

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 25, 2024 – 6:00 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee, but will not take any formal action at this meeting.

AGENDA

1. Public Appearances
2. Approval of Minutes from the March 11, 2024 Regular (minutes can be found on the City's website)
3. 2024 Community Development Block Grant Proposed Program \$200,000, Ordinance 2024-02 (Attachments) (Kasimor)
4. Annexation 233 1730 Dixie Road, Ordinance 2024-06 (Attachments) (Schmidt)
5. Annexation 232 880 Bayview Road (Attachments) (Schmidt)
6. Restructuring the Police Command Staff (Attachments) (Olson)
7. Accept \$300,000 Spirit Fund Grant – Vehicle Barriers (Attachments) (Olson)
8. Salary Step Plan Implementation Adjustment (Attachment) (Hardina-Wilhelm)
9. 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.

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 11, 2024 – 6:00 pm
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

The meeting was called to order by Chairman Erickson at 6:06 pm.

Present: Chairman Erickson; Aldermen Borchardt, Boyette, and Steiner; Mayor Lang, Director of Finance Rasmussen, Director of Community Development Haese, Director of Human Resources Fairchild, Attorney Rashid, Police Chief Olson, Fire Chief Teesch, Communication Specialist Engelman, and Clerk Nagel. Aldermen Lendrum and Hillstrom were also in attendance.

Absent/Excused: Alderman Skyrms.

Public Appearances: None.

Minutes: Motion/Second/Carried Steiner/Borchardt to approve the minutes from the February 12, 2024, Regular meeting as written. All voting aye.

2023 Operating Budget Carry Forwards to 2024 (Attachments) (Rasmussen)

Motion/Second/Carried Borchardt/Boyette to recommend Council approve the 2023 General Fund Operating Carry Forwards to 2024. All voting aye.

Discussion: Director Rasmussen explained the carry forwards brought forth in her memo.

Discussion and Approval of Transferring Surplus and ARPA Interest to Eliminate Various Deficits (memo distributed at meeting) (Rasmussen).

Motion/Second/Carried Steiner/Borchardt to recommend Council approve the use of Fiscal Year 2023 General Fund balance (surplus) in the amount of \$436,518.78 and ARPA interest in the amount of \$239,593.62, totaling \$676,112.40, to be applied to the following deficits: Municipal Court (\$245,287.61), Neenah Menasha Fire Rescue (\$274,260.91) and 50% of Parking Utility (\$156,563.88), for a total of (\$676,112.40). All voting aye.

Discussion: Director Rasmussen explained the Transferring General Fund Surplus and ARPA Interest to Eliminate Various Deficits memo. There was discussion on Neenah-Menasha Municipal Court and the development of a taskforce to study the court process. The recommendation is to pay off Neenah's portion of the deficit.

Fire Chief Teesch was present to discuss overtime with Neenah-Menasha Fire Rescue. The recommendation is to pay off Neenah's portion of the deficit. The City of Menasha has already paid their portion of the deficit.

The Parking Utility Program took a hit by the COVID pandemic. Police Chief Olson answered questions relating to the functionality of the parking program and available staff. Staff availability has been limited with the recruitment of Community Service Aides which is a byproduct of the pandemic. The fund has been under performing and the recommendation is to pay off half of its deficit.

REPORT

REPORT

Director Rasmussen advised she is implementing quarterly Department Head meetings in order to keep departments accountable for their budget.

Approval of Purchase of BenTek Software Services (Attachments) (Fairchild)

Motion/Second/Carried Borchardt/Boyette to recommend Council approve an agreement with BenTek Software services in a prorated amount of \$15,000 for year one costs and \$10,000 for implementation to be purchased from the Information Systems ERP Suite account within the Capital Equipment Budget. All voting aye.

Discussion: Director Fairchild explained through the dissolution of Lotus Notes and I-Series, Human Resources has been reviewing current forms and processes. As a part of the review, many processes have been identified which can be streamlined and improved with the implementation of a proper HRIS (Human Resources Information System).. BenTek Software Services will provide the proper HRIS needed to manage employee benefits, status changes, evaluations, FMLA tracking, maintain annual compliance with a variety of entities, and will reduce liability created by ensuring more accurate data entry and validation processes.

Fiscal Matter: December 2023 Vouchers

Motion/Second/Carried Borchardt/Steiner to accept the December 2023 Vouchers and place them on file.

