



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, May 5, 2021 - 7:00 p.m.
Neenah City Hall
Council Chambers
211 Walnut Street, Neenah
Hybrid Virtual/In Person Meeting

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur both virtually and in person in Council Chambers at City Hall. The virtual meeting can be accessed by the below link or conference call. Committee members and the public should use the following information:

Link: <https://global.gotomeeting.com/join/212732717>

OR

Conference Telephone Number (AUDIO ONLY): [+1 \(872\) 240-3311](tel:+18722403311)
Access Code: 212-732-717

- **Members of the public who join the meeting will be asked for their name and address and whether they wish to speak during the Public Forum.**
- **The web link or conference call-in number may be accessed from any location.**

I. Roll Call and Pledge of Allegiance

SWEARING IN OF NEW NMFR FIREFIGHTERS AND ASSISTANT CHIEF

- Shane Krueger - New Assistant Chief
- Chris Killeen - New Firefighter
- Chad Korth - New Firefighter
- Josh Bluhm - New Firefighter
- Colin Ehlert - New Firefighter
- Derek Broeske - New Firefighter
- Alex Schultz - New Firefighter
- Jason Kossel - New Firefighter
- Mitch Berendes - New Firefighter

PRESENTATION OF EMPLOYEE RECOGNITION AWARDS:

- **25 Year Milestone Anniversary**
 - Kathy Eustice – Neenah Public Library
 - Gina Vendola – NMFR
- **30 Year Milestone Anniversary**
 - Gene Banazynski – NMFR
 - James Dunbar – NMFR

- Chris Haese – Community Development
 - Ryan Krings – NMFR
 - William Mohr – Police Department
 - Patrick Pedersen – Police Department
 - Greg Radtke – Public Works
- **Exemplary Performance Awards**
 - Lindsay Elias – Police Department – Nominated by Aaron Olson
 - Lisa Mroczkowski – Public Works – Nominated by Joni Heinz and Gerry Kaiser
 - Jim Peglow – NMFR – Nominated by Kevin Kloehn
 - Victor Voss – NMFR – Nominated by Kevin Kloehn
 - Adam Westbrook – DOLAS – Nominated by Jim Godlewski
 - Patrick Benson – Public Works – Nominated by Gretchen Raab
 - Sheri Dunham – Neenah Public Library – Nominated by Gretchen Raab
 - Jodi Schultz – Neenah Public Library – Nominated by Gretchen Raab
 - Stephanie Schott – Park & Recreation – Nomination by Michael Kading
 - Kim VanderWyst – Park & Recreation – Nominated by Michael Kading
- II. Introduction and Confirmation of Mayor’s Appointment(s) **(NONE)**.
- III. Approval of Council Proceedings
- A. Approval of the Council Proceedings of April 20, 2021 regular session. **(UC)**
- IV. Public Hearings **(NONE)**.
- V. Plan Commission, Public Services & Safety Committee or Finance & Personnel Committee report pertaining to the Public Hearings **(NONE)**.
- VI. Public Forum
- A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VII. Mayor/Council consideration of public forum issues
- VIII. Consent Agenda
- A. Approve the Street Use Permit for the Cedar Bar & Grill Live Music, 1330 S. Commercial Street to take place on May 22, 2021. **(PSSC)**
- B. **(UC)**
- IX. Reports of standing committees
- A. Regular Public Services and Safety Committee meeting of April 27, 2021: (Chairman Bates/Vice Chairman Lang) (Minutes can be found on the City web site)

1. Committee recommends Council approve the purchase of the Ford Transit Connect from Bergstrom Lincoln Ford in the amount of \$24,498.50. **(RollCall)**
 2. Committee recommends Council approve Amendment 1 to the Archaeological Monitoring Contract with UWM-CRM for the Lake Shore Avenue project to be funded through Public Infrastructure reserves. **(RollCall)**
 3. Committee recommends Council approve the Change Order 1 to the Jewelers Park Drive Trail design contract with Westwood Infrastructure, Inc., in the amount of \$10,850.00. **(RollCall)**
 4. Committee recommends Council approve a one-time Temporary Extension of Retail "Class B" Premise for Cedar Bar & Grill, LLP, for May 21, 2021 from 3:00 p.m. to 7:00 p.m. **(RollCall)**
- B. Regular Finance and Personnel Committee meeting of April 26, 2021: (Chairman Erickson/Vice Chairman Boyette) (Minutes can be found on the City web site)
1. Committee recommends Council approve purchasing a SuperMicro Server Backup solution from Heartland Business Systems at a cost not to exceed \$17,000, using funds from Capital Equipment Reserves, including instructing Director Wenninger to provide the Common Council information at least 48 hours prior to the Common Council meeting on annual maintenance costs of the recommended solution as well as identifying which governmental entities are moving to this specific solution. **(RollCall)**
 2. Committee recommends Council approve amending Tax Incremental District No. 8 Development Agreement with Tadych Investments Partners, LLC to increase the maximum City contribution to \$2,225,000, make 10 parking spaces available in the Church Street Ramp and 35 parking spaces in the City controlled parking west of Commercial Street. **(RollCall)**
 3. Committee recommends Council authorize the Community Development Authority to initiate the necessary steps to acquire and redevelop the former Donaldson's Cleaners property at 110 W. Cecil Street. . **(RollCall)**
 4. Committee recommends Council approve amending Tax Incremental District No. 8 Development Agreement with Tadych Investments Partners, LLC to increase the maximum City contribution to \$2,225,000, make available 10 parking spaces in the Church Street Ramp, and 35 parking spaces in the City controlled parking west of Commercial Street. **(to be acted on after report from the Community Development Authority)**
- X. Reports of special committees and liaisons and various special projects committees

- A. Regular Plan Commission meeting of April 27, 2021: (Council Rep Lang)
(Minutes can be found on the City web site)
 - 1. Commission recommends Council approve Ordinance No. 2021-11 rezoning 307 High Street to the R-2, Two-Family Residence District. **(RollCall)**
 - 2. Commission recommends Council approve the Preliminary Plat for Eternity Custom Homes, LLC. **(RollCall)**
 - B. Board of Public Works meeting of April 27, 2021: (Vice Chairman Bates)
(Minutes can be found on the City web site)
 - 1. Information Only Items:
 - a) The Board approved Change Order No. 1 for Contract 1-21, Sanitary Sewer, Water Main and Street Construction on Marathon Avenue to Donald Hieptas & Sons, Inc. in the amount of \$13,632.50.
 - b) The Board approved Change Order No. 1 for Contract 2-21, Sanitary, Water Main and Street Construction on Fairview Avenue and Laudan Boulevard to Carl Bowers & Sons Construction Company, Inc. in a net zero dollar amount.
 - C. Community Development Authority (Dir. Haese)
 - 1. CDA recommends that Council approve amending Tax Incremental District No. 8 Development Agreement with Tadych Investments Partners, LLC to increase the maximum City contribution to \$2,225,000, make available 10 parking spaces in the Church Street Ramp, and 35 parking spaces in the City controlled parking west of Commercial Street. **(RollCall)**
 - D. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderperson Lang
 - E. Sustainable Neenah Committee
 - 1. Report from the Sustainable Neenah Committee – Alderperson Brian Borchardt
 - F. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) – Alderperson Lang
 - G. Bergstrom Mahler Museum
 - 1. Report from the Bergstrom Mahler Museum – Alderperson Erickson
 - H. Library Board (moved from previous meeting)
 - 1. Report from the Library Board – Alderperson Erickson
- XI. Presentation of petitions
- A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
- XII. Council Directives

XIII. Unfinished Business

XIV. New Business

- A. Any announcements/questions that may legally come before the Council.

