Street and Maple Street to Van Straten Construction Co., Inc., Green Bay in the amount of \$38,881.50.
 2. The Board approved Pay Estimate No. 3, Contract 1-16 Miscellaneous Sewer and Water Main Construction and Street Construction on Franklin Avenue, Columbian Avenue, Oak Street, Higgins Avenue, Division Street, Henry Street, Lincoln Street, Meade Street and Maple Street to Van Straten Construction Co., Inc., Green Bay in the amount of \$366,297.92.
 - B. Council Action Items:
 1. The Board recommends Council approve the Final Payment for Contract 3-16 Epoxy Pavement Marking to Guide Lines Pavement Marking, LLC, Rio in the amount of \$42,051.78. **MSCR Hillstrom/Pollnow, all voting aye.**
 2. The Board recommends Council approve the final payment for Fox Valley Energy (FVE) Demolition Contract to Pyramid Dismantling, LLC in the amount of \$10,499 which come to the total of \$99,999.00 budgeted. **MS Hillstrom/Pollnow.**
 - a) Ald. Pollnow added that the donor had made the payment so the net results of expenditures is zero.
 - b) Mayor Kaufert explained that the money donated by a private citizen brings us close to netting out even at this point. He thanked Miron Construction for taking down the overhead

steam line at no charge. He thanked Dir. Haese, Easker & Kaiser and City Atty. Godlewski for their time spent on this project.

- c) Ald. Kunz indicated he is happy with the results. The results have exceeded his expectation. It was not an easy route but saved tax payer dollars.
- d) **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

Landmarks Commission

- I. Ald. Lang reported from the Landmarks Commission meeting of July 19, 2016:
 - A. The Commission reviewed and approved a building plan for a historic property on E. Forest Avenue.
 - B. They discussed various educational activities including the Neenah Landmarks Coloring Book.
 - C. The Commission voted to help fund the Fox of the River Voyager Canoe Group to come to the Neenah Historical Society's 4th Annual Vintage Adventure to be held on Saturday Sept. 17th from 11 am - 3 pm. It is a great opportunity to see some of Neenah's Landmark Homes from the waterside view. .

Bergstrom Mahler Museum

- I. Ald. Erickson reported from the Bergstrom Mahler Museum:
 - A. The 42nd Annual Bergstrom Mahler Museum Art Show was held Sunday in Riverside Park.
 - B. The current exhibit "Thank You", an exhibition of cast glass by Jeffrey Stenbom, will run now thru August 21, 2016.
 - C. Friday August 19, 2016 from 4:30 – 5:30 pm there will be a film screening of Homecoming Conversations with Combat PTSD at the Neenah Public Library.
 - D. Saturday, August 20th at 9:00 am the museum will hold a glass casting workshop with artist Jeffrey Stenbom.

Reports on neighborhood groups.

- I. Ald. Lang reported from the Business Improvement District Board (BID Board) on June 21, 2016:
 - A. The BID Board discussed the possibility of signage on Hwy. 41 to direct traffic to downtown Neenah.
 - B. A Women in Commercial Real Estate took place downtown. Participants had lots of positive comments.
 - C. Board member Grant Birtch who head the Maintenance Committee gave an overview of the District walk thru and concluded that the District is in good

shape. Most noticeably, the crosswalk on W. Wisconsin Avenue has been improved.

- D. Future Neenah's update included an overview of Street Ball 25, the Theda Care Listening Sessions, Navigate Neenah Project and a new initiative to help spouses of employees locating to Neenah connect to jobs in the area.
- E. The City of Neenah update included an overview of the Gateway Office Development Site on which constructions has now begun. The 2040 Comprehensive Plan was also discussed. An online survey is available on Neenah's website. She asked everyone to take a few minutes and give their input.

Community Development Authority Update

- I. Dir. Haese advised that Site 7 continues to move forward. He expects steel to be placed next week. Other than the property acquisitions approved tonight, they have an appraisal on one other property that they have not met with the property owner on yet. Hopefully they will have progress there as well.

Library Board

- I. Ald. Erickson reported from the Library Board meeting of July 20, 2016:
 - A. The signup for Summer Youth Programs is at 2,023. Last year 1,554 attended the entire summer. The Programs run through the month of August.
 - B. Visit the Library website for additional programming.
 - C. The Butterfly Garden in front of the Library is in full bloom. She thanked her fellow Master Gardeners for a great job.

Ordinances

- I. **Ordinance No. 2016-08** amending Ch. 14, Art. V relating to Street Use Permits was presented.
 - A. **MSCRP Stevenson/Pollnow to adopt Ordinance No. 2016-08, all voting aye.**

Resolutions

- I. **Resolution No. 2016-25** amending the fee schedule of the City of Neenah to provide for a residential smoke detector fee and the City of Menasha Common Council approve the proposed ordinance change to Menasha ordinance Sec 5-3-3 Smoke Detector Requirement, to impose a special charge was presented.
 - A. **MS Stevenson/Pollnow.**
 - B. Mayor Kaufert indicated if fire fighters go out on a call and see the need for a smoke detector, they take that opportunity to donate one to owner/occupied residences.

- C. Asst. Chief Green explained that the intent of this is so they are not donating them to rental properties as the owners of rental properties are required to have them in place on their properties.
- D. Ald. Pollnow explained that there is a \$30 fee and he, as a landlord, does not have a problem paying that.
- E. Ald. Lendrum questioned if it is common to see residents without smoke detectors.
- F. Asst. Chief Green explained it is not extremely common. This started with a grant process back in 2012 offering smoke detectors to low income, single parent and/or elderly adult homes. Through this program they have found the need to continue this program. They just want to continue this program in case they see a need.
- G. Mayor Kaufert added the firefighters go to 3rd, 4th and 5th grade classrooms teaching children the stop/drop/roll and remind them to tell their parents to check their smoke detectors.
- H. Acting City Atty. Captain indicated this was already adopted by the Menasha City Council.
- I. Ald. Boyette questioned if a follow up is done when a smoke detector is installed.
- J. Asst. Chief Green indicated they give them information on how often to test the smoke detector and contact information if they have questions. These are placed in single family homes and not commercial inspected properties so it is a little different.
- K. Asst. Chief Green, at the request of Ald. Pollnow, advised that Kuehl Electric donated 100 devices to this program, at \$1,300 value. They budgeted roughly \$300 per year for the program.
- L. **Motion to adopt Resolution No. 2016-25, carried by a 9-0 RollCall-Pro System vote, all voting aye.**

Unfinished Business

- I. Ald. Hillstrom thanked all CommunityFest volunteers for a successful event. He also thanked the Park & Recreation Department, Community Development and Public Works for their assistance.

