



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, February 16, 2022 - 7:00 p.m.
Neenah City Hall – 211 Walnut Street
Council Chambers
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:

<https://meet.goto.com/287403133>

You can also dial in using your phone.
 (For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3311
 - One-touch: <tel:+18722403311>, 287403133#

Access Code: 287-403-133

- I. Roll Call and Pledge of Allegiance
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. List appointments announced at last meeting under new business. (Motion to confirm) **(UC)**
 - 1. Appointment of Christine Rondeau to the BID Board for a three-year appointment ending December 2024.
 - 2. Appointment of Robert Wedge to the BID Board for a three-year appointment ending December 2024.
 - 3. Appointment of Brian Eppley as the Neenah Joint School District representative to the Plan Commission for a three-year appointment ending December 2024.
- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of February 2, 2022 regular session. **(UC)**
- IV. Public Hearings
- V. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.

VI. Mayor/Council consideration of public forum issues

VII. Consent Agenda

- A. Approve Change of Agent application for Lucky Dogz, 157 S. Green Bay Rd, Tho Kin Tho agent. **(PSSC)**
- B. Approve Change of Agent application for Walgreens Co., Walgreens #10236, 1191 Westowne Drive, Angela Grotenhuis agent. **(PSSC)**
- C. (UC)

VIII. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of February 8, 2022: (Chairperson Bates/Vice Chairperson Lang) (Minutes can be found on the City web site)
 - 1. Committee recommends Council direct staff to enter into a contract with RDG Planning and Design for services related to the preparation of the Downtown Master Plan at a not to exceed cost of \$60,000, funded by the 2022 Industrial Development Fund and \$5,000 from the Downtown Business Improvement District. **(RollCall-Pro)**
 - 2. Committee recommends Council approve the lease with **Historic Neenah Properties, LLC** allowing the installation of a parking sign on their building at 145 W. Wisconsin Avenue and authorizing staff to contract with Appleton Sign, and associated contractors, to manufacture and install the sign at a cost not to exceed \$11,500 with funding to be provided from TID #8 and parking ramp signage funds **(RollCall-Pro)**
 - 3. Committee recommends Council approve Resolution 2022-06, Support of Improving the Intersection at State Highway 76 and Larsen Road. **(RollCall-Pro)**
 - 4. Committee recommends Council approve entering a 3-year contract with B&B Metals of Newton, WI for collection of the City of Neenah's drop-off center scrap metal and municipal cast with an option to mutually agree to extend the contract upon written agreement of both parties. **(RollCall-Pro)**
 - 5. Committee recommends Council approve entering a 3-year agreement with LRS to service the City of Neenah's drop-off center for recyclable and refuse disposal. This agreement would have the option to mutually agree to extend the contract upon written agreement of both parties. **(RollCall-Pro)**
 - 6. Committee recommend Council approve Final Resolution 2022-05: Sanitary Sewer Laterals and Water Services Construction on S. Commercial Street, Dieckhoff Street and Grove Street. **(RollCall-Pro)**

- B. Regular Finance and Personnel Committee meeting of February 7, 2022: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City web site)
 - 1. **CANCELED**
- IX. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of February 8, 2022: (Council Rep Lang) (Minutes can be found on the City web site)
 - 1. Informational Items:
 - a) Commission approved the proposed 2 Lot CSM at 544 Jensen Road.
 - 2. Council Action Items:
 - a) Commission recommends Council approve Ordinance No. 2022-05, approving Project Plan Approval #1-22 for the Westside Business District, allowing the construction of an additional drive-thru lane for property located at 1161 Westowne Drive. **(RollCall-Pro)**
 - B. Community Development Authority
 - 1. Report from the CDA – Director Haese
 - C. Library Board
 - 1. Report from the Library Board – Alderperson Erickson
 - D. Neenah Arts Council
 - 1. Report from the Neenah Arts Council – Alderperson Erickson
- X. Presentation of petitions
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.
- XI. Council Directives
- XII. Unfinished Business
- XIII. New Business
 - A. Any announcements/questions that may legally come before the Council.
- XIV. Closed Session
 - A. Convene into closed session pursuant to Wis. Stats § 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to discuss the downtown parking ramp.

- B. Remain in closed session pursuant to Wis. Stats § 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to discuss potential development in TID 7.
- C. May reconvene into open session pursuant to Wis. Stats. § 19.85(2) to consider or act on closed session recommendation(s).

XV. Adjournment

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

Common Council Minutes
Wednesday, February 2, 2022—7:00pm

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00pm, February 2, 2022, in the Council Chambers of Neenah City Hall.

Mayor Kaufert is the chair.

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting was held in hybrid format with some Council Members and staff in-person and some attending virtually.

Present: Alderpersons appearing in-person Hillstrom, Lendrum, Borchardt, Lang, Erickson, and Stevenson. Alderpersons appearing virtually: Bates and Skyrms. Staff present in-person Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Westbrook and City Clerk Nagel.

Excused: Alderperson Boyette.

Also Present: In-person were Deputy Director of Community Development Brad Schmidt, Director of Water Utility Tony Mach, Fire Chief Kevin Kloehn, Assistant Police Chief Jeff Bernice, Police Captain Thomas Van Sambeek, Aldermanic District 2 Candidate Dan Steinert, Winnebago County Judge Candidate Laurie Krueger, Future Neenah Nikki Hessel, Sarah Wylie, and Sara Hanneman, Susan Garcia Franz and Larry Rueff of the ESTHER Transportation Task Force.

Virtually present were Director of Parks & Recreation Michael Kading, Director of Information Systems Joe Wenninger, Mayoral Candidate Kelly Behrmann, Jordan Stephani, Greg Radtke Public Works Superintendent, Kyle from Flock Systems, Aldermanic District 1 Candidate Kristen Sandvick,

Mayor Kaufert called the meeting to order at 7:06pm

I. Roll Call and Pledge of Allegiance.

The Clerk called a voice roll call, followed by the Pledge of Allegiance lead by Council President Stevenson.

II. Introduction and Confirmation of Mayor's Appointments.

- A. List appointments announced at last meeting under new business. (Motion to confirm) **(UC)**
 - 1. Re-appointment of Ron Klatt and Steve Gries to the Landmarks Commission for a three-year term.
 - 2. Re-appointment of Pat Rickman and Randy Geldhack to the Library Board for a three-year term.

3. Re-appointment of Gary Lawell, Peter Kelly, and Kate HancockCooke to the Parks & Recreation Committee for a three-year term.
4. Appointment of Susan Holtz as an unaffiliated Election Inspector for the 2022-2023 Election Cycle.

MS Stevenson/Lange to approve the list of Mayor appointments. With no objections, motion carried by unanimous consent.

III. **Approval of Council Proceedings**

- A. Approval of the Council Proceedings of January 19, 2022 regular session. (UC)

MS Lendrum/Bates to approve the Council Proceedings of January 19, 2022 regular session with corrections. With no objections, motion carried by unanimous consent.

IV. **Consent Agenda**

- A. Approve Street Use Permit for the Neenah-Menasha Emergency Society Kitchen Tour/Food Trucks, sponsored by the Neenah-Menasha Emergency Society Kitchen to be held on April 28, 2022 from 11:00 AM to 7:00 PM (PSSC)
- B. Approve Street Use Permit for Race the Lake, sponsored by the DuTriRun Foundation to be held on August 21, 2022 from 9:00 AM to 12:00 PM. (PSSC)
- C. Approve Street Use Permit for Community Fest sponsored by the City of Neenah Parks & Recreation Department to be held on July 4, 2022 from 7:00 AM to 10:00 PM (PSSC)

Motion by Lendrum/Stevenson to approve the Consent Agenda as presented. No further discussion. Motion carried unanimously.

V. **Reports of standing committees**

- A. Regular Public Services and Safety Committee meeting of January 25, 2022: (Chairperson Bates/Vice Chairperson Lang) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the Neenah Police Department to purchase the Flock Cameras for \$16,500 out of the 2022 Capital Improvement Programs budget and approve the Services Agreement between the City of Neenah Police Department and Flock Group, Inc. the Neenah Police Department to purchase the Flock Cameras for \$16,500 out of the 2022 Capital Improvement Programs budget and approve the Services Agreement between the City of Neenah Police Department and Flock Group, Inc.

MSRP Bates/Skryms to approve the Neenah Police Department to purchase the Flock Cameras as recommended by committee, all voting aye.

2. Committee recommends Council approve amendment to the 2022 Capital Improvement Program Budget to add the resurfacing on Apple Blossom Drive from Tullar Road to Primrose Lane, using funds currently included in the program for Fredrick Drive, Wild Rose Lane, Green Acres Lane, Honeysuckle Lane, Meadow Lane and Primrose Lane, with any additional funds needed to come from Public Infrastructure Reserves.

MSRP Bates/Borchardt to approve amendment to the 2022 Capital Improvement Program Budget as recommended by committee, all voting aye.