Director Rasmussen included the reports in the committee packet and answered any questions.

Fiscal Matter: January 2024 Vouchers

Motion/Second/Carried Skyrms/Boyette to accept the January 2024 Vouchers and place them on file.

Director Rasmussen included the reports in the committee packet and answered any questions.

The Committee may convene into closed session pursuant to Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or the conducting of other specified public business as long as competitive or bargaining reasons required closed session related to land acquisition adjacent to or in the vicinity of the Southpark Industrial Center area.

Motion/Second/Carried Boyette/Steiner for the Committee to convene into closed session. All voting aye.

At 7:02 pm the Committee convened in closed session.

The Committee may remain in closed session pursuant to Wis. Stat. Sec. 19.82(2) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City.

At 7:39pm, the Committee remained in closed session to confer with the City Attorney.

The Committee may reconvene into open session to consider actions on the items discussed in closed session.

REPORT

The Committee adjourned in closed session.

Adjournment

Motion/Second/Carried Borchardt/Steiner to adjourn the meeting 7:50 pm. All voting aye.

Respectfully submitted,

A handwritten signature in black ink that reads "Charlotte Nagel". The signature is written in a cursive style with a yellow highlight on the letter "a" in "Nagel".

Charlotte Nagel
City Clerk



M E M O R A N D U M

TO: Chairperson Erickson and members of the Finance and Personnel Committee

FROM: Carol Kasimor, Assistant Planner

DATE: March 22, 2024

SUBJ: Resolution 2024 - 02: Approval of 2024 Community Development Block Grant (CDBG) plan

On Monday, March 25, the Finance and Personnel Committee will consider Resolution 2024 - 02 to approve the 2024 Community Development Block Grant plan. There will be consideration by the Common Council at the April 3, 2024 meeting.

Public input was invited in the development of the plan, including an application and comment process and two public hearings. Goals addressed with the plan include support for:

- A. Needs of low and moderate income households through public services, housing and job creation.
- B. Revitalization, blight elimination, and site improvements.
- C. Improvements in neighborhoods, especially those with low and moderate income residents.
- D. Fair housing and planning

The proposed program allocates \$200,000 in estimated 2024 funds and an estimated \$10,000 in revolving fund payments from the 2023 CDBG year. Regulatory limits on the public service category prevent fully funding the requests received. We also received an application from Greater Fox Cities Habitat for Humanity in the amount of \$130,000, which we may be able to fund in the Housing and Economic Development category. Additional information on the CDBG program may also be found on our website at <https://www.ci.neenah.wi.us/departments/community-development/block-grants/>

The Department requests approval of Resolution 2024 – 02 for the 2024 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development.



RESOLUTION NO. 2024 - 02
RESOLUTION OF THE CITY OF NEENAH APPROVING THE
2024 COMMUNITY DEVELOPMENT BLOCK GRANT PLAN

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

WHEREAS, the City of Neenah estimates resources totaling \$200,000 for the 2024 Community Development Block Grant program, and revolving funds in the estimated amount of \$10,000; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Neenah that the 2024 Community Development Block Grant Annual Plan including the programming of 2024 Community Development Block Grant funds is hereby approved. The 2024 Community Development Block Grant program will fund the following activities:

Christine Ann Domestic Abuse Services	\$7,000
Advocap Nutrition Program	\$7,000
Pillars, Inc.	\$7,000
Reach Counseling Services	\$6,000
LEAVEN	\$4,000
Façade Improvement and Design Assistance	\$20,000
Property Acquisition and Redevelopment Activities	\$70,000
Neighborhood Improvements	\$37,000
Fair Housing Center of Northeast Wisconsin	\$12,000
Planning and Program Administration	\$30,000
Grant Total	\$200,000
Revolving Funds/Program Income	
Housing Rehabilitation/Homebuyer Assistance	\$10,000
Small Business/Microenterprise Loan Program	-
Total	\$210,000

Recommended by: Finance and
Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane B. Lang, Mayor

Passed: _____

Charlotte K. Nagel, City Clerk

DRAFT 2024 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - FINAL FUNDING CONTINGENT ON GRANT AWARD AND PROGRAM INCOME