New Business

- I. Ald. Lendrum advised those listening if they are interested in reviewing the Summary Audit they can contact the Finance Dept.
- II. Ald. Lendrum reminded everyone of a cleanup day this Saturday at 9:00 am at the Kimberly Point Park. The Pokémon Go phenomenon has left the park in need of a cleanup. One of the Pokémon fans, Glenn has sponsored a cleanup day. Bags and gloves will be provided.

- III. Mayor Kaufert advised that the implementation of Accela is coming along nicely. Because of the Election and vacated Deputy Clerk position the agenda has been amended. Aldermen iPads should be here August 1st so we are looking at an orientation for the aldermen on August 3rd. In September we will have a parallel meeting and a Go Live on October 7th.
- IV. Mayor Kaufert advised of the final two sessions of CPR training tomorrow night at 5 pm & 6 pm at Fire Station No. 32 on Columbian Avenue. We are the first City in the State to have 100% participation on hands free CPR and the use of AEDs.
- V. Mayor Kaufert advised that the city garage is moving forward with a trial period of Sunday hours at the drop off site. They will target the last Sunday in July/August/September from 8 am to noon.

Adjournment

- I. **MSC Pollnow/Stevenson to adjourn at 9:08 p.m., all voting aye.**

Patricia A. Sturn, WCPC/MMC

Proceedings of the Common Council of the City of Neenah

Wednesday, April 5, 2017 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., April 5, 2017 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

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

Also Present: Director of Parks & Recreation Kading, Director of Information Systems Wenninger, Police Chief Wilkinson, Police Captain Olson, Building Inspector Walter, Autumn Grimm, Trina Doxtator, Kim Ritzow, Jesse Drake, Megan Vande Hey and Lisa & Brandon Robak.

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

Introduction and Confirmation of Mayor's Appointment(s)

- I. **MSCRP Bates/Pollnow to confirm Mayor Kaufert's appointment of Brian Gajewski to fill the expired term of Gina Louis on the Business Improvement District (BID) Board, term expires December 2019, all voting aye.**

Proceedings

- I. **MSCRP Pollnow/Stevenson to approve the Council Proceedings of August 3 & 17, 2016, September 21, 2016 & March 15, 2017 regular sessions and the March 15, 2017 special session, all voting aye.**

Consent Agenda

- I. **MSCRP Pollnow/Hillstrom to approve the Consent Agenda as follows:**
 - A. **Approve Beverage Operator License Applications for: James J. Carter, Jenna M. Kuepper, Jennifer L. Lee, Polly S. Lund, Alexi J. Quinn, Amanda R. Rausch, Andrea L. Sword and Caura E. Winters. (PSSC)**
 - B. **Approve Beverage Operator License Application (new) for Karly M. Coopman contingent upon payment of a delinquent utility bill of \$190.23 and any other outstanding City fees. (PSSC)**
 - C. **Approve the Street Use Permit for the Minds Matter! Event, Autumn Grimm, N282 Stoney Brook Rd, Ste. D, Appleton, to be held on September 16, 2017, in the Church Street Ramp, 135 N. Church Street, contingent upon receipt of a certificate of liability insurance, confirmation by the Traffic Engineer of coordination with Alta**

- Resources and Plexus Corporation, and use of a wristband arrangement for alcohol sales. (PSSC)
- D. Approve the Temporary Class "B" Retail Beer/Wine License to Amazing Events, LLC, N282 Stoney Brook Road, Ste D, Appleton, for the Minds Matter! Event to be held on September 16, 2017, in the Church Street Ramp, 135 N. Church Street. (PSSC)
 - E. Approve the Street Use Permit for the Community First Fox Cities Marathon & 5K, sponsored by the Community First Fox Cities Marathon, Jesse Drake, 2616 S. Oneida Street, Appleton, to be held September 22-24, 2017. (PSSC)
 - F. Approve the Street Use Permit for the JDRF One Walk, sponsored by the Juvenile Diabetes Research Foundation, Dana Paschen and Julie Feest, 1800 Appleton Road, Ste. 2, Menasha, to be held on May 20, 2017, contingent upon receipt of a certificate of liability insurance and permit payment. (PSSC)
 - G. Approve the Street Use Permit for the Memorial Day Parade sponsored by the Nicolet Post 2126 Menasha VFW, Dave Mix, 1427 Baytree Lane, Neenah, to be held on May 29, 2017. (PSSC)
 - H. Approve the Street Use Permit for CommunityFest 2017, sponsored by the City of Neenah, Mike Kading, 211 Walnut Street, to be held on July 3-4, 2017. (PSSC)
 - I. Approve the Street Use Permit for the Neenah High School Homecoming Parade, Vicki Strebels, 1275 Tullar Road, Neenah, to be held on September 29, 2017. (PSSC)
 - J. All voting aye.