XV. Adjournment

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

COMMON COUNCIL PROCEEDINGS

Tuesday, April 20, 2021 – 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in organizational session at 7:00 p.m., April 20, 2021.

Mayor Kaufert in the chair.

Present: Aldermen Lendrum, Skyrms, Boyette, Erickson, Bates, Borchardt, Lang, Stevenson, and Hillstrom, City Attorney Westbrook, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser

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

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

- I. City Attorney Westbrook called a voice roll call for the Mayor/Aldermen followed by the Pledge of Allegiance.

SWEARING IN CEREMONY

City Attorney Westbrook administered the oath of office to newly elected First District Alderperson John Skyrms, Second District Alderperson Brian Borchardt, Third District Alderperson Todd Stevenson for 3-year terms, which expire April 2024, and Second District Alderperson Marge Bates for 1-year term, which expires April 2022.

ORGANIZATIONAL MEETING

Election of Council President

MSC Bates/Boyette to nominate Alderman Stevenson for Council President.

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

Mayor's appointments to the Standing Committees, one-year terms expire April 2022.

- Finance & Personnel
 1. Alderperson Erickson
 2. Alderperson Borchardt
 3. Alderperson Boyette
 4. Alderperson Skyrms
 5. Council President Stevenson
- Public Services & Safety – (4) Aldermen & the Council President
 1. Alderperson Bates
 2. Alderperson Lendrum
 3. Alderperson Lang
 4. Alderperson Hillstrom
 5. Council President Stevenson
- N-M Fire Joint Finance and Personnel Committee
 1. Council President Stevenson

2. Member of Finance and Personnel Committee Alderperson Boyette
3. Alderperson Borchardt

- **MSC Stevenson/Boyette to confirm the Mayor's appointments to the Standing Committees, all voting aye.**

Mayor Kaufert recessed the meeting at 7:10 pm to permit organizational meetings on the standing committees.

Mayor Kaufert reconvened the Council at 7:18 pm.

Organizational report of the Standing Committee and Special Council Committees

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

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

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

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

Alderman Lendrum reported that the Public Services & Safety Committee elected the following member as chair and the committee will meet on call.

- Chair Lendrum
- Members include Alderpersons Skyrms and Hillstrom, President Stevenson will attend when available.
- Meetings will be held on call.

Alderman Stevenson reported that the Legislative Review Committee elected the following member as chair and the committee will meet on call.

- Chair Stevenson
- Members include Alderperson Erickson and Mayor Kaufert
- Meetings will be held on call.

MSC Boyette/Skyrms to confirm the Mayor's appointments to the Special Council Committees, all voting aye.

- Mayor's appointment of:
 - Carol Kasimor as City of Neenah representative to the Fox Cities Transit Commission for a three-year term to expire in April 2024.
 - Dir. of Finance Easker to Fox Cities Room Tax Commission for a one-year term to expire April 2022.

- James B. Gunz to Fox Cities Room Tax Commission for a one-year term to expire April 2022.
- Chris A. Haese to the Fox Cities Tourism and Convention Bureau for a one-year term to expire April 2022.
- Himself to the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire December 2022.
- Ald. Tami Erickson to chair the Neenah Arts Council for a one-year term to expire April 2022.
- Ald. Lee Hillstrom as a member of the Community Development Authority for a one-year term to expire April 2022.
- Ald. Marge Bates as a member of the Community Development Authority for a one-year term to expire April 2022.
- (2) members of the Public Services & Safety Committee to the Liquor Licensing Review Subcommittee for a one-year term to expire in April 2022.
 - 1. Ald. Stevenson
 - 2. Ald. Bates
- (2) members of the Public Services & Safety Committee to the Board of Public Works for a one-year term to expire April 2022.
 - 1. Ald. Bates
 - 2. Ald Hillstrom
- (1) Citizen member to the Community Development Authority (CDA) for a three-year term to expire April 2024.
 - 1. Pete Lecompte
- (1) Citizen member to the Plan Commission for a three-year term to expire April of 2024
 - 1. Betsy Ellenberger
- Mayor, Fire Chief Kloehn, City Attorney Westbrook, the City Clerk, Director of Community Development & Assessment Haese, Director of Finance Easker, Director of Public Works Kaiser, Director of the Water Utility Mach, Police Chief Olson, Director of Information Systems Wenninger, Director of Parks & Recreation Kading, Director of Library Services Raab, Director of Human Resources & Safety Kehl, Council representative Ald. Lendrum, Winnebago County Health Representative Doug Gieryn, School Superintendent Pfeiffer and a Red Cross Representative to the Emergency Government Committee for a one-year term to expire April 2022.
- (1) Alderman as his representative on the Bergstrom Mahler Museum Board of Directors for a one-year term to expire April 2022.
 - 1. Ald. Erickson
- (1) Alderman as Council representative to the Library Board for a one-year term expires April 2022.
 - 1. Ald. Erickson
- (1) Alderman as Council representative to the BID Board for a one-year term expires April 2022.
 - 1. Ald. Lang

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

- Council appointment of:

- (1) Alderman as Council representative to the Joint Review Board for a one-year term to expire April 2022.
 - 1. Ald. Skyrms
- (1) Alderman as Council representative to the Water Works Commission for a one-year term to expire April 2022.
 - 1. Ald. Boyette
- (1) Alderman as Council representative to the Plan Commission for a one-year term to expire April 2022.
 - 1. Ald. Lang
- (1) Alderman as Council representative to the Loan Assistance Board for a one-year term to expire April 2022.
 - 1. Ald. Lendrum
- (1) Alderman as Council representative to Park & Recreation Commission for a one-year term to expire April 2022.
 - 1. Ald. Borchardt
- (1) Alderman as Council representative to the Landmarks Commission for a one-year term to expire April 2022.
 - 1. Ald. Lang

MSC Stevenson/Boyette to confirm the Council appointments, all voting aye.

Approval of Council Proceedings.

MSC Lendrum/Hillstorm to approve the Council Proceedings of April 7, 2021 regular session, and Special Council Proceedings of April 14, 2021 and Committee of the Whole Proceedings of April 14, 2021. all voting aye, Ald. Skyrms abstained.

II. Consent Agenda.

- A. Approve the Street Use Permit for the Memorial Day Parade, sponsored by the Nicolet VFW Post 2126, 546 Third Street, Menasha WI, to be held on May 31, 2021.
- B. Approve the Street Use Permit for Relay for Life of the Fox Cities, sponsored by the American Cancer Society, Pewaukee WI, to be held on June 11, 2021.
- C. Approve the Street Use Permit for the Sole Burner 5K Walk/Run, sponsored by the American Cancer Society, 2616 S Oneida Street, Appleton WI, to be held on August 21, 2021.
- D. Approve the Street Use Permit for the WI Streetball Neenah 3-on-3, sponsored by Ballhawk Basketball, Paul Bradshaw, 1406 W. Oakcrest Dr., Appleton WI, to be held on August 14, and August 15 2021.
- E. Approve the Street Use Permit for Boogie Downtown, sponsored by Future Neenah, 135 W Wisconsin Ave, Neenah WI, to be held on August 25, 2021.

F. (UC)

MSRC Stevenson/Lang called for unanimous consent. There being no objections, motion passes.

III. Reports of standing committees.

- A. Regular Public Services and Safety Committee meeting of April 13, 2021:
 - 1. Committee recommends Council approve the site plan for the outdoor patio at 116 S. Commercial Street (Lions Tail Brewing Company) (To be acted on during the report out of Plan Commission).