- B. Regular Finance and Personnel Committee meeting of January 24, 2022: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City web site)

1. Committee recommends Council approve entering into an agreement with CCCP to provide the necessary equipment and services to upgrade the audio at the Fire 31 Training Center at a cost not to exceed \$12,700. Funding for this purchase will come from \$15,000 budgeted for the project in Information Systems 2022 Capital Equipment Budget.

MSRP Erickson/Borchardt to approve entering into an agreement with CCCP to provide the necessary equipment and services to upgrade the audio at the Fire 31 Training Center as recommended by committee, all voting aye.

2. Committee recommends Council approve entering into an agreement with Stellar Blue Technologies of Neenah for website template updates and content management system services, at a cost not to exceed \$20,000. Funding for this purchase of \$20,000 was approved in Information Systems' 2022 Capital Equipment budget.

MSRP by Erickson/Borchardt to enter into an agreement with Stellar Blue Technologies of Neenah for website template updates and content management system services as recommended by committee, all voting aye.

- C. NMFR Joint Finance & Personnel Committee meeting of January 25, 2022: (Aldersperson Stevenson) (Minutes can be found on the City web site)

1. Committee recommends Council approve the City of Neenah and City of Menasha Common Councils approve the carry forward

request of \$72,521.74 of the \$80,000 2021 CIP Funds budget for purchase of the two inspector vehicles and equipment.

MSRP Stevenson/Lang to approve the City of Neenah and City of Menasha Common Councils approve the carry forward request of \$72,521.74 of the \$80,000 2021 CIP Funds budget for purchase of the two inspector vehicles and equipment, all voting aye.

2. Committee recommends Council approve the City of Neenah and City of Menasha Common Councils approve the carry forward request of \$16,900 from NMFR's 2021 Maintenance of Motor Vehicle Operating budget (180-2301-712-0213), to pay for the repairs for Engine 32.

MSRP Stevenson/Hillstrom to approve the City of Neenah and City of Menasha Common Councils approve the carry forward request of \$16,900 from NMFR's 2021 Maintenance of Motor Vehicle Operating budget (180-2301-712-0213), to pay for the repairs for Engine 32, all voting aye.

3. Committee recommends Council approve the City of Neenah and City of Menasha Common Councils approve hiring a third temporary firefighter for one year with the caveat we are not increasing our approved authorized number of firefighters we would review that position again in one year pending anticipated retirements in 2023.

MSRP Stevenson/Borchardt approve the City of Neenah and City of Menasha Common Councils approve hiring a third temporary firefighter for one year with the caveat we are not increasing our approved authorized number of firefighters we would review that position again in one year pending anticipated retirements in 2023.

VI. **Reports of special committees and liaisons and various special projects committees**

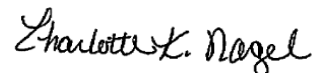
- A. Regular Plan Commission meeting of January 25, 2022: (Council Rep Lang) (Minutes can be found on the City web site)

1. Commission recommends Council approve Annexation #225 (Ordinance #2022-03) and the property also receive an R-1, Single-Family District zoning classification.

MSRP Lang/Borchardt to approve Annexation #225 (Ordinance #2022-03) and the property also receive an R-1, Single-Family District zoning classification, all voting aye.

2. Commission recommends Council approve Annexation #226 (Ordinance #2022-04) and the property also receive a temporary I-1, Planned Business Center District zoning classification.
MSRP to approve Annexation #226 (Ordinance #2022-04) and the property also receive a temporary I-1, Planned Business Center District zoning classification, all voting aye.
 3. Commission recommends Council approve the Final Plat for The Homes at Freedom Meadows Subject to the comments on the plat review letter.
MSRP Lang/Hillstrom to approve the Final Plat for The Homes at Freedom Meadows Subject to the comments on the plat review letter, all voting aye.
- B. Board of Public Works meeting of January 25, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
1. Council Action Items:
 - a. The Board recommends Council approve the Development Agreement for The Homes at Freedom Meadows Subdivision.
MSRP Hillstrom/Lang to approve the Development Agreement for The Homes at Freedom Meadows Subdivision, all voting aye.
- VII. **Presentation of petitions**
- A. Any other petition received by the City Clerk's Office after distribution of the agenda. None.
- VIII. **New Business**
- None.
- IX. **Adjournment**
- MSCRP Stevenson/Boyette to adjourn. With no objections, the motion was approved by unanimous consent. Meeting adjourned at 8:24pm.**

Respectfully submitted,



Charlotte K. Nagel
City Clerk

Common Council Minutes
Wednesday, February 2, 2022—7:00pm

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00pm, February 2, 2022, in the Council Chambers of Neenah City Hall.

Mayor Kaufert is the chair.

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting was held in hybrid format with some Council Members and staff in-person and some attending virtually.

Present: Alderpersons appearing in-person Hillstrom, Lendrum, Borchardt, Lang, Erickson, and Stevenson. Alderpersons appearing virtually: Bates and Skyrms. Staff present in-person Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Westbrook and City Clerk Nagel.

Excused: Alderperson Boyette.

Also Present: In-person were Deputy Director of Community Development Brad Schmidt, Director of Water Utility Tony Mach, Fire Chief Kevin Kloehn, Assistant Police Chief Jeff Bernice, Police Captain Thomas Van Sambeek, Aldermanic District 2 Candidate Dan Steinert, Winnebago County Judge Candidate Laurie Krueger, Future Neenah Nikki Hessel, Sarah Wylie, and Sara Hanneman, Susan Garcia Franz and Larry Rueff of the ESTHER Transportation Task Force.

Virtually present were Director of Parks & Recreation Michael Kading, Director of Information Systems Joe Wenninger, Mayoral Candidate Kelly Behrmann, Jordan Stephani, Greg Radtke Public Works Superintendent, Kyle from Flock Systems, Aldermanic District 1 Candidate Kristen Sandvick,

Mayor Kaufert called the meeting to order at 7:06pm

- I. The Clerk called a voice roll call, followed by the Pledge of Allegiance led by Council President Stevenson

PRESENTATION OF MAYOR PROCLAMATION FOR TRANSIT EQUITY DAY FEBRUARY 4, 2022 TO SUSAN GARCIA FRANZ AND LARRY RUEFF OF THE ESTHER TRANSPORTATION TASK FORCE.

Mayor Kaufert read the proclamation declaring February 4, 2022 Transit Equity Day in the City of Neenah. Council President Stevenson presented the proclamation to Susan Garcia Franz and Larry Rueff.

Susan Garcia Franz and Larry Rueff accepted the proclamation and addressed the Council. Public transit system is truly a connector system with potential for growth in the city. As business locations change and with the changing of the high school location, there is more opportunity to use public transportation. With the increasing senior population there is more dependency on Dial-A-Ride and Para-Transportation. Growth potential for county-wide transit system is also being explored along with technology that makes using the transit system more accessible. Transit is for everyone. There is an opportunity to continue the growth in the area and The Esther Transportation Task Force appreciates the city's continued commitment to transit growth.

Larry Rueff has a vision of Neenah taking the lead in integrating intermodal transportation in the Fox Valley. Mr. Rueff thanked the Mayor and Council for the proclamation.

RECOGNITION OF EXECUTIVE DIRECTOR NIKKI HESSEL YEARS OF SERVICE TO FUTURE NEENAH AS SHE STEPS DOWN.

The City of Neenah is a governmental entity and needs to partner with organizations such as Future Neenah to accomplish great things. Ms. Hessel has been a great partner with the city and made a difference. Mayor Kaufert read the citation to Ms. Hessel.

Ms. Hessel thanked Mayor Kaufert and Council for the recognition. She received a warm welcome from everyone from the start which never faded. She is proud of the work the team at Future Neenah accomplished during some really difficult years with the pandemic. Neenah is a special place and Ms. Hessel will miss the daily connection with the friends.

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

- A. List appointments announced at last meeting under new business. (Motion to confirm) **(UC)**
 - 1. Re-appointment of Ron Klatt and Steve Gries to the Landmarks Commission for a three-year term.
 - 2. Re-appointment of Pat Rickman and Randy Geldhack to the Library Board for a three-year term.
 - 3. Re-appointment of Gary Lawell, Peter Kelly, and Kate HancockCooke to the Parks & Recreation Committee for a three-year term.
 - 4. Appointment of Susan Holtz as an unaffiliated Election Inspector for the 2022-2023 Election Cycle.

MS Stevenson/Lange to approve the list of Mayor appointments. With no objections, motion carried by unanimous consent.

III. Approval of Council Proceedings

- A. Approval of the Council Proceedings of January 19, 2022 regular session. **(UC)**
MS Lendrum/Bates to approve the Council Proceedings of January 19, 2022 regular session with corrections. With no objections, motion carried by unanimous consent.