Public Services and Safety Committee

- I. Chairman Bates reported the regular meeting of March 28, 2017:
 - A. Committee recommends Council adopt Ordinance 2017-05B, as amended, creating Chapter 3, Article IV Permitting Bee Keeping. **MS Bates/Lendrum.**
 - 1. **MS Kunz/Pollnow to amend the motion to deny only new apiary registrations.**
 - 2. **The amendment failed by a 2-6 RollCall-Pro System vote, all voting nay, Ald. Pollnow and Kunz voting aye.**
 - 3. **The original motion, carried by a 7-1 RollCall-Pro System vote, all voting aye, Ald. Boyette voting nay.**
 - B. Committee recommends Council approve the purchase of the Castle Oak play equipment proposal #2 from Lee Recreation, Cambridge, in the amount of \$64,300. **MSCRPA Bates/Hillstrom, all voting aye.**
 - C. Committee recommends Council approve the purchase of the Carpenter Preserve play equipment proposal #2 from Lee Recreation, Cambridge, in the amount of \$64,000. **MSCRPA Bates/Lendrum, all voting aye.**
 - D. Committee recommends Council approve 2017-08 Repealing and Recreating Article IV of Chapter 22, Construction Site Erosion Control and Post-Construction Storm Water Management with the modifications as noted by City Attorney Godlewski. **MSCRPA Bates/Lendrum, all voting aye.**

Finance & Personnel Committee

- I. Chairman Pollnow reported the regular meeting of March 27, 2017:
 - A. Committee recommends Council approve the Castle Oak V Development Agreement. (To be acted on following a report from the Board of Public Works meeting of March 30, 2017)
 - B. Committee recommends Council approve the 2016 Operating Budget Carry Forwards to 2017 requests for a total carry forward of \$55,000 as follows 1). Community Development/Weights and Measures - \$16,000 for Outside Services-Code Compliance; 2). Community Development/Weights and Measures - \$2,000 for Capital Equipment-Computer Equipment and 3). Public Works/T.V. Sanitary Sewers - \$37,000 for Outside Services. **MSCR Pollnow/Stevenson, all voting aye.**
 - C. Committee recommends Council approval to purchase a replacement storage solution, necessary networking equipment, a new Hewlett Packard server and associated licenses for the Redundant Data Center for a cost not to exceed \$99,400. This cost includes equipment, implementation services, a three-year warranty and staff training. Funding for this purchase consists of \$72,000 approved in Information System's 2016 Capital Equipment budget and \$27,400 approved in Information System's 2017 Capital Equipment budget. **MSCR Pollnow/Erickson, all voting aye, Ald. Pollnow abstained.**
 - D. Committee recommends Council approval of the purchase of Cemetery Information Management System (CIMS), from Ramaker and Associates at a cost not to exceed \$48,000 to be funded by \$50,000 approved in the 2017 Oak Hill Cemetery Facility CIP budget. This cost includes software licenses, implementation services, training and first year maintenance costs. **MSCR Pollnow/Stevenson, all voting aye.**
 - E. Committee recommends Council approval of Phase II Engineering Agreement for Loop the Lake with Graef USA in the amount not to exceed \$61,300, with the cost to be funded from the Loop the Lake project budget within the City Capital Project Facilities Fund. **MSCR Pollnow/Kunz, all voting aye, Ald. Lendrum voting nay.**

Plan Commission

- I. Ald. Kunz reported the regular meeting of March 28, 2017:
 - A. Commission recommends Council approve the Final Plat of the Castle Oak V Subdivision subject to the inclusion of a storm sewer easement between Lots 176 and 177. **MSCR Kunz/Stevenson, all voting aye.**

N-M Fire Rescue Jt. Finance & Personnel Committee

- I. Chairman Stevenson reported the regular meeting of March 28, 2017:

- A. Committee recommends that the City of Neenah and City of Menasha Common Councils approve filling the vacated firefighter position as soon as possible. **MSCRP Stevenson/Pollnow, all voting aye.**

Board of Public Works

- I. Vice Chairman Hillstrom reported the meeting of March 30, 2017:
 - A. Council Action Items:
 - 1. The Board recommends Council award Contract 3-17 Parking Lot, Street and Trail Construction to the low bid from Sommers Construction, Shiocton in the amount of \$738,974.15. **MSCRP Hillstrom/Bates, all voting aye.**
 - 2. The Board recommends Council approve the Development Agreement for Castle Oak V Subdivision. **MSCRP Hillstrom/Bates, all voting aye.**

Board of Canvass

- I. Council President Stevenson reported from the Board of Canvass meeting of April 5, 2017:
 - A. **MSCRP Stevenson/Bates to accept the report from the Board of Canvass and place it on file, all voting aye.**

Adjournment

- I. **MSC Pollnow/Stevenson to adjourn at 8:45 p.m., all voting aye.**

Patricia A. Sturn, WCPC/MMC
City Clerk

COMMON COUNCIL MINUTES

Wednesday, April 5, 2017 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., April 5, 2017 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

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

Also Present: Director of Parks & Recreation Kading, Director of Information Systems Wenninger, Police Chief Wilkinson, Police Captain Olson, Building Inspector Walter, Autumn Grimm, Trina Doxtator, Kim Ritzow, Jesse Drake, Megan Vande Hey and Lisa & Brandon Robak.

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

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

Introduction and Confirmation of Mayor's Appointment(s)

- I. **MSCRP Bates/Pollnow to confirm Mayor Kaufert's appointment of Brian Gajewski to fill the expired term of Gina Louis on the Business Improvement District (BID) Board, term expires December 2019, all voting aye.**

Proceedings

- I. **MSCRP Pollnow/Stevenson to approve the Council Proceedings of August 3 & 17, 2016, September 21, 2016 & March 15, 2017 regular sessions and the March 15, 2017 special session, all voting aye.**

Consent Agenda

- I. Ald. Kunz asked for clarification of the sponsor for the Temporary Class B License for A-Mazing Events.
 - A. Dir. Kaiser clarified that the event sponsor is A-mazing Events, LLC. Future Neenah has nothing to do with that event. He will make sure the minutes reflect the same.
 - B. Dir. Kaiser advised that the start time for the Homecoming Parade will be adjusted ½ hour forward. Assembly is not 3:30 pm instead of 4 pm and the parade will be moved to 4:30 pm.