Public Services

Activity	Funding Request	2024 Proposed Funding	Description	2023 Funding	2023 Activities/Benefit	2024-2025 Proposed Activities/Benefit
1 Christine Ann Domestic Abuse Services - CADAS	\$15,000 to provide services that address physical safety, basic needs, healing from trauma, connections to community resources, and prevention of further abuse, injury, and death due to domestic abuse.	\$7,000	CADAS is committed to empowering individuals and families through education, safety and support, and leading our community to reduce the incidents and the effects of domestic abuse and dating violence. http://www.christineann.net	\$7,000	66 persons	75 persons
2 Advocap Nutrition Program	\$20,000 to assist in providing meals to low income seniors and frail elderly persons at 1 congregate meal site and with home delivered meals.	\$7,000	The Nutrition Program aims to promote health by providing nutritious and affordable meals, reducing hunger, creating opportunities for social interaction, and helping seniors remain independent in their homes and communities. https://www.advocap.org/food-nutrition.html	\$7,000	181 persons	180 persons
3 Pillars, Inc. (formerly Homeless Connections)	\$10,000 to provide shelter services at the Adult and Adult and Family Shelters, Resource Center services, and case management services for Neenah residents experiencing homelessness.	\$7,000	From homelessness to coming home, Pillars provides shelter, support and solutions to address the housing needs in our community. All Pillars programs aim to ensure every person has a place to call home. http://pillarsinc.org	\$7,000	59 persons	60 persons
4 Reach Counseling Services	\$6,000 to provide sexual assault counseling services at a reduced fee to qualified Neenah residents.	\$6,000	Reach Counseling Services is a sexual assault service provider for children and adults that offers culturally responsive outreach, prevention education, victim advocacy, trauma counseling, and sex offender treatment. https://reachcounseling.com	\$6,000	87 persons	90 persons
5 LEAVEN Inc. - Limited Emergency Assistance Valley Ecumenical Network	\$5,000 to provide emergency financial, referral and service coordination assistance to City of Neenah residents with housing issues.	\$4,000	LEAVEN's stabilizes and empowers people in financial crisis by providing financial assistance, resource coordination and case management to address their near-term and long-term basic needs. https://www.leavenfoxcities.org/	\$4,000	12 households	12 households
6 Total Public Service Funds		\$31,000	Cap of 15% of grant plus program income. Allocations may be adjusted based on final program income amounts.	\$31,000		

Housing and Economic Development

Activity	Funding Request	2024 Proposed Funding	Description	2023 Funding	2023 Activities
7 Façade Improvement and Design Assistance Program	Program offers matching grants to commercial property owners for the restoration and improvement of building facades.	\$20,000	Funds are provided in conjunction with private investment dollars (up to \$10,000 on a matching basis) to stimulate capital reinvestment, property improvement, tax base enhancement, and job creation.	\$20,000	One façade project in the amount of \$10,000 was approved.
8 Property Acquisition and Redevelopment Activities	Funding for acquisition, demolition, rehabilitation, development, site and/or infrastructure improvements and economic development.	\$70,000	Purpose of the program is to remove deteriorated structures where necessary and assist with revitalization and redevelopment efforts. Projects developed through housing organizations such as Greater Fox Cities Habitat for Humanity, Pillars, Inc. and Rebuilding Together Fox Valley may also be considered in this category.	\$70,000	S. Commercial Street acquisition and demolition projects were undertaken.
9 Neighborhood Improvements	Assistance for upgrades to neighborhoods and neighborhood facilities such as parks.	\$37,000	Improvements for purposes of assistance to low and moderate income neighborhoods.	\$32,230	Audible pedestrian signals were funded.
10 Total Housing and Economic Funds		\$127,000		\$122,230	

Planning and Administration

	Activity	Funding Request	2024 Proposed Funding	Description	2023 Funding	2023 Activities
11	Fair Housing Center of Northeast Wisconsin	\$12,128 to provide services to households encountering discrimination in the housing market, and to provide technical assistance to housing providers and the City of Neenah.	\$12,000	The prevention of housing discrimination and the enforcement of fair housing law ensures that housing is available to low and moderate income households and racial/ethnic minorities and other protected classes. http://www.fairhousingwisconsin.com/	\$11,550	Staffing to answer questions, provide technical assistance to housing seekers and providers, provide intake and counseling regarding fair housing violations, as well as provide housing referral services, fair housing presentations, distribution of educational materials to Neenah organizations, and rental management training.
12	Planning and Program Administration	Assist with costs of planning and administering the CDBG program.	\$30,000	Planning, staff salaries and program expenses are funded through the CDBG program.	\$30,000	Salaries and program expenses.
13	Total Planning and Administration Funds		\$42,000	Cannot exceed cap of 20% of grant plus program income.	\$41,550	