IV. Public Hearings

- A. Consider the installation of sanitary sewer laterals and water services for properties served on S. Commercial St. (Stanley Ct to Wright Ave), Dieckhoff St. (Grove St to Oak St), and Grove St. (E. Cecil St to Laudan Blvd).
Mayor Kaufert opened the public hearing at 7:24 PM.

Linda Anderson, 942 Grove Street – Ms. Anderson thanked Nikki Hessel for the Loop the Lake Project, it saved her during COVID.

Ms. Anderson would like to know if Wilson School was notified about the work as they have a major parking problem on Grove Street. She would like to know how the school is going to handle parking during construction.

After three calls for comment, Mayor Kaufert closed the public hearing at 7:25 PM with no additional appearances.

Department of Public Works Director advised that he did not believe the school had been notified but would be working with staff to do so. The project is not going to bid for another couple of weeks which lends itself time to make clear in the specifications as to how to handle school traffic.

Mayor Kaufert has personally observed Wilson School traffic and believes it is Higgins Street that is largely impacted. There is a member of the School Board on the Plan Commission of which this project is working through. However, staff will contact the school to work with them regarding traffic on this project.

V. Public Forum

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

1. Lisa Krueger, 1612 Pendleton Road – Running for Circuit Court Judge Branch 3 in Winnebago County. Ms. Krueger is the current Family Court Commissioner, a position she has held for nine years. Ms. Krueger has a Facebook page and website to learn more about her experience, education, and community service. Ms. Krueger is a Neenah resident.
2. Kelly Behrmann, 985 Bridgewood Drive – Candidate for Neenah Mayor. Ms. Behrmann has lived in Neenah for 21 years where together with her husband raised their four children. Her goal is to keep Neenah fiscally responsible, keep it safe by supporting law enforcement, and Neenah needs a mayor that is strong and understanding. Election Day is February 15th.

VI. Mayor/Council consideration of public forum issues

- A. Alderperson Stevenson having worked as a substitute crossing guard is witness to the traffic back-up at Wilson School. He concurs with Ms. Anderson that this will be an issue during construction.
- B. Department of Public Works Director Kaiser advised the school was included in the mailing of the public hearing materials, but that staff would make contact with the school directly.
- C. Alderperson Erickson agreed with Alderson Stevenson and Ms. Anderson. Alderperson Erickson also works at Wilson School from time to time and concurs that traffic would be an issue. Alderperson Erickson asked about timing of the project. Department of Public Works Director Kaiser advised that there is about five months of work with the project with a portion of that work being done during the school year.

VII. Consent Agenda

- A. Approve Street Use Permit for the Neenah-Menasha Emergency Society Kitchen Tour/Food Trucks, sponsored by the Neenah-Menasha Emergency Society Kitchen to be held on April 28, 2022 from 11:00 AM to 7:00 PM **(PSSC)**
- B. Approve Street Use Permit for Race the Lake, sponsored by the DuTriRun Foundation to be held on August 21, 2022 from 9:00 AM to 12:00 PM. **(PSSC)**
- C. Approve Street Use Permit for Community Fest sponsored by the City of Neenah Parks & Recreation Department to be held on July 4, 2022 from 7:00 AM to 10:00 PM **(PSSC)**

Motion by Lendrum/Stevenson to approve the Consent Agenda as presented. No further discussion. Motion carried unanimously.

VIII. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of January 25, 2022: (Chairperson Bates/Vice Chairperson Lang) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the Neenah Police Department to purchase the Flock Cameras for \$16,500 out of the 2022 Capital Improvement Programs budget and approve the Services Agreement between the City of Neenah Police Department and Flock Group, Inc. the Neenah Police Department to purchase the Flock Cameras for \$16,500 out of the 2022 Capital Improvement Programs budget and approve the Services Agreement between the City of Neenah Police Department and Flock Group, Inc.
MSRP Bates/Skryms to approve the Neenah Police Department to purchase the Flock Cameras as recommended by committee, all voting aye.

Discussion: Mayor Kaufert asked about an escalator clause.

Captain Van Sambeek responded that the initial costs is \$16,500 with installation costs. After the initial costs, the contract is for \$15,000 per year for the Flock Camera System. Flock Group, Inc. owns the equipment. Should Flock decide to make a price adjustment in the future, Council at that time can decide to continue or terminate.

Aldersperson Stevenson brought forth that operating in said capacity that future councils will not see the expense as line item. The costs will be absorbed into a budgetary IT line item cost. Therefore, it will be up to staff and the department to determine if Flock is pricing themselves out of the market. It is the department's responsibility to tell future councils if the value of the Flock system is keeping pace with the costs.

Aldersperson Bates agrees with not owning the equipment because if the market changes or if there are additional competitors, there is an easy fix; the city is not stuck with the equipment. This program currently runs across

many states and if a, better company enters the market it would be easy to jump to the other company.

Alderson Erickson is very supportive of this program and inquired as to when the system would be functional. Kyle from Flock advised that it would be early spring to have the system be installed and running.

Attorney Westbrook clarified that the agreement is for two years with a two year renewal. The city can cancel at the end of a term with a thirty-day notice.

2. Committee recommends Council approve amendment to the 2022 Capital Improvement Program Budget to add the resurfacing on Apple Blossom Drive from Tullar Road to Primrose Lane, using funds currently included in the program for Fredrick Drive, Wild Rose Lane, Green Acres Lane, Honeysuckle Lane, Meadow Lane and Primrose Lane, with any additional funds needed to come from Public Infrastructure Reserves.
MSRP Bates/Borchardt to approve amendment to the 2022 Capital Improvement Program Budget as recommended by committee, all voting aye.

Discussion: Alderson Bates reminded the Council this item takes two-thirds majority to pass.

This work was not included in the original contract but works well with getting the area done at one time.

Alderson Bates inquired as to the construction impact on the high school. Department of Public Works Director Kaiser advised this project is two separate contracts. Start would be late March, weather dependent, with the work underway during the school year.

- B. Regular Finance and Personnel Committee meeting of January 24, 2022: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City web site)

1. Committee recommends Council approve entering into an agreement with CCCP to provide the necessary equipment and services to upgrade the audio at the Fire 31 Training Center at a cost not to exceed \$12,700. Funding for this purchase will come from \$15,000 budgeted for the project in Information Systems 2022 Capital Equipment Budget.
MSRP Erickson/Borchardt to approve entering into an agreement with CCCP to provide the necessary equipment and services to upgrade the audio at the Fire 31 Training Center as recommended by committee, all voting aye.

Discussion: Alderson Lendrum asked if the audio system is movable. Director of Information Systems Joe Wenninger advised that there is about \$2,000 in installation costs, the remainder of the equipment can be moved.

Staff is confident that the installation could be done internally removing the \$2,000 installation costs. Therefore, the answer is yes, the audio system can be moved.

2. Committee recommends Council approve entering into an agreement with Stellar Blue Technologies of Neenah for website template updates and content management system services, at a cost not to exceed \$20,000. Funding for this purchase of \$20,000 was approved in Information Systems' 2022 Capital Equipment budget.

MSRP by Erickson/Borchardt to enter into an agreement with Stellar Blue Technologies of Neenah for website template updates and content management system services as recommended by committee, all voting aye.

No discussion.

3. Committee recommends Council approve Annexation #225 (Woodenshoe Road – Town of Vinland) – 1.15 Acres. Action taken at Plan Commission Report.
4. Committee recommends Council approve Annexation #226 CTH G – Town of Neenah) 13.478 Acres. Action taken at Plan Commission Report.
5. Committee recommends Council approve The Homes at Freedom Meadows Subdivision Development Agreement. Action taken at Board of Public Works Report.

C. NMFR Joint Finance & Personnel Committee meeting of January 25, 2022: (Alderman Stevenson) (Minutes can be found on the City web site)

1. Committee recommends Council approve the City of Neenah and City of Menasha Common Councils approve the carry forward request of \$72,521.74 of the \$80,000 2021 CIP Funds budget for purchase of the two inspector vehicles and equipment.

MSRP Stevenson/Lang to approve the City of Neenah and City of Menasha Common Councils approve the carry forward request of \$72,521.74 of the \$80,000 2021 CIP Funds budget for purchase of the two inspector vehicles and equipment, all voting aye.

No discussion.

2. Committee recommends Council approve the City of Neenah and City of Menasha Common Councils approve the carry forward request of \$16,900 from NMFR's 2021 Maintenance of Motor Vehicle Operating budget (180-2301-712-0213), to pay for the repairs for Engine 32.

MSRP Stevenson/Hillstrom to approve the City of Neenah and City of Menasha Common Councils approve the carry forward request of \$16,900 from NMFR's 2021 Maintenance of Motor Vehicle Operating budget (180-2301-712-0213), to pay for the repairs for Engine 32, all voting aye.

No discussion.