- II. **MSCRIP Pollnow/Hillstrom to approve the Consent Agenda as follows:**
- A. **Approve Beverage Operator License Applications for: James J. Carter, Jenna M. Kuepper, Jennifer L. Lee, Polly S. Lund, Alexi J. Quinn, Amanda R. Rausch, Andrea L. Sword and Caura E. Winters. (PSSC)**
 - B. **Approve Beverage Operator License Application (new) for Karly M. Coopman contingent upon payment of a delinquent utility bill of \$190.23 and any other outstanding City fees. (PSSC)**
 - C. **Approve the Street Use Permit for the Minds Matter! Event, Autumn Grimm, N282 Stoney Brook Rd, Ste. D, Appleton, to be held on September 16, 2017, in the Church Street Ramp, 135 N. Church Street, contingent upon receipt of a certificate of liability insurance, confirmation by the Traffic Engineer of coordination with Alta Resources and Plexus Corporation, and use of a wristband arrangement for alcohol sales. (PSSC)**
 - D. **Approve the Temporary Class "B" Retail Beer/Wine License to Amazing Events, LLC, N282 Stoney Brook Road, Ste D, Appleton, for the Minds Matter! Event to be held on September 16, 2017, in the Church Street Ramp, 135 N. Church Street. (PSSC)**
 - E. **Approve the Street Use Permit for the Community First Fox Cities Marathon & 5K, sponsored by the Community First Fox Cities Marathon, Jesse Drake, 2616 S. Oneida Street, Appleton, to be held September 22-24, 2017. (PSSC)**
 - F. **Approve the Street Use Permit for the JDRF One Walk, sponsored by the Juvenile Diabetes Research Foundation, Dana Paschen and Julie Feest, 1800 Appleton Road, Ste. 2, Menasha, to be held on May 20, 2017, contingent upon receipt of a certificate of liability insurance and permit payment. (PSSC)**
 - G. **Approve the Street Use Permit for the Memorial Day Parade sponsored by the Nicolet Post 2126 Menasha VFW, Dave Mix, 1427 Baytree Lane, Neenah, to be held on May 29, 2017. (PSSC)**
 - H. **Approve the Street Use Permit for CommunityFest 2017, sponsored by the City of Neenah, Mike Kading, 211 Walnut Street, to be held on July 3-4, 2017. (PSSC)**
 - I. **Approve the Street Use Permit for the Neenah High School Homecoming Parade, Vicki Strebel, 1275 Tullar Road, Neenah, to be held on September 29, 2017. (PSSC)**
 - J. **All voting aye.**

Public Services and Safety Committee

- I. Chairman Bates reported the regular meeting of March 28, 2017:
- A. Committee recommends Council adopt Ordinance 2017-05B, as amended, creating Chapter 3, Article IV Permitting Bee Keeping. **MS Bates/Lendrum.**
 - 1. Ald. Kunz expressed concern that a registration could be revoke for someone already registered to keep bees. If someone registers and keeps bees for twenty years, a new neighbor could request their registration be revoked. He would like to amend Section 3 – 43 (d) to

read, "Abutting neighbors of a proposed or previously registered apiary may appeal to the Public Services and Safety Committee to ~~revoke~~ or deny a registration approval based on a documented Anaphylaxis medical condition of one or more of the occupants residing at an abutting property. In the event that the Committee finds a documented Anaphylaxis medical condition exists at an abutting property, it may ~~revoke~~ or refuse to register the adjoining apiary".

2. City Atty. Godlewski clarified that this amendment would provide that a registration would be denied only if it is a new registration. Existing registrations would not be revoked.
3. **MS Kunz/Pollnow to amend the motion to deny only new apiary registrations.**
4. Ald. Bates explained that since this was posted on social media and the news stations did a story on it, comments were received. Many of the comments indicate rural areas are where bees should be located however, some did support bees. Her concern is changing the ordinance so an existing apiary cannot be revoked. She asked what would happen if someone just finds out they are now allergic. She will vote against the amendment.
5. Ald. Pollnow questioned if the bee trials would be set up similar to the dangerous dog hearings.
6. City Atty. Godlewski advised that it would be a due process hearing. This would be set up similar to the dangerous dog hearings. The next step would be circuit court.
7. Ald. Lendrum expressed concern over paying higher taxes to live in the city with an expectation for some sort of control. The residents she has talked to that pay city taxes are relieved we have control. She will be voting against the amendment.
8. Ald. Boyette indicated she will vote no because she has been asked to vote no by her constituents. She does not understand why people are not getting the message about these meetings. The information is out there but rarely do we get feedback. She did her own research and gathered information regarding apiaries and found it very interesting. Her concern is that a lot of the things she learned are not being brought out in the discussions. She was asked to vote against this and she will do so.
9. Ald. Kunz expressed concern that if someone has allergies, they would have a prescription whether or not bees are in the picture. His only exception here is not to revoke an existing registration.
10. Ald. Bates indicated Inspector Walter reviewed the changes and is fine with them. He is here tonight to answer questions from the Council. She will vote against the amendment.
11. Ald. Boyette indicated that if this ordinance passes, residents would need to be aware of these bee operations when purchasing a home in Neenah. Her concern is the ability to revoke a registration. She feels that unless a resident is doing something wrong the City would not revoke their permit. She is confused with the amendment.