2. Committee recommends Council approve the Revocable Occupancy Permit to Investment Creations, LLC (owner of 116 S. Commercial Street.)

MSCRP Bates/Lendrum;

Alderman Bates made an amendment to the motion that approval is predicated on approval of site plan by Plan Commission

MSCRP Bates/Lendrum Voice roll call vote, 9-0 Motion passes

3. Committee recommends Council approve the purchase of 12 ballistic vests from the Uniform Shoppe in the amount of \$27,563.00 with CIP funds.
No Discussion

MSCRP Bates/ Skyrms; Voice roll call vote 9-0 Motion passes

4. Committee recommends Council authorize the Neenah Police Department to remodel the partially enclosed area of the police department lobby to create a soft interview room and turn the current soft room into a multipurpose room for a total not to exceed \$10,000.00.
No Discussion

MSCRP Bates/Hillstrom; Voice roll call vote 9-0 Motion Passes

B. Regular Finance and Personnel Committee meeting of April 12, 2021:

1. Committee recommends Council approve TEMS Medics Novy and Hillen attend TEMS training outside the State of Wisconsin as well as approval to pay for the wages and "backfill" overtime at an amount not to exceed \$8,400 to be funded by a transfer from the City's Benefit Accrual Fund.
Assistance Police Chief Bernice updated the Council, Lieutenant Kuffel has secured several thousand dollars in grants/donations to help offset the cost of this program.

MSCRP Erickson/ Boyette Voice roll call vote 9-0 Motion passes

2. Committee recommends Council approve the final adjusted payment of \$4,000 to Lawrence Nicholson for his work on the CVS lawsuit.
No discussion

MSCRP Erickson/ Boyette Voice roll call vote 9-0 Motion passes

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

A. Regular Plan Commission meeting of April 13, 2021:

1. Commission recommends Council approve the Mahler Farm PDD project plan #1-21 for Valley VNA Health Systems Inc., located at 535 Lyon Drive.
No discussion

MSCRP Lang / Skyrms Voice roll call vote 9-0 Motion passes

2. Commission recommends Council approve the site plan for the Outdoor Patio at 116 S. Commercial Street (Lion's Tail Brewing Company) subject to the approval of a Revocable Occupancy Permit.
 - Ald. Bates stated that the permit was approved contingent upon Plan Commission approval of the site plan.

MSCRP Lang/ Boyette Voice roll call vote 9-0 Motion passes

V. Adjournment.

MSC Boyette/Skyrms to adjourn at 8:04 p.m., all voting aye.

COMMON COUNCIL MINUTES
Organizational Meeting
Tuesday, April 20, 2021 – 7:00 p.m.
Neenah City Hall
In-Person and Virtual Meeting

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Mayor Kaufert in the chair.

Present: Aldermen Lendrum, Skyrms, Boyette, Erickson, Bates, Borchardt, Lang, Stevenson, and Hillstrom, City Attorney Westbrook, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser

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

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

- I. City Attorney Westbrook called a voice roll call for the Mayor/Aldermen followed by the Pledge of Allegiance.

SWEARING IN CEREMONY

City Attorney Westbrook administered the oath of office to newly elected First District Alderperson John Skyrms, Second District Alderperson Brian Borchardt, Third District Alderperson Todd Stevenson for 3-year terms, which expire April 2024, and Second District Alderperson Marge Bates for 1-year term, which expires April 2022.

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Mayor's appointments to the Standing Committees, one-year terms expire April 2022.

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 4. Alderperson Skyrms
 5. Council President Stevenson
- Public Services & Safety – (4) Aldermen & the Council President
 1. Alderperson Bates
 2. Alderperson Lendrum
 3. Alderperson Lang
 4. Alderperson Hillstrom
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- Meetings will be held on call.

Alderman Stevenson reported that the Legislative Review Committee elected the following member as chair and the committee will meet on call.

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- Members include Alderperson Erickson and Mayor Kaufert
- Meetings will be held on call.

MSC Boyette/Skyrms to confirm the Mayor's appointments to the Special Council Committees, all voting aye.

- Mayor's appointment of:
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- Dir. of Finance Easker to Fox Cities Room Tax Commission for a one-year term to expire April 2022.
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 - 1. Ald. Erickson
- (1) Alderman as Council representative to the Library Board for a one-year term expires April 2022.
 - 1. Ald. Erickson
- (1) Alderman as Council representative to the BID Board for a one-year term expires April 2022.
 - 1. Ald. Lang

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

- Council appointment of:
 - (1) Alderman as Council representative to the Joint Review Board for a one-year term to expire April 2022.
 - 1. Ald. Skyrms
 - (1) Alderman as Council representative to the Water Works Commission for a one-year term to expire April 2022.
 - 1. Ald. Boyette
 - (1) Alderman as Council representative to the Plan Commission for a one-year term to expire April 2022.
 - 1. Ald. Lang
 - (1) Alderman as Council representative to the Loan Assistance Board for a one-year term to expire April 2022.
 - 1. Ald. Lendrum
 - (1) Alderman as Council representative to Park & Recreation Commission for a one-year term to expire April 2022.
 - 1. Ald. Borchardt
 - (1) Alderman as Council representative to the Landmarks Commission for a one-year term to expire April 2022.
 - 1. Ald. Lang

MSC Stevenson/Boyette to confirm the Council appointments, all voting aye.

STATE OF CITY REPORT

Mayor Kaufert gave his state of the City Report. The state of the City continues to be positive in many ways. 2020 presented many challenges, we were tasked with making many decisions that impacted the City employees and residents, and decisions were made with public and staff safety in mind. He is very proud of all the management teams for working tirelessly to revamp rules and operations to continue to meet the challenges of the pandemic. We all mourn for those taken from us this past year and pray for strength for those affected by this virus. Mayor Kaufert thanked the local front line health care workers, doctors, nurses, police officers, fire fighters, EMT's paramedics along with all the other essential health care workers, essential government workers, front line workers at grocery stores and other retail stores, our local health care facility led by Dr. Andrabi who worked closely with a coalition of community leaders on preparedness. As we cautiously wind down this pandemic, we must continue to be careful and follow CDC guidelines. The future is bright, we continue to have a strong economy in the Fox Valley with low unemployment and a general positive outlook. There is progress being made in this community with new housing developments, improvements to Arrow Head Park, a potential housing development at Bridgewood Golf course and enhancing the trail system in that same area, the City's first dog park on Byrd Avenue is closer to becoming a reality. The community is excited about the progress on the Plaza with the ice rink and community gathering facility, the long awaited completion of Lakeshore Avenue will be completed soon and the South Commercial Redevelopment Plan is approved and will begin soon. There are 5 major employers that call Neenah home for their global headquarters, many other companies employ large numbers of people in our community along with smaller companies and businesses. Thank you to all the businesses that operate in Neenah. Many small businesses have suffered financially, employees have suffered in many ways. The Community supported these businesses throughout the pandemic, and it is very much

appreciated by all the businesses. The City is in a great position to prepare for our future, the entire Common Council led by President Stevenson continue to be diligent to work for this community, our dedicated Department heads and staff continue to contribute to our successes. Our goals remain the same for strong economic development opportunity and fiscal responsibility to ensure the wonderful quality of life in our community. The 2021-2025 CIP continues to show the need for additional funding for a new parking ramp, a police station expansion, and a new or renovated fire station will require an increased need for borrowing. Debt continues to be below allowable State limits and the Standard and Poor's bond rating is AA/stable. Soon the City will receive an allocation of approximately \$5.4 million in stimulus dollars, the challenge will be to find the best use of these funds and we are still learning to determine the rules regarding use of these funds. These funds will give the City an opportunity to help may outlets in our community and to help regain the momentum lost due to the pandemic. The TIF Districts are financially strong. Mayor Kaufert indicated he would continue his open door policy, the WHBY radio show office hours, visibility throughout the community and 24/7 access. Mayor Kaufert thanked Kathy Keene, host of the WHBY Good Neighbor Show and wished her the best of luck on her upcoming retirement. He and the Council will strive each and every day to improve the way that government provides services to our residents, indicating he is proud of the direction the Council, staff and community is headed. He advised citizens to visit the website, contact him or their alderpersons with suggestions and concerns. Thank you for listening.