3. Committee recommends Council approve the City of Neenah and City of Menasha Common Councils approve hiring a third temporary firefighter for one year with the caveat we are not increasing our approved authorized number of firefighters we would review that position again in one year pending anticipated retirements in 2023.

MSRP Stevenson/Borchardt approve the City of Neenah and City of Menasha Common Councils approve hiring a third temporary firefighter for one year with the caveat we are not increasing our approved authorized number of firefighters we would review that position again in one year pending anticipated retirements in 2023.

Discussion: Alderperson Skyrms inquired if this was an annual cost. Fire Chief Kloehn advised that yes, this is an annual cost. It is believed costs could be less depending on the amount of FMLA taken.

Alderperson Stevenson appreciates Alderperson Skyrms recognizing that in Chief Kloehn's memo of January 18th there are a couple of long-term FMLA situations. Chief Kloehn and staff calculated the anticipated costs of overtime through calendar year 2022 to cover the long term FMLA and the numbers justify adding a temporary person rather than relying on overtime to fund the coverage of the shortage. The only restriction is this position is not adding to the number of authorized firefighters. Two retirements are anticipated in calendar year 2023 and if those retirements do not occur adjustments will have to be made. However, it is highly likely that this temporary position will become permanent with those anticipated retirements. Alderperson Stevenson applauded Fire Chief Kloehn, Fire Department staff, and the Finance Department for recognizing this cost savings strategy.

Mayor Kaufert applauded staff and Council for supporting "outside the box" thinking to fiscally support a responsible solution.

- IX. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of January 25, 2022: (Council Rep Lang) (Minutes can be found on the City web site)
 1. Commission recommends Council approve Annexation #225 (Ordinance #2022-03) and the property also receive an R-1, Single-Family District zoning classification.
MSRP Lang/Borchardt to approve Annexation #225 (Ordinance #2022-03) and the property also receive an R-1, Single-Family District zoning classification, all voting aye.

No discussion.

2. Commission recommends Council approve Annexation #226 (Ordinance #2022-04) and the property also receive a temporary I-1, Planned Business Center District zoning classification.

MSRP to approve Annexation #226 (Ordinance #2022-04) and the property also receive a temporary I-1, Planned Business Center District zoning classification, all voting aye.

Mayor Kaufert commented that through the Growth Committee, there are now buildable lots in the city with a complimentary tax base. There is orderly growth taking place and homes are able to be built again. We are not going to overstep ourselves, but growth is continuing. Mayor Kaufert thanked Community Development staff for their work.

3. Commission recommends Council approve the Final Plat for The Homes at Freedom Meadows Subject to the comments on the plat review letter.

MSRP Lang/Hillstrom to approve the Final Plat for The Homes at Freedom Meadows Subject to the comments on the plat review letter, all voting aye.

No discussion.

- B. Board of Public Works meeting of January 25, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Council Action Items:

- a) The Board recommends Council approve the Development Agreement for The Homes at Freedom Meadows Subdivision.

MSRP Hillstrom/Lang to approve the Development Agreement for The Homes at Freedom Meadows Subdivision, all voting aye.

No discussion.

- C. Landmarks Commission

1. Report from the Landmarks Commission – Alderperson Lang

- a. Realtor Karl Volkman attended the meeting and would like to apply to be appointed to the Commission. An overview of the Commission goals, functions, and mission was given.

- D. Sustainable Neenah Committee

1. Report from the Sustainable Neenah Committee – Alderperson Borchardt

- a. No report

- E. Reports on neighborhood groups.

1. Business Improvement District Board (BID Board) – Alderperson Lang

- a. Alderperon Lang reported on the BID Board last month. The next BID Board meeting is next month in which a report will be given.

- F. Bergstrom Mahler Museum

1. Report from the Bergstrom Mahler Museum – Alderperson Erickson
 - a. Current exhibit “Between Us” A Retrospective of Work by John Littleton and Kate Vogel runs through February 13, 2022.
 - b. Fox Valley Area High School Glass Exhibit opens February 24, 2022. This is art crafted by area high school students.
 - c. See the web site for classes and workshop opportunities.
- G. Park Commission
 1. Report from the Park Commission – Alderperson Borchardt
 - a. January meeting was cancelled, no report.
- X. Presentation of petitions
 - A. Any other petition received by the City Clerk’s Office after distribution of the agenda. No petitions were received.
- XI. Council Directives
None.
- XII. Unfinished Business
None.
- XIII. New Business
 - A. Any announcements/questions that may legally come before the Council.
 - B. Alderperson Lendrum asked for an election update.
 1. Spring Primary Election Day is February 15, 2022. Polls are open from 7:00 AM – 8:00 PM.
 2. Currently there are 16,066 registered voters.
 3. Currently there were 1,365 Absentee Ballots mailed, 36 In-Person Absentee Ballots, and 81 Nursing Home Ballots.
 4. In-Person Absentee Voting has started and runs through February 11, 2022 at 5:00 PM.
 5. Registration can only be done at the Clerk’s Office or on Election Day for the February 15, 2022 Spring Primary.
 6. Absentee Ballots by mail can be requested through February 10, 2022 at 5:00 PM through the MyVoteWI web site.
 7. Races on the ballot are Neenah Mayor, Aldermanic District 1, and Neenah Joint School District.
 8. Voting is at the regular polling locations. A postcard will be mailed next week to all Neenah residents informing voters of their polling locations. Polling locations may have changed due to redistricting. Polling locations can be found both on MyVoteWI and City of Neenah web site.
 9. Sample ballots are available on the city web site under Office of the Clerk.
 10. The League of Women Voter’s Candidate Forum for Mayor and Aldermanic District 1 will be posted on the city’s website tomorrow, can also be found on the League’s web site as well.

11. The Supreme Court is allowing the use of drop boxes for the February 15th Spring Primary. The city is only using the drop box by Finance which is a direct drop into the building.

C. Mayor Kaufert

1. Complimented Department of Public Works for being proactive with the street brine and for their snow plowing efforts.
2. Washington Park is great for ice skating.
3. A lot of people are having fun downtown at The Plaza. Many outsiders are coming into the city to take part in the great downtown amenities Neenah has to offer.
4. Sledding hill at Memorial Park is open.
5. Get outside and enjoy the cold weather.

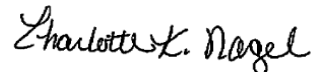
D. Alderperson Skyrms

1. Accolades to the Neenah Rockets Basketball Teams. The men are doing awesome and the women are having a great year. Not comfortable attending in-person, the games are livestreamed. Come out and support your Neenah Rockets!

XIV. Adjournment

MSRP Lendrum/Lang to adjourn, all voting aye. Meeting adjourned at 8:11pm.

Respectfully submitted,



Charlotte K. Nagel
City Clerk

Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning _____ 20 _____ ;
ending _____ 20 _____

TO THE GOVERNING BODY of the: ☐ Town of
☐ Village of } NEENAH
☒ City of

County of WINNEBAGO Aldermanic Dist. No. _____ (if required by ordinance)

1. The named ☐ Individual ☐ Partnership ☒ Limited Liability Company
☐ Corporation / Nonprofit Organization

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): THO KIN THO LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title Name (Last, First, M.I.)
President/Member STEEL BETAD P
Vice President/Member Blythe, Nicholas E
Secretary/Member STEEL KRISTINE L
Treasurer/Member
Agent Brian Steel
Directors/Managers LUCKY DOGZ



3. Trade Name LUCKY DOGZ Business Phone Number 920-707-0415
4. Address of Premises 1575 GREEN AVE RD NEENAH Post Office & Zip Code 54956

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 2005 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Bar & Hall

10. Legal description (omit if street address is given above):

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
(b) If yes, under what name was license issued? Tho Kin Tho LLC DBA Lucky Dogz
12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277]. ☒ Yes ☐ No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. ☒ Yes ☐ No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
15. Does the applicant owe any delinquent taxes, assessments or other claims in whole or part to the City or any delinquent forfeitures resulting from a violation of any City Ordinance? ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village ☒ City of NEENAH County of WINNEAGO

The undersigned duly authorized officer/member/manager of TTO KIW TTO LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

LUCKY DOGS
(Trade Name)

located at 157 S. GREEN BAY RD NEENAH WI

appoints BRIAN P STEDL

(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No 52x15

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 52x15

Place of residence last year [REDACTED]

For: TTO KIW TTO LLC
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Brian Stedl, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 1-27-22
(Signature of Agent) (Date)

Agent's age [REDACTED]

Date of birth [REDACTED]

(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town
☐ Village of NEENAH County of WINNEBAGO
☒ City

The undersigned duly authorized officer/member/manager of WALGREEN CO.
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
WALGREENS #10236
(Trade Name)

located at 1191 WESTOWNE DR., NEENAH, WI 54956

appoints ANGELA GROTENHUIS
(Name of Appointed Agent)
[REDACTED]
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 45 YEARS

Place of residence last year MENASHA

For: WALGREEN CO.
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, ANGELA GROTENHUIS, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Angela Grotenhuis 2-3-22 Agent's age [REDACTED]
(Signature of Agent) (Date)
[REDACTED] MENASHA, WI. 54952 Date of birth [REDACTED]
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
GROTENHUIS		ANGELA		M.	
Home Address (street/route)		Post Office		City	State Zip Code
[REDACTED]		[REDACTED]		MENASHA	WI 54952
Home Phone Number		Age	Date of Birth		Place of Birth
[REDACTED]		[REDACTED]	[REDACTED]		[REDACTED]

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an **individual**.
- ☐ A member of a **partnership** which is making application for an alcohol beverage license.
- ☒ **AGENT** _____ of **WALGREEN CO.**

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 45 YEARS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
WALGREENS			
Employer's Name	Employer's Address	Employed From	To

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


 (Signature of Named Individual)

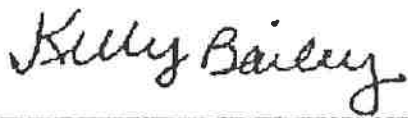
Wisconsin Responsible Beverage Seller/Server Training

ANGELA GROTTENHUIS

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL 152525

Date of Completion: 06/30/2021



Authorized Signature

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats. Present this certificate to your local municipal clerk's office to receive your Operator's or Retail license.