Programs funded with previous years' Community Development Block Grant program repayments

	Activity		2024 Proposed Funding from 2023 repayments	Description		2023 Activities
14	Small Business /Microenterprise Loan Program	\$0 estimated in repayments during the previous year.	\$0	Program provides low cost, fixed rate financing to small growing companies that are creating new jobs in Neenah.		No small business loans approved to date.
15	Housing Rehabilitation/ Homebuyer Assistance Program	\$10,000 estimated in repayments during the previous year.	\$10,000	Ongoing program assists low and moderate income homeowners with basic structural and mechanical repairs. Homebuyer program assists low and moderate income households to purchase homes in the City of Neenah. Winnebago County Housing Authority was contracted to provide homebuyer education and project management, and the City of Neenah provides downpayment, closing cost and housing rehabilitation assistance.		10 households approved for assistance in the total amount of \$55,100.
16	Total Estimated Program Repayments		\$10,000	Estimated Housing Rehabilitation, Small Business and Homebuyer assistance repayments from 2023 program year.		
17	Total Estimated 2024 Community Development Block Grant		\$200,000		\$200,000	

DRAFT 2024 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - FINAL FUNDING CONTINGENT ON GRANT AWARD AND PROGRAM INCOME

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DATE: March 25, 2024
TO: Mayor Lang, Finance Committee and Common Council
FROM: Brad Schmidt, Deputy Director of Community Development
RE: Annexation #233 (1730 Dixie Road) – T. of Neenah) – 1.13 Acres

In accordance with Section 26-29 of the Zoning Code, I am submitting the following comments relative to the proposed annexation.

- Revenues will be generated from development review fees, plan reviews and construction permits.
- The proposed annexation includes approximately 1.13 acres of land along the east side of Dixie Road in the Town of Neenah.
- The petitioner (landowner) is selling the subject property to the City. To ensure the property is in the City prior to closing, the petitioner has submitted an annexation petition at the request of the City.
- Upon annexation, the Zoning Classification will be temporary I-1, Planned Businesses Center District. After the property is annexed, a formal rezoning petition will be submitted. The annexation will support a warehouse development on land adjoining the subject property which is owned by the City..
- The proposed annexation will not have any significant impact on the Assessor's operation.
- The annexation area is located within the City's Growth Area as identified in the City of Neenah/Town of Neenah Boundary Agreement. Land within the City's Growth Area can be annexed to the City per the terms of the agreement.
- The City's Comprehensive Plan identifies this area as Neenah Industrial Core. The proposed use (warehouse/distribution center) and zoning (I-1 District) are consistent with the City's Comprehensive Plan.

Recommendation

The Department of Community Development and Assessments recommends the petition for annexation of 1.31 acres located along Dixie Road in the Town of Neenah be accepted.

March 25, 2024



PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES
WHERE ALL PROPERTY IS OWNED BY THE PETITIONERS.

We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the Town of Neenah, Winnebago County, Wisconsin, lying contiguous to the City of Neenah petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled maps to the City of Neenah, Winnebago County, Wisconsin.

Part of Lot 2 of Certified Survey Map No. 3518, being part of the South 1/2 of the Northeast 1/4 of Section 8, Town 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

Commencing at the Center of said Section 8, thence North 89 degrees 18 minutes 25 seconds East, along the South line of said Northeast 1/4, a distance of 697.87 feet; thence North 21 degrees 31 minutes 48 seconds East, along the West line of said Certified Survey Map #3518, a distance of 840.16 feet to the point of beginning; thence continuing North 21 degrees 31 minutes 48 seconds East, along said West line of Certified Survey Map #3518. 100.00 feet; thence North 88 degrees 20 minutes 28 seconds East, along the North line of said Certified Survey Map #3518, a distance of 326.37 feet; thence South 21 degrees 31 minutes 48 seconds West, 228.51 feet; thence North 68 degrees 28 minutes 12 seconds West. 300.00 feet to the point of beginning, containing 49.276 square feet or 1.131 acres.

The current population of such territory is 0.