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

III. Approval of Council Proceedings.

A. Approval of the Council Proceedings of April 7, 2021 regular session, and Special Council Proceedings of April 14, 2021 and Committee of the Whole Proceedings of April 14, 2021.

MSC Lendrum/Hillstorm to approve the Council Proceedings of April 7, 2021, all voting aye, Ald. Skyrms abstained.

IV. Public Hearing **(NONE)**.

V. Report pertaining to the public hearing **(NONE)**.

VI. Public Forum.

A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic. **(NONE)**

VII. Mayor/Council consideration of public forum issues.

VIII. Consent Agenda.

A. Approve the Street Use Permit for the Memorial Day Parade, sponsored by the Nicolet VFW Post 2126, 546 Third Street, Menasha WI, to be held on May 31, 2021.

B. Approve the Street Use Permit for Relay for Life of the Fox Cities, sponsored by the American Cancer Society, Pewaukee WI, to be held on June 11, 2021.

C. Approve the Street Use Permit for the Sole Burner 5K Walk/Run, sponsored by the American Cancer Society, 2616 S Oneida Street, Appleton WI, to be held on August 21, 2021.

- D. Approve the Street Use Permit for the WI Streetball Neenah 3-on-3, sponsored by Ballhawk Basketball, Paul Bradshaw, 1406 W. Oakcrest Dr., Appleton WI, to be held on August 14, and August 15 2021.
- E. Approve the Street Use Permit for Boogie Downtown, sponsored by Future Neenah, 135 W Wisconsin Ave, Neenah WI, to be held on August 25, 2021.

F. (UC)

MSRC Stevenson/Lang called for unanimous consent. There being no objections, motion passes.

IX. Reports of standing committees.

- A. Regular Public Services and Safety Committee meeting of April 13, 2021: (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the site plan for the outdoor patio at 116 S. Commercial Street (Lions Tail Brewing Company) (To be acted on during the report out of Plan Commission).
 - 2. Committee recommends Council approve the Revocable Occupancy Permit to Investment Creations, LLC (owner of 116 S. Commercial Street.)

MSCRP Bates/Lendrum;

Alderman Bates made an amendment to the motion that approval is predicated on approval of site plan by Plan Commission

MSCRP Bates/Lendrum Voice roll call vote, 9-0 Motion passes

- 3. Committee recommends Council approve the purchase of 12 ballistic vests from the Uniform Shoppe in the amount of \$27,563.00 with CIP funds.
No Discussion

MSCRP Bates/ Skyrms; Voice roll call vote 9-0 Motion passes

- 4. Committee recommends Council authorize the Neenah Police Department to remodel the partially enclosed area of the police department lobby to create a soft interview room and turn the current soft room into a multipurpose room for a total not to exceed \$10,000.00.
No Discussion

MSCRP Bates/Hillstrom; Voice roll call vote 9-0 Motion Passes

- 5. Committee recommends Council NOT adopt an ordinance (Ord. 2021-10) with the provisions recommended from the Sustainable Neenah meeting of April 21, 2021 relating to "No Mow May."

Motion failed at Committee Level, there was no motion and vote by Council.

- B. Regular Finance and Personnel Committee meeting of April 12, 2021: (Minutes can be found on the City web site)

- 1. Committee recommends Council approve TEMS Medics Novy and Hillen attend TEMS training outside the State of Wisconsin as well as approval to pay for the wages and "backfill" overtime at an amount not to exceed \$8,400 to be funded by a transfer from the City's Benefit Accrual Fund.
Assistance Police Chief Bernice updated the Council, Lieutenant Kuffel has secured several thousand dollars in grants/donations to help offset the cost of this program.

MSCRP Erickson/ Boyette Voice roll call vote 9-0 Motion passes

- 2. Committee recommends Council approve the final adjusted payment of \$4,000 to Lawrence Nicholson for his work on the CVS lawsuit.

No discussion

MSCRP Erickson/ Boyette Voice roll call vote 9-0 Motion passes

- X. Reports of special committees and liaisons and various special projects committees.
- A. Regular Plan Commission meeting of April 13, 2021: (Minutes can be found on the City web site)
1. Commission recommends Council approve the Mahler Farm PDD project plan #1-21 for Valley VNA Health Systems Inc., located at 535 Lyon Drive.
No discussion

MSCRP Lang / Skyrms Voice roll call vote 9-0 Motion passes

2. Commission recommends Council approve the site plan for the Outdoor Patio at 116 S. Commercial Street (Lion's Tail Brewing Company) subject to the approval of a Revocable Occupancy Permit.
 - Ald. Bates stated that the permit was approved contingent upon Plan Commission approval of the site plan.

MSRCP Lang/ Boyette Voice roll call vote 9-0 Motion passes

- B. Board of Canvas meeting of April 9, 2021 (Council President) (Minutes can be found on the City web site)
1. Report the results of the April 6, 2021 spring election.
 - Council President Stevenson reported the results of the April 6, 2021 Spring election.
- C. Board of Public Works meeting of April 13, 2021: (Minutes can be found on the City web site)
1. Information Only Items:
 - a) The Board approved Pay Estimate No. 1 for Contract 1-21, Sewer, Water Main and Street Construction on Marathon Avenue to Donald Hietpas & Sons, Inc., Little Chute WI in an amount of \$47,824.90
 - b) The Board approved Change Order No. 1 for Contract 2-21, Sewer, Water Main and Street Construction on Fairview Avenue and Laudan Boulevard to Carl Bowers & Sons Construction Company Inc., Kaukauna WI, for providing Temporary Water Service on Fairview Avenue in an amount not to exceed \$30,000.00
 - c) The Board approved Pay Estimate No. 1 for Contract 2-21 Sewer, Water Main and Street Construction on Fairview Avenue and Laudan Boulevard to Carl Bowers & Sons Construction Company, Inc. Kaukauna WI in the amount of \$217,829.30.
- D. Community Development Authority
1. Report from the CDA - Dir. Haese , None.
- E. Library Board
1. Report from the Library Board – Ald. Erickson requested that this report be moved to the next Council Meeting
- F. Neenah Arts Council
1. Report from Neenah Arts Council – Ald. Erickson
Highlights- Neenah School District Student Art Exhibit Day through the month of April
June 21st, Plans for event at Highlands at Mahler Make Music Days
Booth at Bazaar After Dark on June 21st
Booth at Farmers Market during the summer.

- XI. Presentation of petitions.

A. Any other petition received by the City Clerk's Office after distribution of the agenda. **(NONE)**

XII. Council Directives. **(NONE)**

XIII. Unfinished Business. **(NONE)**

XIV. New Business.

A. Discuss dates for Council picture, Mayor Kaufert suggested the picture be postponed until June, perhaps have the picture taken outside.

B. Any announcements/questions that may legally come before the Council.
Alderman Stevenson reported that the Memorial Day Parade will be taking place.
Alderman Skyrms acknowledged Future Neenah and the Dine Out Neenah program to help local restaurants through these difficult times.