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday February 8, 2022, 6:30 PM

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

Excused:

Also Present: Mayor Kaufert, Public Works Director Kaiser, Community Development & Assessment Director Haese, Community Development & Assessment Deputy Director Schmidt, Street Superintendent Radtke, Traffic Engineer Merten, Public Works Office Manager Mroczkowski, Alderperson Skeyms, Kelly Behrmann, and Dan Steiner

Approval of Minutes of the meeting for the January 25, 2022 meeting

Motion Second/Carried Hillstrom/Lendrum to approve the minutes of the Meeting of January 25, 2022. All voting aye.

Public Appearances:

Dan Steiner, 2413 Marathon Avenue, Neenah. Mr. Steiner stated that he is an alderpermanic candidate for District 2. He stated that he is looking forward to meeting and working with City of Neenah staff.

Downtown Master Plan Consultant Selection

Deputy Director Schmidt stated that staff issued a request for proposal (RFP) in December 2021 for the Downtown Master Plan. He stated that the RFP was sent to five firms in Wisconsin and adjoining states along with being advertised on the Wisconsin American Planners Association website. Deputy Director Schmidt stated that seven planning and design consulting firms submitted proposals. He stated that staff reviewed the proposals and after interviewing three of the firms is recommending contracting with RDG Planning and Design from Des Moines, Iowa. He stated that the city has worked with RDG in the past and their proposal provided the most creative plan and not just a standard approach to the plan. Deputy Director Schmidt stated that RDG has done a lot of work in the Midwest, Wisconsin and the Fox Cities. He stated that RDG stood out from the other firms in their approach methods to engage the community stakeholders and public. He also noted that their senior team members are allocated for 80% of the project hours, which is much higher than the other proposals.

Deputy Director Schmidt stated that staff is recommending Common Council direct staff to enter into a contract with RDG Planning and Design for services related to the preparation of the Downtown Master Plan at a not to exceed cost of \$65,000, funded by the 2022 Industrial Development Fund.

Alderperson Hillstrom asked about the boundaries of the study area. Deputy Director Schmidt stated that this study will cover the area bounded by Lake Street to the west, the

river and Little Lake Butte des Morts to the north, Oak Street to the east and Winneconne Avenue to the south.

Aldersperson Stevenson stated that there have been a lot of studies done and that he would like to know what staff is looking to get from this study and what the follow up and implementation plan would be. He requested that the RFP be distributed to the Council. Deputy Director Schmidt stated that staff wants an action and implementation plan that staff, business owners and the Downtown Business Improvement District (BID) can share the vision and begin to move the downtown in a direction that will benefit all stakeholders.

Aldersperson Bates stated that RDG was the firm that did the Wauwatosa downtown plan when she lived there. She noted that Wauwatosa had a lot of the same types of limitations that our downtown area does.

Deputy Director Schmidt stated that a steering committee will be created that will present realistic, achievable and unique ideas for Neenah.

Aldersperson Bates noted that the recent traffic study that was done should be considered when implementing this plan. Deputy Director Schmidt stated that staff has had conversations with Traffic Engineer Merten and other city departments. He stated that the timing of this plan is going to work well in regards to the development that is currently taking place in the downtown area.

Aldersperson Lang stated that she is very excited about this study and that it is going to come in under budget. She noted that this plan will provide the city with much more than just a standard plan, it will provide interesting and innovative methods to improving the downtown area.

Aldersperson Bates asked how Neighborhood Planners and RDG are associated. Deputy Director Schmidt stated that Neighborhood Planners works with RDG as an onsite, feet on the ground consultant. They will immerse themselves into the downtown area to provide information to RDG.

Mayor Kaufert noted that pre-covid he had talked about putting together an Arrowhead Park Steering Committee to look at how the park could be utilized and integrated into the downtown. He stated that he recommends that this concept still move forward and be part of this study.

Following discussion, **Motion/Seconded/Carried Lang/Hillstrom to recommend Common Council direct staff to enter into a contract with RDG Planning and Design for services related to the preparation of the Downtown Master Plan at a not to exceed cost of \$60,000, funded by the 2022 Industrial Development Fund and \$5,000 from the Downtown Business Improvement District.** All voting aye.

Mayor Kaufert suggested that in the future a fund be created for the money that is allocated to these types of studies. Director Haese stated that Aldersperson Stevenson has brought this up in the past. Director Haese stated that there would need to be some discussion because it isn't as simple as just pooling the money.

Aldersperson Bates noted that we did not go with the low bidder and if this will be an issue with the state. Mayor Kaufert stated that it will not be an issue.

Church Street Parking Ramp Signage

Director Haese stated that there has been concern raised recently regarding the lack of knowledge by visitors to the downtown that parking in the ramp is free evenings and weekends. He noted that one change already done is signage on the outside of the ramp noting the free parking hours. He stated that we are also working on adding additional language to the permit parking stall signs inside the ramp, so visitors are aware they can park there after 4:00 PM.

Director Haese stated that working out from those changes staff looked at the downtown area and tried to identify how the city could better identify the ramp and let people know where it is. He presented a proposal to place a sign on the building at 145 W. Wisconsin. The sign would be visible to eastbound traffic only. It would have the words "Free Parking" and have a directional arrow to direct drivers to the ramp.

Director Haese presented the Committee with a lease agreement with the property owner and the quote from Appleton Sign Company for the construction and installation of the sign. He stated that we do not have a firm cost of installing the electrical service for the sign. Director Haese stated that staff is recommending approval for the sign installation at a cost not to exceed \$11,500.

Aldersperson Bates stated that she is happy that there will be sign directing people to the parking ramp. She stated noted that the font for the word "Neenah" should be smaller so people focus on the free parking part of the sign.

Aldersperson Stevenson noted that the Historic Neenah Properties building is on the State Historic Landmark registry and asked if this will be a problem. Aldersperson Lang stated that the sign is not affecting the structural integrity of the building which is the main concern for landmark property preservation.

Aldersperson Stevenson stated that he is happy that there will be a sign for eastbound traffic. He asked of the possibility of working with the current development on the corner of Church and Wisconsin to place a sign on the building for westbound traffic. Director Haese stated that he has reached out to the owner of that project and there is reluctance to place a sign on a new building.

Aldersperson Hillstrom noted that an overhead sign could be placed on the traffic signal that people could see from both directions. He stated that the black background and the white lettering may not be visible when the sun is shining on it.

Aldersperson Lang stated that this is a good first step for identifying the ramp to people.

Aldersperson Lendrum noted that the font on the bottom of the sign seems very small and may cause issues with drivers having to be almost to the intersection before they realize they need to turn at the corner to go to the ramp. She stated that maybe the sign needs to be higher on the building.

Director Haese stated that the picture of the sign that was included in the packet is not a good depiction of the size of the sign itself and the font. He stated that in regards to the height of the sign, his observation is that people tend to look at eye level.

Director Haese stated that he will reach out the sign company and discuss the colors and fonts. He stated that he wants the appearance of this sign to show a good quality product.

Mayor Kaufert stated that he is pleased to see this project finally coming to fruition. He stated that it will be good for the downtown businesses.