12. City Atty. Godlewski indicated the intent of the amendment was to allow an appeal be made to the Public Services & Safety Committee to revoke a permit. Ald. Kunz would like to get rid of that provision.
 13. Ald. Boyette indicated she does not agree with that. No licenses should be permanent, but should be renewable each year.
 14. Ald. Pollnow asked Inspector Walter to give an overview of his research on allowing bees.
 15. Inspector Walter indicated the City of Appleton has an annual license. They have a process built in for residents to appeal those license renewals. Nothing else is quite like this. In Appleton renewal applicant must get permission from the neighbors every year. If they do not get permission, they go to the hearing process. As a result of that, there are no active apiaries in Appleton.
 16. **The amendment failed by a 2-6 RollCall-Pro System vote, all voting nay, Ald. Pollnow and Kunz voting aye.**
 17. **The original motion, carried by a 7-1 RollCall-Pro System vote, all voting aye, Ald. Boyette voting nay.**
- B. Committee recommends Council approve the purchase of the Castle Oak play equipment proposal #2 from Lee Recreation, Cambridge, in the amount of \$64,300. **MSCRP Bates/Hillstrom, all voting aye.**
1. Ald. Bates asked that the concept of bubblers in the two new parks be revisited.
- C. Committee recommends Council approve the purchase of the Carpenter Preserve play equipment proposal #2 from Lee Recreation, Cambridge, in the amount of \$64,000. **MS Bates/Lendrum.**
1. Ald. Erickson questioned the plan for installation of the play equipment.
 2. Dir. Kading advised that after approval tonight, they will contact the vendor and set a time for the installation. They are targeting September. He will keep everyone posted as it is a community install and they are looking for volunteers.
 3. Mayor Kaufert added that there is an opportunity for citizen living in those neighborhood to help out. Notification will be posted on social media.
 4. Ald. Bates asked where the playground will be installed at the Carpenter Preserve.
 5. Dir. Kading advised it will be located in the triangle north of the bridge, just south of the school area.
 6. Ald. Bates asked that an email be sent to the Council once that date is known.
 7. Ald. Stevenson commented that the sooner that date is out the sooner people will put the date on their calendar and be available.
 8. **Motion carried by an 8-0 RollCall-Pro System vote, all voting aye.**
- D. Committee recommends Council approve 2017-08 Repealing and Recreating Article IV of Chapter 22, Construction Site Erosion Control and Post-Construction Storm Water Management with the modifications as noted by City Attorney Godlewski. **MS Bates/Lendrum.**

1. Mayor Kaufert clarified for Ald. Boyette that this is an overall ordinance and does not target a specific area in the City.
2. City Atty. Godlewski added it effects any new construction. This updates our current Storm Water Management Ordinance.
3. **Motion carried by an 8-0 RollCall-Pro System vote, all voting aye.**

Finance & Personnel Committee

- I. Chairman Pollnow reported the regular meeting of March 27, 2017:
 - A. Committee recommends Council approve the Castle Oak V Development Agreement. (To be acted on following a report from the Board of Public Works meeting of March 30, 2017)
 - B. Committee recommends Council approve the 2016 Operating Budget Carry Forwards to 2017 requests for a total carry forward of \$55,000 as follows 1). Community Development/Weights and Measures - \$16,000 for Outside Services-Code Compliance; 2). Community Development/Weights and Measures - \$2,000 for Capital Equipment-Computer Equipment and 3). Public Works/T.V. Sanitary Sewers - \$37,000 for Outside Services. **MSCR Pollnow/Stevenson, all voting aye.**
 - C. Committee recommends Council approval to purchase a replacement storage solution, necessary networking equipment, a new Hewlett Packard server and associated licenses for the Redundant Data Center for a cost not to exceed \$99,400. This cost includes equipment, implementation services, a three-year warranty and staff training. Funding for this purchase consists of \$72,000 approved in Information System's 2016 Capital Equipment budget and \$27,400 approved in Information System's 2017 Capital Equipment budget. **MSCR Pollnow/Erickson, all voting aye, Ald. Pollnow abstained.**
 - D. Committee recommends Council approval of the purchase of Cemetery Information Management System (CIMS), from Ramaker and Associates at a cost not to exceed \$48,000 to be funded by \$50,000 approved in the 2017 Oak Hill Cemetery Facility CIP budget. This cost includes software licenses, implementation services, training and first year maintenance costs. **MSCR Pollnow/Stevenson, all voting aye.**
 - E. Committee recommends Council approval of Phase II Engineering Agreement for Loop the Lake with Graef USA in the amount not to exceed \$61,300, with the cost to be funded from the Loop the Lake project budget within the City Capital Project Facilities Fund. **MS Pollnow/Kunz.**
 1. Ald. Pollnow questioned how far along this work is. His concern is approving this without receiving the bid numbers.
 2. Dir. Kading advised that bids were opened and are currently being analyzed by the engineer. They will meet tomorrow afternoon to decide the best course of action moving forward. After that decision is made, they will set a timeframe for the work.
 3. Ald. Pollnow asked for that information to be provided to the Council now. His concern is the process, being asked to approve something

- before the bids are provided to the Council. If this would be voted down tonight, what would happen since the work is already done.
4. Mayor Kaufert advised once they open bids, there is no requirement to release those numbers right away. This motion is for the next step for the engineering agreement. He asked if there would be any implication to holding this over until the Council obtains more information on the bids. Later this week, they will bring forward a recommendation based on those bids.
 5. City Atty. Godlewski added that the bids are being analyzed and staff is not ready to determine the low bid at this point therefore those numbers are not being released. The contract is for the work related to Phase II.
 6. Mayor Kaufert indicated that the Park & Rec Commission could have approved this action without Council approval but we elected not to do that. We have elected that the Council have some oversight to this project which is probably a better way to go. The steps might have been done differently.
 7. City Atty. Godlewski responded to concerns by Ald. Pollnow indicating the Park & Rec Commission, by ordinance, has complete charge over the park system and development thereof. The practice of the Council has been to run expenditures through the Council.
 8. As the Council representative on the Park & Rec Commission, Ald. Kunz expressed concern over taking away the responsibilities of the committee. It makes sense for this project due to the scope of work. Some bids are easier to digest than others and his guess is this bid is not as easy to digest. He see no problem allowing the engineer and staff to review those bids as long as they are presented to the Council in a timely manner.
 9. Ald. Stevenson indicated he recognizes three distinct issues. First, he does not see a fault in the methodology of approving expenditures. This practice has worked in the past. The second issue is approving expenditures when the scope of work is already done. The Council caused the delay. The third issue is the concept of the Council demanding to see the bid numbers. He takes issue and cautioned the Council on utilizing their authority to force numbers when it may not be in the best financial interest of the City. Historically bid numbers come in and are reviewed by the engineer & staff and a recommendation is brought forward to the Council. The Council has every right to ask for numbers and additional information but to force that issue in a power play would put the city in a unique territory and wrong methodology for both department heads and the subcontractor.
 10. Ald. Lendrum asked if it would have been appropriate to make this an information only agenda item.
 11. City Atty. Godlewski reminded that if the bid results are not ready to be disclosed because they are not analyzed yet there is nothing to report out at this point. This motion is not contingent on the bids that were received. It is work beyond that.