XV. Adjournment.

MSC Boyette/Skyrms to adjourn at 8:04 p.m., all voting aye.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday April 27, 2021, 6:30 PM

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

Present: Alderpersons Bates, Hillstrom, Lang, Lendrum and Stevenson

Excused:

Also Present: Mayor Kaufert, Public Works Director Kaiser, Assistant Police Chief Bernice, Captain Van Sambeek, Street Superintendent Radtke, Traffic Engineer Merten, Public Works Office Manager Mroczkowski

Approval of Minutes of the meetings for April 13, 2021

Motion Second/Carried Lendrum/Hillstrom to approve of the minutes of the Meeting of April 13, 2021. All voting aye.

Public Appearances:

None

Approve purchase of 2021 Mini Cargo Van

Director Kaiser stated that staff budgeted \$25,000 to replace the 2005 Taurus. Director Kaiser stated that he recommends that the committee recommend to council the purchase of the 2021 Ford Transit Connect Van from Bergstrom Ford Lincoln in the amount of \$24,498.50. Director Kaiser stated that Shop Foreman Spoo noted that this vehicle is not safe to drive. Director Kaiser stated that the requested replacement of vehicle will provide more flexibility for staff when needing to haul equipment.

Aldersperson Bates noted that we are not buying from the lowest bidder. Director Kaiser stated that the one from Bergstrom Ford Lincoln is in stock, it's a local dealership, and servicing will be easier.

Aldersperson Lendrum asked if this vehicle comes with all the equipment that staff will need or will we have to purchase additional equipment. Superintendent Radtke stated that the price of the vehicle includes all the equipment and strobe lights staff needs.

Aldersperson Stevenson asked who will be using the vehicle the most. Director Kaiser stated Traffic Engineer Merten will be the primary user. Other staff will use depending on the time of the year.

Aldersperson Lendrum noted she feels this type of vehicle is more practical for staff needs and use.

Report

Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend the Common Council approve purchase of the Ford Transit Connect from Bergstrom Lincoln Ford in the amount of \$24,498.50** All voting aye.

Police Department First Quarter Statistics for 2021

Assistant Chief Bernice reviewed the 2021 First Quarter Statistics. He noted that Calls for Service between 2019 and 2021 have increased by over 813 calls. He noted that the City of Neenah uses the Wisconsin Incident Base Reporting System (WIBRS) for the data in the Unified Crime Report (UCR).

Assistant Chief Bernice reviewed the Unified Crime Report. He reviewed Crimes Against Persons which was 30%, Crimes Against Property, which was 53%, and Crimes Against Society which was 17% of Group A offenses in the first quarter of 2021. Assistant Chief Bernice reviewed Traffic Warnings and Traffic Citations. He noted officers issued 676 traffic warnings and 311 traffic citations in the first quarter of 2021. He stated that, of the traffic warnings issued, 200 were for speeding. Assistant Chief Bernice noted that traffic citations are down from 2020. He stated that this is due to officers taking into account that people are going through difficult times due to the pandemic. Officers are looking at the driver history and the type of traffic violation before issuing the citation.

Assistant Chief Bernice reviewed OWI arrests and noted that they have decreased from 2020. Assistant Chief Bernice reviewed Parking Citations and noted that there has been a substantial increase from 2020. He stated that there have been more overnight parking citation issued. Assistant Chief Bernice stated that Street Superintendent Radtke has asked the Police Department to patrol problem areas of the city that tend to have more cars parked on the street overnight during the winter months that affect snow plowing operations.

Assistant Chief Bernice reviewed Accidents and noted those are down from 2020. Assistant Chief Bernice reviewed Overdoses and noted that we had 16 overdoses in the first quarter of 2021 compared to 37 for all of in 2020. He stated the majority of the overdoses are from prescription drugs. Assistant Chief Bernice reviewed Dangerous Animals and noted there were two Potentially Dangerous animal designations recorded in the first quarter.

Assistant Chief Bernice reviewed Open Record Requests and noted that staff received 357 requests, but had a total of 560 responses. Assistant Chief Bernice stated that in many cases requests may result in additional responses.

Lake Shore Avenue Archaeological Monitoring

Director Kaiser reviewed his memo of April 9, 2021. He stated that in 2020 the City contracted with University of Wisconsin-Cultural Resource Management (UWM-CRM) to monitor the archaeological excavation operations on the Lake Shore Avenue street and trail construction project. The estimated contract costs were based off an assumption that

it would take no more than 4 weeks, 100 features would be mapped, 50 features would be excavated, and up to 10 burial features would be excavated. Director Kaiser stated that once the project started, more features were found than originally estimated. He stated that the project took 8 weeks and took multiple people to complete the archaeological monitoring. Director Kaiser stated that the feature mapping that has been done identified 887 features and 135 features that were excavated and tested.

Director Kaiser stated that with the increase in feature findings and the increase in labor for monitoring that was required, UWM-CRM submitted an amendment to the original contract in the amount of \$21,000. He stated that the amendment covers current outstanding costs from 2020 and includes 4 days of minor monitoring this year during the curb and sidewalk excavation. Director Kaiser stated that staff is recommending the Committee recommend to Council to approve Amendment 1 to the Archaeological Monitoring Contract with UWM-CRM for the Lake Shore Avenue project to be funded through Public Infrastructure reserves.

Alderson Bates asked how much more excavation would there have been if we had done the pedestrian path in the road. Director Kaiser stated that the excavation on the trail was 3" to 4", the street was 18".

Alderson Stevenson requested that Director Kaiser contact City Attorney Westbrook to determine if Council approval of the amendment will require a 2/3 vote as a non-budgeted expense.

Report

Following discussion, **Motion/Second/Carried Lang/Hillstrom to recommend the Common Council approve Amendment 1 to the Archaeological Monitoring Contract with UWM-CRM for the Lake Shore Avenue project to be funded through Public Infrastructure reserves. Voting 4-1 (Alderson Stevenson voting no)**

Jewelers Park Drive Trail Consultant Contract Amendment

Director Kaiser reviewed his memo of April 23, 2021. He stated the majority of the work in this contract amendment is for work related to the hydraulic analysis of the slough crossings. He stated the only possible way to achieve a zero upstream water elevation impact for the middle crossing was to construct it as a boardwalk. Director Kaiser stated that the boardwalk design is listed as an extra work item in the contract.

Director Kaiser stated that staff recommends Council approve the Change Order 1 to the Jewelers Park Drive Trail design contract with Westwood Infrastructure, Inc., in the amount of \$10,850.00.

Alderson Stevenson asked where this boardwalk will be placed in the final design. Director Kaiser stated it will start on the property of Valley Management and go across the slough to the south of the 9th tee box.

Alderson Stevenson asked if the final plan will include a structure crossing the slough at the north end of the trail. Director Kaiser stated yes, it will cross from the existing trail near the Dillon Endries office building to the west side of the slough along Jewelers Park Drive. Alderson Stevenson stated that there is already a trail that connects this area and he does not feel we need two access trails to the round-a-bout.

Aldersperson Stevenson asked what the cost of the north structure will be. Director Kaiser stated the estimated cost will be \$80,000 and is planned to be bid as an alternative on the project.

Aldersperson Bates has requested a tour of the area where the trail is proposed to be put in.

Report Following discussion, **Motion/Second/Carried Stevenson/Hillstrom to recommend the Common Council approve the Change Order 1 to the Jewelers Park Drive Trail design contract with Westwood Infrastructure, Inc., in the amount of \$10,850.00 All voting aye.**

Special Events

Cedar Bar & Grill, LLP, Live Music

Mayor Kaufert stated that this is the same event that took place last year. He stated that there were no problems and it was very well controlled.