Following discussion, **Motion/Seconded/Carried Bates/Lang to recommend Common Council approve the lease with Historic Properties allowing the installation of a parking sign on their building at 145 W. Wisconsin Avenue and authorizing staff to contract with Appleton Sign, and associated contractors, to manufacture and install the sign at a cost not to exceed \$11,500 with funding to be provided from TID #8 and parking ramp signage funds. Roll Call Vote. All voting aye.**

Traffic Improvement Concepts for the Downtown Area

Traffic Engineer Merten stated that he was asked by the Business Improvement District to look at ways for pedestrians to safely navigate the core downtown area, particularly the area near the new Plaza & Globe Coffee Café and the two new apartment developments being constructed. He stated that in response to the variety of concerns, a map of traffic improvement concepts was produced displaying potential projects identified in the traffic study completed last year along with other related concepts that have been requested in the past few years. The goals of these concepts are both short term and long term. The concepts include improvement to pedestrian safety and accessibility, measures to reduce speeds, and improve the existing pedestrian crossing to provide a comfort in the downtown area core.

Aldersperson Bates stated that she likes the idea of the bump out in the 200 Block of W. Wisconsin Avenue. She asked if the bump out at the bend of Wisconsin Avenue eastbound, could be relocated to the area near the new ice rink on a temporary basis to prevent people from dodging traffic when trying to cross from the south side of the street to the north side of the street. Traffic Engineer Merten stated that we can look at putting some barricading and a temporary crosswalk mid-block to help discourage the j-walking that is taking place.

Aldersperson Bates noted that when concepts for Lakeshore Avenue were being discussed, the city used a camera to capture data. She asked if that is something that can be done on Wisconsin Avenue. Traffic Engineer Merten stated that we could do that, however it is very labor intensive to review the data. He stated that, if we were to do something mid-block, it would be to supplement the existing crosswalk at Main and Wisconsin. He stated that having the mid-block bump out would provide for a more attractive crossing point.

Aldersperson Bates asked how many parking stalls will be lost if the bump out is installed. Traffic Engineer Merten stated four to five per side.

Aldersperson Lang thanked Traffic Engineer Merten for putting together the document. She stated it is very helpful for her to see the big picture and how the changes will evolve and also chronologically when the changes are proposed.

Aldersperson Bates questioned if we should wait to implement some of these concepts given the building development currently taking place in the downtown. Traffic Engineer Merten stated that if we are looking to solve some of the immediate concerns, putting in a mid-block crosswalk and a radar feedback sign would be good ideas. He stated that any of the other concepts would probably be best done after all the construction is complete in the downtown area.

Traffic Engineer Merten stated that another short-term concept that could be done in the next year would be to install an overhead sign west of the Main Street overpass for eastbound traffic that would help direct those vehicles wanting to go to Menasha versus those going to downtown. He stated the overhead sign could also be used to help direct trucks to use Columbian Avenue as their truck route and not go through downtown.

Director Haese stated the problem is not Wisconsin Avenue, it is with the speed of the cars that are on Main Street entering the downtown area. He stated that the focus of making changes should be on that section of Main Street.

Aldersperson Lang stated that she would really like to see the radar feedback sign be put in. She stated that it is a step in slowing down traffic coming in from Main Street. Aldersperson Lang noted that people have learned to use the crosswalk in the 100 Block of Wisconsin so she thinks that, in time, they will learn to use a mid-block crosswalk in the 200 Block.

Aldersperson Lang asked what the next step would be to getting the radar feedback sign installed. Traffic Engineer Merten stated that it would be finding the funding. Aldersperson Stevenson stated that we first need to look at where it will be placed and the cost.

Mayor Kaufert stated that he feels that angle parking acts as a traffic calming device.

The Committee directed staff to look into the short term goals of the radar feedback sign, the signage on the Main Street overpass, the mid-block bump out, reviewing the Main Street parking layout, and review the Main Street corridor merge lane.

Resolution 2022-06: Support of Improving the Intersection of State Highway 76 and Larsen Road.

Mayor Kaufert stated that our neighboring communities have all passed this resolution. He stated this is a very dangerous intersection that has seen quite a few fatalities.

Report Following discussion, **Motion/Seconded/Carried Stevenson/Lang to recommend Common Council approve Resolution 2022-06, Support of Improving the Intersection at State Highway 76 and Larsen Road.** All voting aye.

Service Proposals for Tullar Garage Drop-Off Center

Director Kaiser stated that there have been some issues with the current vendors that provide services for the metal recycling and general refuse collection at the Drop-Off Center. He stated that with regards to the refuse collection vendor we have had a number of consolidation purchases that made it difficult to get the dumpsters emptied on a timely

manner. Director Kaiser stated that in regards to the metal recycling staff has received inquiries periodically from vendors for the ability to handle the metal recycling and collection at the drop-off center. He stated that staff could not find any formal contract with the current metal collection provider.

Director Kaiser stated that staff discussed the options and felt that it was a good time to refresh service contracts for scrap metal collection and refuse/recycling collection at the Tullar drop-off center.

Scrap Metal Collection

Director Kaiser stated that a request for proposal was sent out and 5 proposals were submitted. He stated that the bids vary quite a bit based on the vendors pricing on Net tons and Gross tons. Street Superintendent Radtke took December 2021 weight hauled from the center and the one load of municipal cast and used the vendors bid pricing to see who provided the best recycling revenue.

Director Kaiser stated that using the numbers from 2021 staff recommends entering into a three year contract with B&B Metals out of Newton, WI, for collection of our scrap metal and municipal cast. This agreement would have the option to mutually agree to extend the contract upon written agreement of both parties.

Aldersperson Hillstrom asked how often the metal recycling dumpsters need to be emptied. Street Superintendent Radtke stated usually once a week.

Street Superintendent Radtke stated that there is language in the contract about a 24 hour pick up response.

Following discussion, **Motion/Seconded/Carried Hillstrom/Lang to recommend Common Council approve entering a 3-year contract with B&B Metals of Newton, WI for collection of the City of Neenah's drop-off center scrap metal and municipal cast with an option to mutually agree to extend the contract upon written agreement of both parties.** All voting aye

Recycling and Refuse

Director Kaiser stated that four bid proposals were received for this contract. He stated that GFL and LRS pricing was very competitive. He stated that the main difference was the flat rate for 3-time weekly collection of the 8-yard recycling boxes, a rental fee, and the coffin bin service. Street Superintendent Radtke stated that GFL Environmental is our current contractor for the recycling collection. He also noted that LRS handles our commercial dumpster contract.

Director Kaiser stated that Street Superintendent Radtke went through the monthly rental and pull charges to calculate a monthly invoice based on the four vendors that submitted bid prices. He stated that based off the assumption of the pull charges and monthly rentals, GFL was the low bidder with LRS close behind.

Director Kaiser stated that both vendors are currently providing good service for the city at the drop-off center. He stated that having a single point of contact for the drop-off center and the commercial dumpster contract will benefit the city. Staff recommends entering a 3-year agreement with LRS to service the City of Neenah's drop-off center for recyclable and refuse disposal. This agreement would have the option to mutually agree to extend the contract upon written agreement of both parties.

Report

Following discussion, **Motion/Seconded/Carried Lang/Lendrum to recommend Common Council approve entering a 3-year agreement with LRS to service the City of Neenah's drop-off center for recyclable and refuse disposal. This agreement would have the option to mutually agree to extend the contract upon written agreement of both parties.** All voting aye

Final Resolution 2022-05: Sanitary Sewer Laterals and Water Services Construction on S. Commercial Street, Dieckhoff Street and Grove Street.

Report

Following discussion, **Motion/Seconded/Carried Stevenson/Lendrum to recommend Common Council approve Final Resolution 2022-05: Sanitary Sewer Laterals and Water Services Construction on S. Commercial Street, Dieckhoff Street and Grove Street.** All voting aye.

Police Department 2021 4th Quarter Statistics

Agenda item was deferred to a future meeting.

License

Approve Change of Agent application for Lucky Dogz, 157 S Green Bay Road for the licensing year 2022

Following Discussion: **Motion/Second/Carried Lendrum/Hillstrom to recommend the Common Council approve the change of agent application for Lucky Dogz, 157 S Green Bay Rd, Tho Kin Tho agent.** All voting aye.

Approve Change of Agent application for Walgreens Co., 1191 Westowne Drive for the licensing year 2022

Following Discussion: **Motion/Second/Carried Hillstrom/Stevenson to recommend the Common Council approve the change of agent application Walgreens Co., Walgreens #10236, 1191 Westowne Drive, Angela Grotenhuis agent.** 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 – The Shootingstar extension has been graded and graveled. Grading on Armstrong Street and paving on both will be done in spring.
- 2) Contract 1-21 (Marathon Av) – Work is complete. Final quantities are being calculated.
- 3) Contract 2-21 (Fairview, Laudan) - Work is complete. Final quantities are being calculated.
- 4) Contract 3-21 (Winneconne, Washington, Olive, Isabella) – Work is complete. Final quantities are being calculated.
- 5) Contract 4-21 (Epoxy Pavement Marking) – About 75% of the work under this contract has been completed. The remaining work will be carried over to next year.
- 6) Contract 5-21 (Misc. Asphalt Repairs) – Work is complete. Final quantities are being calculated.
- 7) Contract 6-21 (Misc. Concrete Pavement, Sidewalk Repairs) – Work under this contract was not completed. The remaining work is primarily sidewalk repair within the target area. That will be carried over to next year.
- 8) Contract 7-21 (Harrison Pond) – Pond excavation is expected to be complete the week of February 7. Additional soil borings were taken in the area of the retaining wall to allow the contractor to finalize layout.
- 9) Contract 8-21 (Jewelers Park Drive Trail) – Pile placement for the boardwalk is complete. Pier caps are being installed. Work on the south abutment of the north crossing started the week of January 31.
- 10) 2022 Contracts – A table of the 2022 project bid schedules is attached.