12. Ald. Boyette questioned if this motion should be reworded to not include what has already been done.
13. Ald. Stevenson commented that we have a request from a department head, a contractual relationship for the scope of services which includes some bid prep work. If you take that part of the scope of work out of the contract how would you pay them? Even though 15% of the contract has been completed that does not preclude us from approving the ability to pay them and enter into an agreement for the entire scope of work brought to us a month ago. Graef, in good faith, has continued to do work for us even though this contract has not been approved. They believe the city is good for it. His original support for delaying the project was to hear the fund raising numbers, but we have heard that. It is as good as we thought it would be. He hopes we learn from that. Now we should support the project like we did 1-1/2 years ago at the Menasha Library. This is a little bit out of whack because they have gone beyond the scope we have contracted for. If we don't want them to do that anymore, vote the contract down and the project will stop.
14. Ald. Pollnow indicated his opposition is not against the project, it is the process. The first phase of this went through Public Services & Safety Committee then this comes before Finance. His concern is the letter written by Graef five minutes before that meeting. This is problematic. Now we are made aware there is an MOU. He does not feel it is unfair for Council to ask questions when projects like this go outside the process.
15. Ald. Kunz thanked Council President Stevenson for relaying his thoughts in a better way than he would have. If we want to get projects done, we need to be aware that we are part of the project timeline. He would like to see this done by fall.
16. Mayor Kaufert added this is a complicated issue. Working with two communities and on top of that a new director comes on board it creates complications. Timing is important. The Council has numerous times expressed its support for the project. Asking questioned is not a bad thing. He has no problem with that but it is also important to recognize that this Council has made some commitment to this project. The community is overwhelming with support of this project. The Council is doing their due diligence and making sure it is fiscally responsible and correctly. We will move forward and hopefully complete it by November. There has been some out of the ordinary protocols and Ald. Pollnow does a good job of showing concern for that as he is a process guy. He appreciates that but there is also the fact of getting the project done within the communities' expectation. This was a good discussion.
17. Ald. Pollnow indicated he is fine with getting the information in a timely manner. His concern is always process and transparency.
18. **Motion carried, by a 7-1 RollCall-Pro System vote, all voting aye, Ald. Lendrum voting nay.**

Plan Commission

- I. Ald. Kunz reported the regular meeting of March 28, 2017:
 - A. Commission recommends Council approve the Final Plat of the Castle Oak V Subdivision subject to the inclusion of a storm sewer easement between Lots 176 and 177. **MSCRK Kunz/Stevenson, all voting aye.**

N-M Fire Rescue Jt. Finance & Personnel Committee

- I. Chairman Stevenson reported the regular meeting of March 28, 2017:
 - A. Committee recommends that the City of Neenah and City of Menasha Common Councils approve filling the vacated firefighter position as soon as possible. **MSCRK Stevenson/Pollnow, all voting aye.**

Board of Public Works

- I. Vice Chairman Hillstrom reported the meeting of March 30, 2017:
 - A. Council Action Items:
 1. The Board recommends Council award Contract 3-17 Parking Lot, Street and Trail Construction to the low bid from Sommers Construction, Shiocton in the amount of \$738,974.15. **MSCRK Hillstrom/Bates, all voting aye.**
 2. The Board recommends Council approve the Development Agreement for Castle Oak V Subdivision. **MSCRK Hillstrom/Bates, all voting aye.**

Board of Canvass

- I. Council President Stevenson reported from the Board of Canvass meeting of April 5, 2017:
 - A. The Board compared the Image Cast Evolution (ICE) machine printout with the immediate return sheets as filed by the Elections Board of the City of Neenah and confirmed Aldermanic election vote of April 4, 2017 as follows:
 1. Cari Lendrum received 348 votes and there were 9 write-ins. Cari Lendrum, having received the highest number of votes cast, is hereby declared elected Alderperson in the First Aldermanic District of the City of Neenah for a three-year term, expiring April 2020.
 2. Tami Erickson Kunz received 570 votes and there were 6 write-ins. Tami Erickson, having received the highest number of votes cast, is hereby declared elected Alderperson in the Second District of the City of Neenah for a three-year term, expiring April 2020.
 3. Jane Lang received 420 votes and there were 4 write-ins. Jane Lang, having received the highest number of votes cast, is hereby declared elected Alderperson in the Third District of the City of Neenah for a three-year term expiring April 2020.
 4. **MSCRK Stevenson/Bates to accept the report from the Board of Canvass and place it on file, all voting aye.**

Bergstrom Mahler Museum

- I. Ald. Erickson reported from the Bergstrom Mahler Museum:
 - A. The Museum will host a new exhibit called Quantum beginning April 23rd and running through August 20th. Quantum is about experiences with natural phenomena. The exhibit will open on Sunday April 23rd from 1-4 pm.
 - B. The Museum has new classes for kids and adults. Check the website for more information.