C.A. Following discussion, **Motion/Second/Carried Lang/Stevenson to recommend the Chairman of the Public Services and Safety Committee sign and the Council approve the Street Use Permit for the Cedar Bar & Grill Live Music, 1330 S. Commercial Street to take place on May 22, 2021. All voting aye**

Licenses

Temporary Extension of Class B Premise-Cedar Bar & Grill, LLP

Report Following discussion, **Motion/Second/Carried Stevenson / Hillstrom to recommend Council approve a one-time Temporary Extension of Retail "Class B" Premise for Cedar Bar & Grill, LLP, for May 21, 2021 from 3:00 p.m. to 7:00 p.m. All voting aye.**

Public Works General Construction and Department Activity

- 1) Contract 3-20 (Street - Van, Monroe, Gillingham)
 - a) Gillingham, Van, Monroe, Cavalry – Work is complete.
 - b) Shootingstar – Work is on hold pending resolution of boundary issues. A CSM has been prepared.
- 2) Contract 11-20 (Street - Lakeshore) – The trail, sidewalk, and assorted concrete pads have been poured. The west curb line has been poured. Concrete driveway apron has started. Backfilling will be done around the trail and west curb line prior to work starting on the east curb line.
- 3) Contract 1-21 (Marathon Av) – Sanitary main work is complete. Crews are working on sanitary sewer laterals. Water main replacement is expected to be complete by April 23. Storm sewer structure adjustments will follow.

- 4) Contract 2-21 (Fairview, Laudan)
 - a) Fairview – Sanitary main, water main and sludge line replacement are complete. Work on the portion of service lines within the right-of-way is complete. We Energies is scheduled to start gas main replacement next week.
 - b) Laudan – Sanitary sewer main installation should be complete by April 23. Water main replacement between Cedar and Park will be done next.

Alderson Bates stated that she wants to make sure that we do not run into the issues we had with contract 1-21 that required a change order due to the lack of availability of materials. Director Kaiser stated the type of pipe that was required to pipeburst the sludge line in Contract 1-21 was not common to our projects. He stated that we have a contract in place and there would have to be a good explanation as to why there would be the need for a change order.

- 5) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – A pre-construction meeting has been held. Work is scheduled start on Isabella Street in mid-May and Winneconne in early June.
- 6) Contract 4-21 (Epoxy Pavement Marking) – Bids are scheduled for opening on April 27. The primary areas of work are W. Winneconne Avenue (Tullar - Green Bay and Lake – Harrison), E. Winneconne Avenue, S. Lake Street, and Westowne Drive. This project is being bid electronically through QuestCDN.
- 7) Contract 5-21 (Misc. Asphalt Repairs) – The contract is being prepared.
- 8) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – This contract is being prepared. The major portions of the concrete repair work are the Winneconne Overpass and the Winneconne roundabouts.
- 9) Jewelers Park Drive Trail – The applications to WDNR are being finalized for the General Permit and Individual Permit for the project. Permanent Limited Easements are being prepared for the properties on which the trail and boardwalk will run – Jewelers Mutual Insurance and Bridgewood Golf Course LLC.
- 10) Recycling Grant – The 2020 Annual Report: Recycling Program Accomplishments and Actual Costs has been prepared and submitted to WDNR.

Director Kaiser stated that he wanted to inform the committee that he and Street Superintendent Radtke are exploring the purchase of a soil sifter from Treo's Service. He stated we currently rent this piece of equipment from them at a cost of about \$7,000 per year. He stated the cost of buying the unit from Treo's Service would be \$25,000.00.

Alderson Stevenson stated that we would need to look at the life cycle of the piece of equipment to make sure it would be worth our while to recoup our investment.

Alderson Stevenson asked how often we use this piece of equipment during the year. Street Superintendent Radtke stated that we rent it for 40 hours. He stated if there is inclement weather we do not get full use of the 40 hours. Street Superintendent Radtke stated by purchasing the unit, we would be able to process any time that was convenient for us.

Adjournment: **Motion/Second/Carried Stevenson/Hillstrom to adjourn at 7:41 p.m.** All voting aye.

Respectfully submitted,

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

Lisa Mroczkowski
Public Works Officer Manager

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

Monday, April 26, 2021 – 6:30 p.m.

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

MINUTES

Present: Chairman Erickson; Aldermen Stevenson, Borchardt, Boyette and Skyrms; City Attorney Westbrook; Mayor Kaufert; Director of Finance Easker.

Others Present: Alderman Hillstrom, Director of Information Systems Wenninger, Director of Community Development and Assessment Haese, Planner Kasimor.

Absent/Excused: None.

Public Appearances: None.

Minutes: Motion/Second/Carried Skyrms/Boyette to approve the minutes from the April 12, 2021 Regular Meeting and the April 21, 2021 Special Meeting. All voting aye.

SuperMicro Server Backup Solution Purchase Request: Committee reviewed memo of Director Wenninger requesting approval to purchase a SuperMicro Server Backup solution from Heartland Business Systems at a cost not to exceed \$17,000 to be funded by Capital Equipment reserves. The purchase was not included in the 2021 I/S budget. His memo explained that currently the ever increasing number of cybersecurity attacks have the capability of corrupting both the City's production and redundant environments. As such, he is recommending the backup solution as an additional layer of security into the City's computing environment. The City received quotes from three providers and Director Wenninger is recommending the higher cost Heartland solution due to their history of providing high quality service and their local presence being headquartered in the Fox Cities. He also pointed out that he is recommending funds be added to the Capital Equipment reserves by having the City forgo the "Sequel Server High Availability and Cluster" project that had been budgeted in 2021 for \$45,000.

Committee and staff discussed various aspects of the proposed purchase. Issues discussed included the rationale of the decision to recommend the higher cost Heartland solution, the reasons for the urgency to recommend the unbudgeted purchase, including what are the potential consequences is the City is cyberattacked; which other governmental entities are moving to this specific solution, a discussion on the warranty and annual maintenance costs and the need for a 2/3 vote to approve at the Common Council since it will amend the 2021 budget.

Motion/Second/Carried Stevenson/Skyrms recommending Council's approval to purchase a SuperMicro Server Backup solution from Heartland Business Systems at a cost not to exceed \$17,000, using funds from Capital Equipment Reserves, including instructing Director Wenninger to provide the Common Council information at least 48 hours prior to the Common Council meeting on annual maintenance costs of the recommended solution as well as identifying which governmental entities are moving to this specific solution. All voting aye.

201 W. Wisconsin Development Agreement Amendment (TID #8): Committee reviewed memo from Director Haese recommending Council approve amending Tax Incremental District No. 8 Development Agreement with Tadych Investments Partners, LLC to increase the maximum City contribution to \$2,225,000, make 10 parking spaces available in the Church Street Ramp and 35 parking spaces in the City controlled parking west of Commercial Street. The existing agreement contains a maximum City contribution of \$1,575,000. His memo indicates that the developer is requesting the amendment mainly due to the recent extreme spikes in construction costs, leading to upwards of a 300% increase in specific construction costs. As part of the

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amendment, the developer is proposing to increase the total square footage of the project by 7,000 sq. ft. The construction cost spikes and added square footage would then lift the guaranteed value of the project from \$7 million to \$9 million, with the City's % of assistance increasing from 22.5% to 24.7% of the project value. The maximum payment period of 19 years would not change. In the memo, Director Haese points out that the City will also receive a \$250,000 grant for the project that could be used to offset any costs, including the cost of increased assistance.