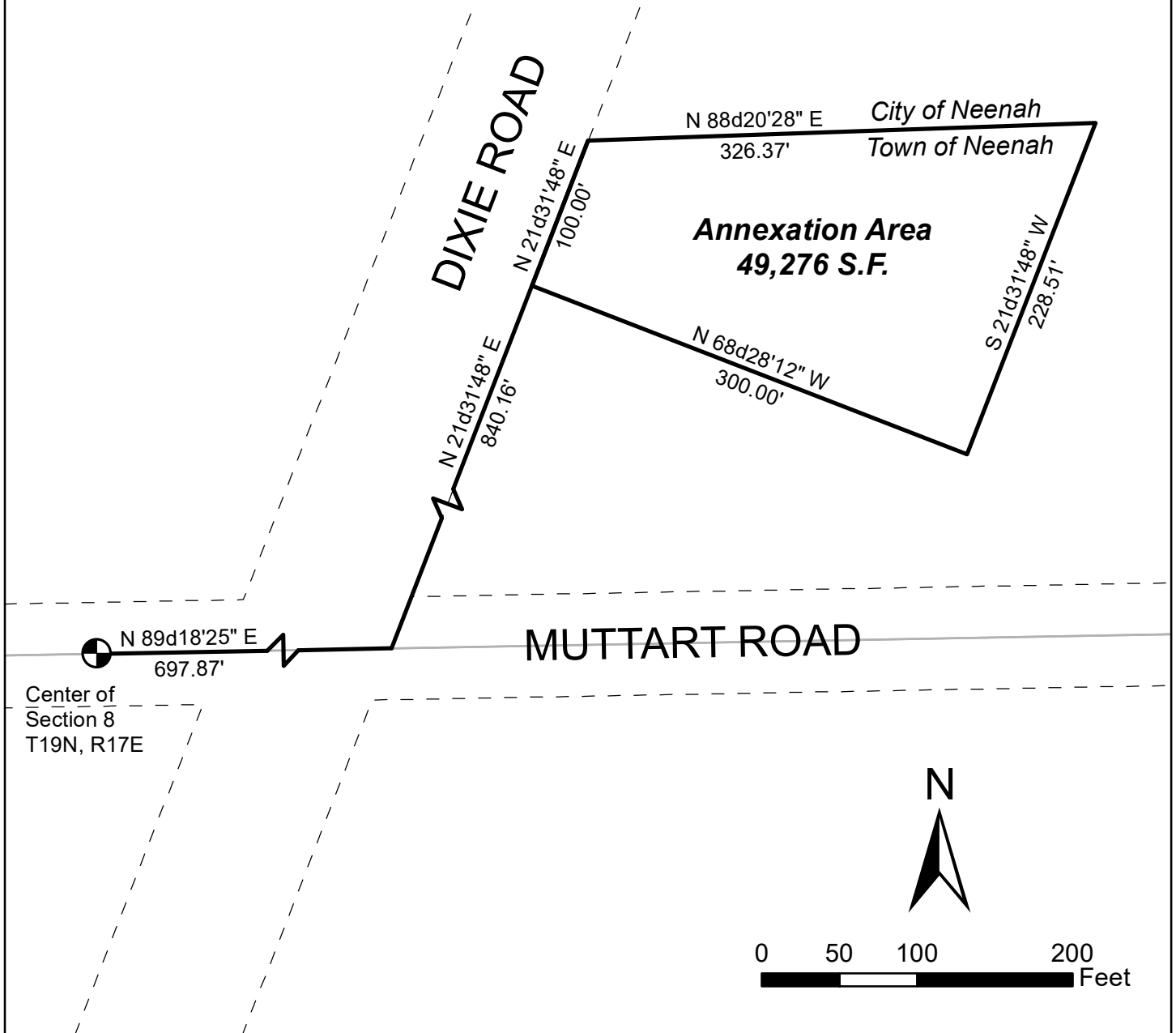
We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Owner	Petition Address
_____ NAME	_____	Timothy A. Frater	776 Chestnut Court Neenah WI 54956
_____ NAME	_____	Kathleen J. Frater	776 Chestnut Court Neenah WI 54956

ANNEXATION MAP

Part of Lot 2 of Certified Survey Map No. 3518, being part of the South 1/2 of the Northeast 1/4 of Section 8, Town 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

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Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6110 • Fax 920-886-6109
e-mail: cnagel@neenahwi.gov
CHAR NAGEL, CITY CLERK