Alderson Bates asked if there are any early completion incentives for this year's projects. Director Kaiser stated that there are not.
- 11) Street Assessment Ordinance – Staff is preparing a proposal for future Committee review to modify the street assessment ordinance for new subdivision streets to move away from an assessable front foot basis for assessment to a unit or per lot basis.
- 12) Construction Inspector – The position of Construction Inspector/Engineering Aide has been filled. Justin Gloede has accepted the position. He starts on February 21.

Aldersperson Hillstrom stated that last year there were issues with the projects not being finished in a timely manner. He asked if there has been any solution to this so that it does not happen again. Director Kaiser stated that for this year's project in the Fredrick Drive area we are bidding the utility work and the street work out separately this year. He stated that last year the paving contractor was the same for multiple projects and did not get in to finish the jobs in a timely manner. He stated that the general contractors were just as frustrated as the city because this particular subcontractor was not returning their calls either. Director Kaiser stated by separating out the work we are taking the burden off the general contractor and in filling that role of a general contractor.

Director Kaiser stated that the 2022 punch cards will be mailed by the end of the week. He stated that the color this year is solar yellow.

Mayor Kaufert stated that before the state legislature is a bill to eliminate the Transportation Assessment Replacement Fee (TARF). He stated that many municipalities are misappropriating the funds and using the money to supplement their budget. He stated he does not think the bill will pass but it is something that the City needs to keep an eye on.

Mayor Kaufert noted that there is also a bill in the legislature to outlaw the use of certain drones that are made in China. He stated the Department of Justice is worried that they could be a threat to national security. He stated that the new drone that Police Department purchased may be one of the types of drones they are looking at outlawing. Alderperson Hillstrom stated that the drones they are looking at are being manufactured by a Chinese company that has direct contact with the Chinese military.

Aldersperson Lendrum stated that she is concerned with the news about the TARF's and hopes that explaining the type of model that we use will exempt us from having to go back to the way we used to assess property owners.

[illegible]

Announcements/Future Agenda Items

NONE

Adjournment: **Motion/Second/Carried Lendrum/Hillstrom to adjourn at 8:35 PM.** All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

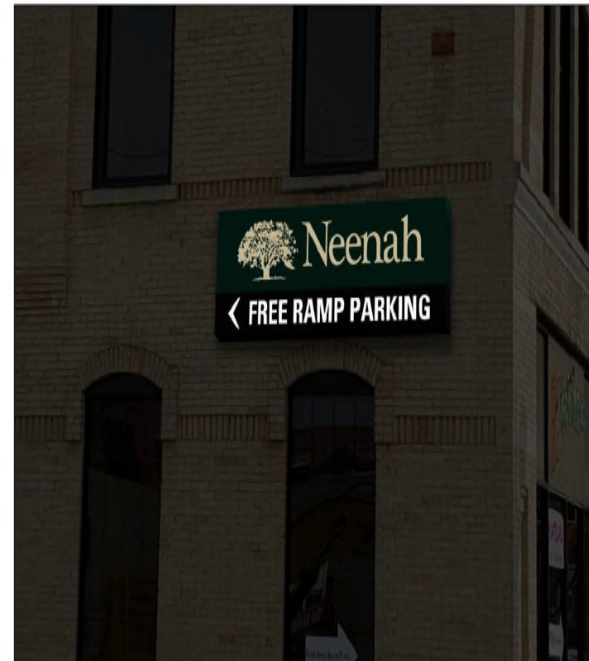
Lisa Mroczkowski
Public Works Officer Manager



LOCATION VIEW



NIGHT VIEW



2400 Holly Road • Neenah, WI 54956
Tel: 920.734.1601 • Fax: 920.734.1622

www.AppletonSIGN.com

CLIENT:	CITY OF NEENAH
STREET ADDRESS:	145 W WISCONSIN AVE
CITY / STATE:	NEENAH, WI
DATE:	12/7/21
SALES:	JOSH TRUKOW
DESIGNER:	MIKE FRASSETTO
GENERAL SPECIFICATIONS	
VOLTAGE:	120V - 277V - POWER SUPPLIES USED
POWER DRAW:	N/A - 400 AMP - TOTAL - UNKNOWN
SQUARE FOOTAGE:	150 - APPROX.
REQUIRED ITEMS FROM CLIENT	
BRANDING STANDARDS?	AN ART REPRODUCTION MAY BE APPLIED TO PRODUCT IF PRODUCTION READY. ARTWORK IS NOT PROVIDED BY CLIENT PRIOR TO PRODUCTION

COLOR SCHEDULE	
1	PANTONE TO MATCH PMS 3435C - GREEN
2	PAINT SATIN BLACK
3	SM 3430-149 LIGHT BEIGE
4	DRACAL 751000 DARK GREEN
5	COLOR CALL OUT
6	COLOR CALL OUT
7	COLOR CALL OUT
8	COLOR CALL OUT

SURVEY ITEMS REQUIRED	
FIELD SURVEY?	ANY PRICES ASSOCIATED WITH THIS DESIGN CAN BE USED FOR COMPARISON PURPOSES DURING A FIELD SURVEY AND FINANCE ESTIMATES FOR MATERIALS

☒ ON SITE COLOR MATCH	☒ TRUCK ACCESS?
☒ AVAILABLE AREA	YES ☒ NO
☒ FACE DETAILS	☒ BEHIND WALL ACCESS?
☒ POLE DETAILS	YES ☒ NO
☒ ALL SIGN DETAILS	☒ ELECTRICAL EXISTING?
☒ OTHER: ADDITIONAL SURVEY DATA IS NONE	YES ☒ NO

SIGNATURE	
DATE	COMPLETION

PLEASE SIGN BELOW STATING THAT THIS DESIGN IS APPROVED

February 4, 2022 – Page 3

145 W WISCONSIN AVENUE SIGN LEASE AGREEMENT

THIS AGREEMENT made this ___ day of _____, 2022, by and between Historic Neenah Properties, LLC (OWNER) and/or the agent of OWNER and the City of Neenah, Wisconsin Municipal Corporation (CITY) hereby agrees that OWNER will lease space on the exterior of the building (LEASED AREA) located at 145 W Wisconsin Ave. (LEASED PREMISES).

1. TERM

This lease agreement is for term commencing on March 1, 2022, for initial term of five (5) years.

2. RENEWAL

This agreement shall automatically renew for 3 like terms of five (5) years each at the same rental rate, unless one of the parties to this agreement notifies the other, in writing of the desire to not renew the lease agreement at least sixty (60) days prior to the expiration date of this agreement.

3. PAYMENT OF RENT

This agreement was made for and in consideration of a rental rate of \$10 per year (\$50 per term).

4. OWNERS OBLIGATIONS

- A. The OWNER shall give the CITY the exclusive use of the LEASED AREA (shown on Exhibit A) and shall ensure that no other sign gets placed in front of or in the vicinity of the CITY'S sign that would obstruct the view of the CITY's sign.
- B. The OWNER shall work in good faith with the City to ensure that there is an adequate power supply for the CITY to connect to and shall at no time disconnect power from the sign or to the leased premises without advance notice to the CITY. All costs associated with installing this power supply shall be borne by the CITY.

5. CITY'S OBLIGATIONS

- A. The CITY shall be solely responsible for the entire cost of installation of the sign to the leased premises including, but not limited to, mounting and electrical service.
- B. The CITY shall be responsible for all costs associated with operating the sign including: maintenance, electricity, and any other expenses which may arise.

6. TRANSFERABILITY

All terms and conditions of this lease shall be binding and be enforceable by the respective successors and permitted assignees of the OWNER.

7. OWNERSHIP OF PROPERTY

The CITY shall own all materials associated with the sign, however ownership in the building and the ground shall remain with the OWNER.

CITY OF NEENAH
Dept. of Community Development

February 4, 2022 – Page 4

IN WITNESS WHEREOF, the parties hereto have caused this Lease Agreement to be signed
this ____ day of _____, 2022

CITY OF NEENAH

HISTORIC NEENAH PROPERTIES LLC

Dean R. Kaufert, Mayor

John Skeyrms, Principle

Charlotte K Nagel, Clerk

Personally came before me this ____ day of _____, 2022, the above-named Dean Kaufert
and Charlotte Nagel the Mayor and City Clerk, respectively, of the City of Neenah, to me known to be
the persons who executed the foregoing instrument and acknowledged the same.