Committee and staff discussed various aspects of the proposed amendment to the agreement. Issues discussed included the potential interest in the development's residential and retail space, various questions and comments on parking and the parking system proposed for the development, the potential uses of the \$250,000 grant and concerns regarding the precedent of amending a development agreement under these circumstances.

Motion/Second/Carried Skyrms/Stevenson recommending Council approve amending Tax Incremental District No. 8 Development Agreement with Tadych Investments Partners, LLC to increase the maximum City contribution to \$2,225,000, make 10 parking spaces available in the Church Street Ramp and 35 parking spaces in the City controlled parking west of Commercial Street. All voting aye.

Authorization to Pursue Acquisition of Donaldson's Cleaners Site, 110 W. Cecil Street:

Committee reviewed memo of Director Haese recommending Council authorize the Community Development Authority to initiate the necessary steps to acquire and redevelop the former Donaldson's Cleaners property at 110 W. Cecil Street. The City facilitated the demolition of the building in 2020 and has since been in contact with the property owners, the DNR and the owners of the adjacent Cranky Pat's Pizza, who would like to acquire the property for parking. Each party has an interest in the sale of the property, which is complicated by the long history of environmental contamination issues related to the dry cleaning business. Since it has immunity under the Local Governmental Unit (LGU) environmental exemption, the City's role would be to facilitate the sale by first purchasing the property and then reselling it to Cranky Pat's.

Committee and staff discussed various aspects of the proposed purchase and sale arrangement. Items discussed included a history of the property in question, a discussion on surrounding properties and the potential that the reuse of this property could be a catalyst for future redevelopment within the S. Commercial business corridor. Mayor Kaufert provided his perspective on the issue as a previous business tenant on the property.

Motion/Second/Carried Skyrms/Stevenson recommending Council authorize the Community Development Authority to initiate the necessary steps to acquire and redevelop the former Donaldson's Cleaners property at 110 W. Cecil Street. All voting aye.

Motion/Second/Carried Boyette/Skyrms to adjourn the meeting at 8:15 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance

REPORT

REPORT

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, April 27, 2021
4:15 p.m.

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

Present:

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

Also present:

Brad Schmidt, Deputy Director of Community Development	Chris Haese, Director of Community Development	Rachael Eiting, Administrative Assistant Community Development
Troy Beyer, Galloway Company	Lee Hillstrom -3 rd District Alderman	

Minutes: MSC Kaiser/Genett, the Plan Commission to approve the April 13, 2021 meeting minutes. Motion passed.

Public Appearances: None.

Public Hearings:

- A. **Rezoning-** 307 High Street – I2 to R2 - Mayor Kaufert opened the public hearing for the rezoning of 307 High Street. No members from the public spoke on the matter and the public hearing was closed.

Action Items:

- A. **Rezoning- 307 High Street – I2 to R2**

The subject property is approximately 0.10 acres in size and includes a single-family residence. The current use is currently legal, however, it is not conforming to the City's zoning code. A rezoning to the R-2 District would make the single-family use conforming to the zoning code. Land to the south and east of the subject property is zoned R-2 District, while land to the west is zoned Industrial and land to the north is zoned Commercial.

As with all rezoning requests, the proposed zoning classification must be consistent with the City's Comprehensive Plan 2040 Future land use designation. In this case, the future land use map identifies this area as Mixed Use Transitional Area. This category allows for higher density residential uses and the R-2 District is an appropriate zoning classification.

Director Kaiser asked if the rezoning is required for the sale. Member Genett indicated that rezoning would most likely facilitate a sale.

MSC Kaiser/Lang the Plan Commission recommends Common Council approve Ordinance No. 2021-11 rezoning 307 High Street to the R-2, Two-Family Residence District. All aye. Motion Passed.

- B. **Site Plan Review – 601 S Commercial Street – Temporary Office**

Galloway Company is proposing to place three temporary office trailers along the north side of their property while offices within the building are being renovated. The temporary office trailers are each 12 feet wide by 60 feet long. They will be attached creating a temporary structure area of 36 feet wide by 60 feet long. The temporary trailers will be located in an area currently used for truck trailer parking. A 6-foot tall sight-tight fence is currently along the north property line creating a screening for the residential properties to the north. The temporary trailers will also be setback approximately 50 feet from the north property line.

In addition, the applicant is proposing to install a temporary hazardous material storage shed on the west side of the main facility. The storage shed will be located on a concrete pad approximately 10 feet wide by 25 feet long. The proposed structure meets all district minimum setback requirements.

Both of these requests are for temporary structures. To ensure they remain temporary, Staff is recommending that a time period of 12-months be set for the placement of these structures. If the structures are proposed to continue for more than 12-months, a new site plan review application must be submitted and reviewed by the Community Development Department before the 12- month period ends.

Member Andrews asked for clarification on the length of time these temporary structures would be in existence.

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Deputy Director Schmidt clarified that prior to the 12 month deadline Galloway would have to resubmit a new site plan in order to extend the temporary structures if needed.

Galloway Representative Troy Beyer indicated that they have no plans to keep the temporary structures for more than 12 months at this time.

Mayor Kaufert asked where the structure will be located. Deputy Director shared an image indicating the location of both temporary structures.

Mayor Kaufert asked when the main usage of the trailers would occur. Representative Beyer answered that they would be used predominantly in the day time.

Director Kaiser clarified that the 3 trailers would be attached to each other and function as a single office space. Deputy Director Schmidt answered that is correct.

Director Kaiser inquired about sewer and water usage. Representative Beyer responded that they will be tapping into the city sewer and water from Jackson Street.

MSC Lang/Andrews, the Plan Commission approves the site plan for temporary structures located at 601 S Commercial Street subject to the condition of the site plan review letter. All Aye. Motion Passed.

C. Site Plan Review - 614 S Green Bay Road – Change of Use

614 SGB RD, LLC, has submitted a request for a change of use for property located at 614 South Green Bay Road. The existing building is currently vacant and has been vacant for a period of more than 12-consecutive months.

The subject parcel is approximately 0.7 acres (31,000 square feet) in area. The applicant is requesting to utilize the property as a vehicle detailing business. The parcel is zoned C-1, General Commercial District; the proposed use is permitted within this district. All vehicle cleaning and detailing will occur inside the building. No further site modifications are proposed with the exception of the removal of a dilapidated shed.

Mayor Kaufert inquired about parking. Deputy Director answered that all work will be completed within the building and the back parking lot will be used for containing vehicles after the work is finished.

Mayor Kaufert asked if this would be for the whole building. Deputy Director answered that is correct.

MSC Andrews/Genett, the Plan Commission approves the site plan for 614 S. Green Bay Road subject to the site plan review letter. All aye. Motion passed.

D. Preliminary Plat Review – Eternity Custom Homes, LLC

The Department of Community Development has received a preliminary plat from Eternity Custom Homes, LLC Subdivision. The subdivision concept plan was approved by Plan Commission in August 2020 and the property was recently annexed into the City.

The proposed plat, 30.61 acres in size, includes 45 Single-family residential lots and two out lots. The land is currently zoned R-1, Single-Family Residence District. The average lot size is approximately 19,826 square feet which exceeds the minimum lot size for single-family residential lots. Phase 1 of the plat (Freedom Acres) includes larger traditional lots similar to those in the Integrity Acres Subdivision to the south. The lots in Phase II (The Homes at Freedom Meadows) are smaller ranging in size from about 8,000 square feet to 22,000 square feet. Phase II of the subdivision is intended to function as a home owners association where maintenance for lawns and snow removal would be shared amongst property owners. Land north and west of the subject property is located in the Town of Vinland. Land south of the development includes the Integrity Acres Subdivision.