MEMORANDUM

DATE: March 22, 2024

TO: Board of Education
Director of Finance Rasmussen
Director of Public Works Kaiser
Dir. of Water Utility Mach
Dir. of Comm. Dev. & Assessment Haese
City Plan Commission
Park and Recreation Commission
Police Chief Olson
Fire Chief Teesch
City Attorney Rashid
Town of Neenah Clerk

FROM: Char Nagel, City Clerk

RE: Annexation 233, 1730 Dixie Road, Ordinance 2024-06

Please be advised that a Petition for Annexation Pursuant to Section 66.0217(2) Wisconsin Statutes has been filed in the Clerk's Office for property in the Town of Neenah. The current population of the annexation is zero. In accordance with Section 26-29 of the Municipal Code.

There will be no Financial Impact Report for this annexation.

Committee and Council consideration of this annexation will be as follows:

Committee Approval and Recommendation to Council:

Finance and Personnel Committee meeting March 25, 2024

Plan Commission meeting March 26, 2024

Final Council Approval:

Council meeting April 3, 2024

Attached is a copy of the petition and map showing the area proposed to be annexed.

cc: Lorie Raddatz, Finance

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES
WHERE ALL PROPERTY IS OWNED BY THE PETITIONERS.

We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the Town of Neenah, Winnebago County, Wisconsin, lying contiguous to the City of Neenah petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled maps to the City of Neenah, Winnebago County, Wisconsin.

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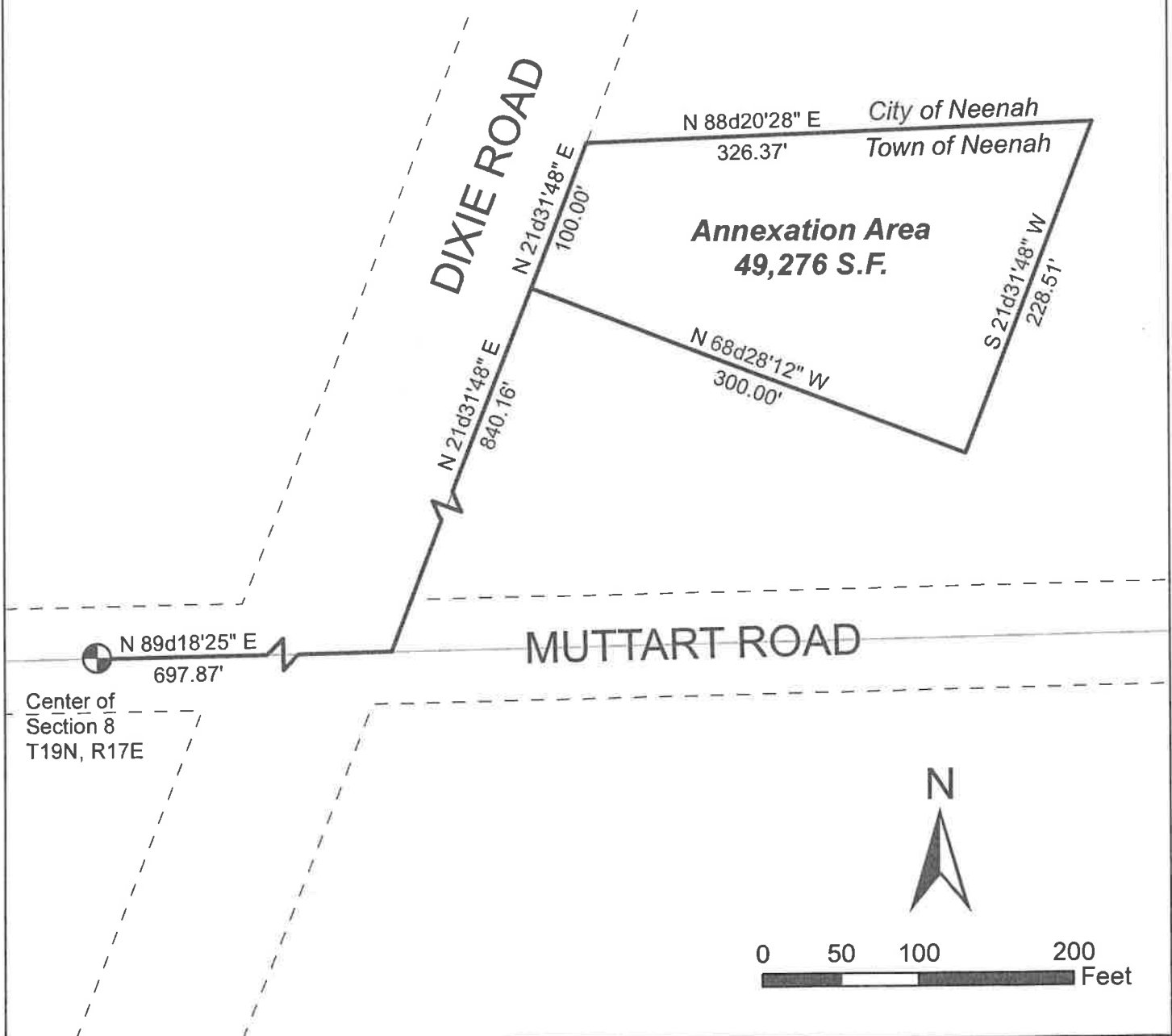
We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Owner	Petition Address
<u>Timothy A Frater</u> NAME	<u>3/21/24</u>	Timothy A. Frater	776 Chestnut Court Neenah WI 54956
<u>Kathleen J. Frater</u> NAME	<u>3/21/24</u>	Kathleen J. Frater	776 Chestnut Court Neenah WI 54956