Unfinished Business

- I. Ald. Pollnow questioned the timing for the electronic agenda process.
 - A. City Atty. Godlewski indicated May 3rd is targeted for the parallel and May 17th the Go Live date.
- II. Ald. Kunz questioned the plans for the piles of concrete on the Minergy site.
 - A. Dir. Haese clarified that it is crushed concrete. Half of the pile will be used in the construction of the new parking lot. We had had interest expressed in acquiring those materials but until that parking lot is done and we know exactly how much is left we are not committing to that. Plan B is to work with Public Works to see if there are other projects in the city that might be advantageous. He hopes we get enough from the remaining crushed concrete to break even on the crushing. That would include the cost savings for the new parking lot.
 - B. Ald. Kunz questioned the railroad work being done in that area and plans to clean up that area.
 - C. Dir. Haese indicated he is of the understanding that would be cleaned up. He hopes Mayor Kaufert will make contact with Canadian National to talk about a little better up keep for that area especially as we begin to make improvements to Arrowhead Park.
- III. Ald. Boyette asked which committee she can take questions to for future agenda items.
 - A. City Atty. Godlewski advised any Alderman can bring agenda items forward to the Chairman of any committee at any time. He suggested talking to Mayor Kaufert or Dir. Haese first to see if those questions can be answered.
- IV. Mayor Kaufert reported that the Vendor Management Committee met today. They will get started on the Council request to look at our purchasing issues.

New Business

- I. Mayor Kaufert reminded the Council that the next meeting will be the organizational meeting on Tuesday April 18th.
- II. Mayor Kaufert announced the following appointments to be made at the April 18, 2017 Organizational Meeting:

- A. His appointment to fill the expired term of Trish Nau as the City of Neenah representative to the Fox Cities Transit Commission for a 3-year term to expire in April 2020.
 - B. His appointment to fill the expired term of Wayne Streck on the Fox Cities Room Tax Commission for a term to expire April 2018.
 - C. His appointment of himself or his designee to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority for a term to expire April 2018.
 - D. His appointments to the newly created Neenah Arts Council for 3-year terms to expire April 2018, 2019 & 2020.
 - E. His appointment to fill the expired terms of Merry Whipple and Carol Codner on the Library Board for 3-year terms to expire April 30, 2017.
 - F. His appointment to fill the expired terms of Tom Martin and Jim Perras on the Community Development Authority for 4-year terms to expire April 2021.
 - G. His appointment to fill the expired term of Mike Faulks as public representative to the Joint Review Board for Tax Increment Districts.
- III. Ald. Erickson asked if the appointment application on the web site could be made fillable and have the ability to submit on line.
- A. Clerk Sturn informed she will follow up with Information Systems to get that done.
- IV. Ald. Bates thanked staff and the poll workers for a great job with the Election yesterday. Poll workers work from 6 am to 9 pm. It is a long day.

Adjournment

- I. **MSC Pollnow/Stevenson to adjourn at 8:45 p.m., all voting aye.**

Patricia A. Sturn, WCPC/MMC
City Clerk

**Minutes of the Board of Public Works Meeting
Tuesday, April 11, 2017 – 3:45 p.m.
Hauser Room**

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

ALSO PRESENT: None.

Mayor Kaufert called the meeting to order at 3:45 p.m.

MINUTES: MSC Hillstrom/Easker to approve the minutes from the March 30, 2017 Board of Public Works meeting, all voting aye.

APPEARANCES: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:


Public Works Department:

Change Order No. 1 for Contract 1-17: Dir. Kaiser recommended approval of Change Order No. 1 for Contract 1-17 to in the amount of \$37,666.83 to De Groot, Inc., 4201 Champion Road, Green Bay. This change order is to install ductile iron main through an area of potentially contaminated soil. **MSC Kaiser/Godlewski to approve Change Order No. 1 for Contract 1-17 for Miscellaneous Sewer and Water Main Construction and Street Construction on Cecil Street and Higgins Avenue to De Groot, Inc., 4201 Champion Road, Green Bay in the amount of \$37,666.83, all voting aye.**

Pay Estimate No. 1 for Contract 1-17: Dir. Kaiser recommended approval of Pay Estimate No. 1 for Contract 1-17 in the amount of \$429,569.38 to De Groot, Inc., 4201 Champion Road, Green Bay. This contract is for work on Cecil Street and Higgins Avenue for Sewer and Water main and Street Construction. **MSC Kaiser/Bates to approve Pay Estimate No. 1 for Contract 1-17 Sewer and Water Main and Street Construction on Cecil Street and Higgins Avenue to De Groot, Inc., 4201 Champion Road, Green Bay in the amount of \$429,569.38, all voting aye.**

MSC Godlewski/Easker to adjourn at 4:06 p.m., all voting aye.

Respectfully Submitted,


James G. Godlewski
City Attorney

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, March 28, 2017
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	ABSENT	Ald. Christopher Kunz	ABSENT	Karen Genett	PRESENT
Gerry Andrews	ABSENT	Ald. Jane Lang	PRESENT		

Also present:

Brad Schmidt, Deputy Director of Community Development	Katie Osthelder, Administrative Assistant of Community Development	Alderwoman, Cari Lendrum
James Thienel, 990 S. Lake Street, Neenah	Forrest Genett, 957 Betty Avenue, Neenah	Grant Birtch, 534 E. Peckham, Neenah

Minutes:

MSC Genett/Lang, to approve the Feb 21, 2017 meeting minutes. All aye. Piergrossi abstain.

Public Appearances:

Grant Birtch, 534 E Peckham, Neenah, introduced himself and provided follow-up on the discussion from past Plan Commission meetings about short term rentals. He indicated that he's reviewed the ordinances that Deputy Director Schmidt provided and believes the City should adopt an ordinance which regulates short term rentals. Mr. Birtch believes the Village of Ashwaubenon ordinance is pretty good and well put together since it uses specific standards to review these properties including licensure for health inspections and building inspections. It's a very comprehensive ordinance.

Public Hearings: NONE

Action Items:

1. Final Plat – Castle Oak V

Deputy Director Schmidt provided an overview of the final plat for the 5th phase of the Castle Oak subdivision. In addition, Deputy Director Schmidt indicated that the conditions of the final plat have been met. The only request from staff is that a 20-foot easement be added over the storm sewer between Lots 176 and 177.