Honor Street is proposed to be extended north from the Integrity Acres subdivision through the proposed development creating a north/south connector through the development. Liberty Avenue will serve as the east/west connector through the development connecting to Woodenshoe Road.

The developer will be responsible for installing all public utilities (water, sanitary sewer, and storm sewer) as well as constructing all roads within the plat. As with all subdivisions in the City, an agreement outlining the fees and responsibilities between the City and the developer will be produced. That agreement will be reviewed by the finance Committee and the Board of Public Works and ultimately approved by Common Council.

The Public Works Department has reviewed the engineering plans for this plat and have requested several minor changes.

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Storm water will be managed through rear yard drainage swales, storm sewers and ultimately storm water from this plat will be diverted to storm water retention ponds located along Woodenshoe Road and County Highway G within the development. These Ponds are designed to manage storm water for the initial and future phases of the development.

Alderman Lang asked if the developer is local to the area. Deputy Director Schmidt answered yes, this developer lives here in the city and was the developer of the Integrity Acres subdivision.

Member Genett inquired about the width of the road. Deputy Director Schmidt indicated that we will have a 60 foot right of way with sidewalk on both sides. Director Kaiser added that we will have 34 feet of width for two lane clearance plus parking on both sides of the street.

Alderman Lang asked about home plans. Deputy Director Schmidt indicated that we have no working building plans at this time.

Alderman Lang asked about similar developments in the surrounding area. Deputy Director Schmidt indicated a rising popularity in these types of developments targeted at older "empty nesters" looking for smaller homes with less maintenance.

Mayor Kaufert asked how a Home Owners Associations works. Deputy Director Schmidt answered that all of the final details have not been worked out at this time but in essence home owners pay a monthly fee for regular services such as lawn maintenance and snow removal.

Member Ellenberger asked why there would be sidewalks on both sides of the road. Director Kaiser answered that in previous years their research has shown that having sidewalks on only one side of the street significantly increases the risk of pedestrian/ vehicle conflicts.

Member Genett added that the target group for this development, mainly elderly people, would be uniquely impacted by the lack of a sidewalk on both sides of the street. Director Haese also added that the cost of constructing the sidewalks would be borne by the developer.

Member Ellenberger added that sidewalks would significantly increase the cost of new construction homes. Director Haese answered that the City of Neenah has a core value built upon our interconnected walkability. This is not something we are comfortable moving away from at this time.

Mayor Kaufert asked for concept drawings and projected cost for these houses. Deputy Directory Schmidt indicated that there are no hard concepts or projected costs but it is assumed that they will be comparable to other subdivisions (i.e. Integrity Acres).

Member Andrews commented that De Pere has a couple of HOA communities. They range in price \$350,000 and above, they are small but have high end finishings. They are very nice, very popular, and have very little turn over.

Alderman Lang added that there are no city amenities on the west side of the city where this development is going. Deputy Director Schmidt reassured that we are looking into that and will hopefully be addressing it soon.

MSC Lang/Kaiser, the Plan Commission recommends to Common Council the approval of the Preliminary Plat for Eternity Custom Homes, LLC. All aye. Motion passed.

Announcements and Future Agenda Items:

Next meeting: May 11, 2021.

Adjournment: The Commission adjourned its meeting at 5:00 P.M. MSC Genett/Ellenberger. All Aye. Motion passed.

Respectfully Submitted,



Rachael Eiting
Administrative Assistant, Community Development



AN ORDINANCE: By the Neenah Plan Commission
Re: Rezoning land located at 307 High Street from
the I-2, General Industrial District to the R-2,
Two-Family Residence District.

ORDINANCE NO. 2021-11

Introduced: 04/27/2021

Committee/Commission Action:

Recommended for Passage

AN ORDINANCE

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

Section 1. Section 26-123 of the Neenah Municipal Code pertaining to zoning districts, and the map therein described, is hereby amended by rezoning approximately 0.10 Acres of land located at 307 High Street from the I-2, General Industrial District to the R-2, Two-Family Residence District. The property is more particularly described as follows:

JONES ADDITION TO THE PLAT OF THE ISLAND INCLUDING THE WEST 47 FT OF THE SOUTH 102 FT OF LOT 3 & THE EAST 13 FT OF THE SOUTH 102 FT OF LOT 4 EXCLUDING THE RAILROAD RIGHT-OF-WAY IN BLOCK 3 AND INCLUDING THE NORTH HALF OF THE HIGH STREET RIGHT-OF-WAY, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

Parcel ID: 803-0309-00-00

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Adopted: _____

Published: _____

Approved:

Dean R. Kaufert, Mayor

Attest:

Ellen Skerke, Interim City Clerk

**Minutes of the Board of Public Works Meeting
Tuesday April 27, 2021 12:00pm Noon
Virtual Meeting**

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

Excused:

ALSO PRESENT: Public Works Office Manager Mroczkowski

Mayor Kaufert called the meeting to order at 12:02 p.m.

MINUTES: MSC Haese/Kaiser to approve the minutes from the March 30, 2021 and April 13, 2021 meeting. 6 voting aye, 0 voting nay, 1 abstain (Bates)

City Attorney Westbrook requested that corrections be made to the April 13, 2021, meeting removing City Attorney Godlewski with City Attorney Westbrook.

City Attorney Westbrook requested that corrections be made to the March 30, 2021, meeting minutes correcting the date of the meeting and to remove City Attorney Godlewski with City Attorney Westbrook.

Director Kaiser stated that he will have Office Manager Mroczkowski make the changes administratively.

APPEARANCES: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Public Works:

1. Change Order No. 1, Contract 1-21:

Director Mach stated that the reason for this change order is due a lack of availability of the pipe material needed to perform the pipe bursting. There would be an extensive delay in the project if the city were to wait for the product to become available.

Mayor Kaufert stated that we need to make sure that future projects this year will be able to supply the materials necessary so that we do not have to go with more expensive alternatives.

Director Kaiser stated the shortage is with the utility materials and our projects are finishing up that part of the jobs. The only one that could be an issue, though he does not feel it will be, is Contract 3-21, Sanitary, Water Main and Street Construction on Isabella Street, Olive Street, Winneconne Avenue and Washington Avenue.

Info Only

MSC Kaiser/Hillstrom to approve Change Order No. 1 for Contract 1-21, Sanitary Sewer, Water Main and Street Construction on Marathon Avenue to Donald Hieptas & Sons, Inc. in the amount of \$13,632.50. All voting aye.

2. Change Order No. 2 for Contract 2-21:

Director Mach reviewed Change Order No. 2 for Contract 2-21. He stated it is the same reason as the previous change order. He stated that the city was able to negotiate a net zero amount for this change order with the contractor.

Info Only

MSC Kaiser/Haese to approve Change Order No. 1 for Contract 2-21, Sanitary, Water Main and Street Construction on Fairview Avenue and Laudan Boulevard to Carl Bowers & Sons Construction Company, Inc. in a net zero dollar amount. All voting aye.

ADJOURNMENT

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

Respectfully Submitted,



Lisa Mroczkowski,
Public Works Office Manager

STATUS OF COUNCIL DIRECTIVES ISSUED SINCE JULY 1, 1981

Date: May 5, 2021

Date of Directive: 1/6/2021

Item: directing staff to research and then present best practices for non-permeable driveways both for new builds and existing and possible variances for existing driveways.

Responsible Party: Ald. Lendrum

Status: pending