Notary Public
Winnebago County, Wisconsin
My Commission expires: _____

Personally came before me this ____ day of _____, 2022, the above-named John Skeyrms, of
the Historic Neenah Properties, LLC, to me known to be the persons who executed the foregoing
instrument and acknowledged the same.

Notary Public
Winnebago County, Wisconsin
My Commission expires: _____

THIS INSTRUMENT WAS DRAFTED BY:
City Attorney Adam J. Westbrook
211 Walnut Street
Neenah, WI 54956



RESOLUTION NO. 2022-06

**A RESOLUTION IN SUPPORT OF IMPROVING THE
INTERSECTION AT STATE HIGHWAY 76 AND LARSEN ROAD**

WHEREAS, in 2020, Neenah Joint School District purchased 225 acres of land east of Clayton Avenue between CTH II and Larsen Road; and

WHEREAS, in 2020, Neenah Joint School District received community support through a referendum to construct a new high school on this 225-acres of land; and

WHEREAS, the new Neenah High School is scheduled to open in the Fall of 2023 and will increase traffic at the intersection of State Highway 76 and Larsen Road; and

WHEREAS, on December 2nd of 2021, the City of Neenah received a letter from citizens regarding their concerns for the safety of the intersection at State Highway 76 and Larsen Road; and

WHEREAS, State Highway 76 has been undergoing improvements in Winnebago County to include reconstruction and intersection improvements at CTH GG, CTH G, and CTH JJ,

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Neenah, Winnebago County, that we support the State of Wisconsin Department of Transportation and Winnebago County Highway Commission and Board of Supervisors to allocate sufficient funds for implementation of alterations to the intersection of State Highway 76 and Larsen Road in a timely manner meet the demands for and coincide with the opening of the new Neenah High School in the Fall of 2023.

BE IT FURTHER RESOLVED, that the City Council direct the clerk to deliver this approved resolution to State, County, Village of Fox Crossing, Town of Neenah, Town of Clayton, Town of Vinland and Neenah Joint School District Officials and to the individuals that signed the letter dated December 2, 2021, Max Ogden and Rustin Keller.

Recommended by:
Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Dean Kaufert, Mayor

Passed: _____

Charlotte Nagel, City Clerk

Published: _____



RESOLUTION NO. 2022-05

FINAL RESOLUTION OF INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS BY POLICE POWER UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES AND SECTION 13-1 OF THE NEENAH MUNICIPAL CODE.

RESOLVED, by the Common Council of the City of Neenah, Wisconsin.

1. The Common Council hereby declares its intention to exercise its power under Section 66.0703 Wisconsin Statutes, and Section 13-1 of the Neenah Municipal Code to levy special assessments under the police power upon all properties abutting the following improvements in the City of Neenah, Wisconsin:

Installation of sanitary sewer laterals and water services for properties served on the following streets:

1. **S. Commercial St. (Stanley Ct to Wright Ave)**
2. **Dieckhoff St. (Grove St to Oak St)**
3. **Grove St. (E. Cecil St to Laudan Blvd)**

2. The Common Council determines that the above improvements constitute an exercise of the police power and the amount assessed each parcel abutting on the above named street shall be on a reasonable basis as approved by the Common Council which is in effect at the time of installation in accordance with special assessment procedures set forth in provisions of Section 13-1, Neenah Municipal Code.
3. The assessments against any parcels of land shall be paid as provided in the City of Neenah Municipal Code, Section 13-2 and 13-3.
4. The Public Services and Safety Committee shall with respect to the items mentioned at paragraph 1 above prepare a report consisting of:
 - a. Preliminary or final plans and specifications of the improvements.
 - b. An estimate of the entire cost of the proposed work or improvements.
 - c. A schedule of the proposed assessments as to each parcel of property affected.
 - d. A statement that the properties against which the assessments are proposed are benefited and that the improvements constitute an exercise of the police power.

Upon completion of such report, the Public Services and Safety Committee is directed to file such reports in the City Clerk's office for public inspection.

5. Upon receiving a report of the Public Services and Safety Committee, the Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes.

Recommended by:
Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Dean Kaufert, Mayor

Passed: _____

Charlotte Nagel, City Clerk

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, February 8, 2022
4:15 p.m.

Present:

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

Also present:

Brad Schmidt, Deputy Director of Community Development	Rachael Eiting, Administrative Assistant, Department of Community Development	Chris Haese, Director of Community Development
Emily Bublitz, Representative on behalf of Culver's	Brian Epley, Neenah resident and School board member	Kelly Behrman, Mayoral Candidate

Minutes: MSC the Plan Commission to approve the January 25, 2021 meeting minutes. MSC Ellenberger/Lang. All aye. Motion passed.

Public Appearances:

Mayor Kaufert opened the public appearance section. Mayoral Candidate Kelly Behrman shared with the committee that she is running for mayor.

Public Hearings: None.

Action Items:

A. Westside Business District PPA #1-22 – 1161 Westowne Drive – Culver's Drive-Thru

S&L Properties Neenah, LLC, owner of 1161 Westowne Drive, submitted a project plan to construct an additional drive-thru and modify a parking lot for the Culver's Restaurant.

The Culver's restaurant was constructed in 2005. The subject property is located on the southwest corner of Winneconne Avenue and Westowne place. The 1.4 acre property includes 68 off-street parking stalls and a drive-thru on the west and south portion of the building. The north driveway provides one-way ingress onto the property while the south driveway provides one-way egress off the property.

In 2021, Culver's Restaurants began modifying their existing locations to include two drive-thru lanes to improve the guest experience with faster and smoother flow. The proposed project plan includes an additional drive-thru lane directly west of the existing drive-thru lane. The additional drive-thru lane includes a second order board. Both drive-thru lanes converge back into the existing pick-up lane.

As a result of the additional drive-thru lane, nine parking stalls will be eliminated including one along the north side of the building and eight along the west property line. The north side of the parking lot will also be modified as the parking stalls will be re-stripped to allow one-way access from the west as opposed to the east. As a result to include plantings per the City's landscaping standards. At a minimum one shade tree shall be planted in each endcap.

Member Genett asked if this set up will be similar to the McDonald's Drive-Thru set up.

Deputy Director Schmidt answered yes it will be.

Member Ellenberger asked if the orientation of the parking is the only thing that has changed from the original agenda to this meeting.

Deputy Director Schmidt answered that is correct.

Member Hancock-Cooke asked the reason for that change.

Deputy Director Schmidt answered the change was to address traffic flow issues.

Plan Commission Minutes

February 8, 2022

Page 2

ORD #2022-05

Emily Bublitz, representative on behalf of Culver's, answered that site flow overall uses the lot most efficiently in this layout and causes less customer confusion.

MSC Kaiser/Lang the plan commission recommends Council approve Ordinance No. 2022-05, approving Project Plan Approval #1-22 for the Westside Business District, allowing the construction of an additional drive-thru lane for property located at 1161 Westowne Drive. All Aye. Motion Passed.

B. CSM – 544 Jensen Road – 2 Lots

Bergstrom Properties, LLC, owner of 544 Jensen Road, is proposing to divide the subject parcel into two lots. The parcel is currently 7.7 Acres in size and includes a 16,000 square-foot building on the north portion of the parcel, a parking lot west of the building, and the remainder of the land is undeveloped. The proposed CSM creates a 4.2 acre parcel which includes the existing building and parking lot and another 3.5 acre parcel with access via Progress Court. Both properties will continue to be zoned I-1, Planned Business Center District. The minimum lot size and minimum frontage for the I-1 District is exceeded with both of these proposed lots. In addition, the creation of the north parcel will not create any non-conformities related to district setbacks.

Member Hancock-Cooke inquired about the strange shape of the new parcel.

Deputy Director Schmidt answered the shape allows the parcel to maintain right of way access.

MSC Lang/Ellenberger approves the proposed 2 Lot CSM at 544 Jensen Road. All Aye. Motion Passed.

Discussion Items:

None.

Announcements and Future Agenda Items:

Next meeting: February 22, 2022.

Adjournment: The Commission adjourned its meeting at 04:33 PM MSC Genett/Ellenberger. All Aye. Motion passed.

Respectfully Submitted,



Rachael Eiting
Administrative Assistant, Community Development



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By the Neenah Plan Commission
Re: Project Plan approval #1-22 for West Side
Business Development District construct an
additional drive-thru lane at 1161 Westowne
Drive.

ORDINANCE NO. 2022-05

Introduced: _____

Committee/Commission Action: _____

AN ORDINANCE

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

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

Project Plan Approval 1-22, which is detailed in the attached Exhibit "A", which are incorporated herein by reference.

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

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

Approved:

Adopted: _____

Published: _____

Dean R. Kaufert, Mayor

Attest:

Charlotte Nagel, City Clerk

EXHIBIT A