Commission member Genett asked if the 1,500 foot Wallace Lane/Stout Drive is a culdasc. Deputy Director Schmidt indicated that the road is not intended to function as a permanent culdasc and is temporary until Cavalry Lane is extended south to Fort Drive. City Staff worked with the developer to put language in the development agreement that allows the City to construct the Cavalry Lane extension if it isn't completed within 36 months. In addition, the developer will dedicate the Cavalry Lane right-of-way to the City.

Commission member Piergrossi asked if the dedicated Cavalry Lane would be a temporary road. Director Kaiser said that the road right-of-way was being dedicated and that no improvements will be made at this time.

Mayor Kaufert thanked Staff for looking out for the City's future interests.

MSC Kaiser/Piergrossi to recommend Common Council approve the Final Plat of the Castle Oak V Subdivision subject to the inclusion of a storm sewer easement between Lots 176 and 177. All Aye.

2. Site Plan Review – 990 S Lake Street

Deputy Director Schmidt provided an overview of the proposed site plan at 990 S. Lake Street to construct a 1,600 square-foot storage building in the rear of the property. The building would be a wood-framed design with a metal exterior. The height of the building will be about 25 feet tall. The Zoning Code limits the lot coverage of buildings on a lot to no more than 30% in the C-1 District. However, Plan Commission has the ability to allow buildings to cover up to 40% of a lot. In this case the lot coverage would be 31.6%. The site plan also includes additional parking along the west property line.

Director Kaiser asked if the Plan Commission has increased the building lot coverage above 30% in the past. Deputy Director Schmidt indicated they have and that this does not result in a variance. Director Kaiser indicated that the area the building is proposed to be located is currently on an impervious area and therefore has no issues with increasing the lot coverage to 31.6%.

Commission member Piergrossi asked about the location of the existing ponds and the proposed stormwater ponds on the site plan. Deputy Director Schmidt said there are two existing stormwater ponds on the site along Lake Street. The two proposed ponds are preliminary and may change based on the alternatives to managing stormwater on the site. The challenge is that no stormsewer exists along Lake Street.

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MSC Kaiser/Genett for Plan Commission to approve the site plan for 990 S. Lake Street subject to the following conditions:

1. Obtain all necessary building permits prior to any construction, alteration, or sign installation.
2. Submit a detailed landscape plan identifying the type, size, and location of plantings along the west property line.

All Aye.

3. Excess Public Right-of-way – Harrison Street

Deputy Director Schmidt provided an overview of a request to declare City-owned land along Harrison Street as excess public right-of-way. The land is a remnant piece the City acquired as part of the Main Street overpass project. The land is too small to be used as a single-family residential lot.

Commission member Piergrossi asked if the land would be sold to one of the adjoining neighbors. Director Kaiser indicated that the property owner south of the subject land expressed interest in purchasing it.

Commission member Genett asked about the weird shape of the lot. Director Kaiser said it's a remnant piece from a service station that used to be there and the warehouse that is still used directly west of the land.

Commission member Piergrossi asked if the adjacent parcel with the warehouse on it was developable if the warehouse were removed. Deputy Director Schmidt said it appears it would meet our minimum lot size for residential lots.

Director Kaiser said the City currently maintains the subject land.

Mayor Kaufert expressed concerns about selling public land if it has development potentials in the future, specifically if the warehouse on the adjoining property was removed.

Director Kaiser indicated that regardless of the scenario there's no reason for the City to own and continue maintaining the subject land.

MSC Piergrossi/Kaiser for the Plan Commission to declare the remnant right-of-way piece of land along Harrison Street as excess property and recommend Council authorize the sale of the property. All Aye.

Zoning Code Review:

1. Short-Term Rentals

Deputy Director Schmidt provided an overview of short-term rentals and how the City currently deals with them. Unfortunately, the Zoning Code is not very clear on this use and the Plan Commission may want to further explore them. Attached in the memo are several ordinances which regulate short-term rentals in Wisconsin and a map of AirBnB properties currently listed in the City.

Director Kaiser asked what the difference between a short-term rental and a bed and breakfast is. Deputy Director Schmidt indicated that we regulate bed and breakfasts through a special use permit and they differ from short term rentals in that the property owners remain on the property and provide food for the guests.

Commission member Piergrossi asked if short-term rentals are required to pay Hotel Room Tax. Deputy Director Schmidt said that he believes they are responsible for the tax. Mayor Kaufert mentioned that the challenge is that it is a self-reporting tax.

Deputy Director Schmidt mentioned that the reason for bringing this to the Plan Commission is because the Community Development Department received a complaint from a neighbor. Commission member Piergrossi mentioned he is not in favor of regulating them.

Mayor Kaufert explained that the State has discussed preempting municipalities in regards to regulating short-term rentals. He also appreciates the background information but doesn't feel we would get far into this tonight since 3 commission members are absent.

2. Signs

Deputy Director Schmidt indicated that the sign code was attached to the Plan Commission packets and that a Supreme Court ruling impacted how the City regulates signage. Schmidt asked the Plan Commission to begin reviewing the sign code.

3. Accessory Structures

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Deputy Director Schmidt provided an image of a shed that was constructed in the City which found a loop-hole in the wall height requirement. The current requirement limits shed wall heights to no more than 10 feet and the total height of the shed to no more than 20 feet. Staff is proposing to reduce the maximum height for sheds to 14 feet to avoid similar type sheds.

Announcements and future agenda items:

Next meeting April 11, 2017

Comprehensive Plan Update- Deputy Director Schmidt indicated that the Steering Committee is reviewing each chapter separately and that the final chapter, Land Use, will be reviewed over the next several weeks.

Adjournment: The Commission adjourned its meeting at 4:58 P.M. MSC Genett/Lang. All Aye.

Respectfully Submitted,



Katie Osthelder
Administrative Assistant, Community Development

STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981

Date: April 18, 2017

Date of Directive: 10/05/2016

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

Responsible Party: Ald. Pollnow

Status: Pending