ANNEXATION MAP

Part of Lot 2 of Certified Survey Map No. 3518, being part of the South 1/2 of the Northeast 1/4 of Section 8, Town 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

Commencing at the Center of said Section 8, thence North 89 degrees 18 minutes 25 seconds East, along the South line of said Northeast 1/4, a distance of 697.87 feet; thence North 21 degrees 31 minutes 48 seconds East, along the West line of said Certified Survey Map #3518, a distance of 840.16 feet to the point of beginning; thence continuing North 21 degrees 31 minutes 48 seconds East, along said West line of Certified Survey Map #3518, 100.00 feet; thence North 88 degrees 20 minutes 28 seconds East, along the North line of said Certified Survey Map #3518, a distance of 326.37 feet; thence South 21 degrees 31 minutes 48 seconds West, 228.51 feet; thence North 68 degrees 28 minutes 12 seconds West, 300.00 feet to the point of beginning, containing 49.276 square feet or 1.131 acres and subject to all easements and restrictions of record.





DATE: March 25, 2024
TO: Mayor Lang, Finance Committee and Common Council
FROM: Brad Schmidt, Deputy Director of Community Development
RE: Annexation #232 (880 Bayview Road – T. of Neenah) – 1.351 Acres

In accordance with Section 26-29 of the Zoning Code, I am submitting the following comments relative to the proposed annexation.

- Revenues will be generated from development review fees, plan reviews and construction permits.
- The proposed annexation includes approximately 1.351 acres of land along the southeast corner of Bayview Road and Bayview Lane in the Town of Neenah.
- The purpose of the annexation to construct a single-family dwelling and connect to City water and sanitary sewer.
- Upon annexation, the Zoning Classification will be R-1, Single-Family Residence District.
- The proposed annexation will not have any significant impact on the Assessor's operation.
- The annexation area is located within the City's Growth Area as identified in the City of Neenah/Town of Neenah Boundary Agreement. Land within the City's Growth Area can be annexed to the City per the terms of the agreement.
- The City's Comprehensive Plan identifies this area as Residential Neighborhood Investment Area. The proposed use and zoning are consistent with the City's Comprehensive Plan.

Recommendation

The Department of Community Development and Assessments recommends the petition for annexation of 1.351 acres located along Bayview Road in the Town of Neenah be accepted.



Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6110 • Fax 920-886-6109
e-mail: cnagel@neenahwi.gov
CHAR NAGEL, CITY CLERK

MEMORANDUM

DATE: March 5, 2023

TO: Board of Education
Director of Finance Rasmussen
Director of Public Works Kaiser
Dir. of Water Utility Mach
Dir. of Comm. Dev. & Assessment Haese
City Plan Commission
Park and Recreation Commission
Police Chief Olson
Fire Chief Teesch
City Attorney Rashid
Town of Neenah Clerk

FROM: Char Nagel, City Clerk

RE: Annexation 232, Bayview Road & Bayview Lane

Please be advised that a Petition for Annexation Pursuant to Section 66.0217(2) Wisconsin Statutes has been filed in the Clerk's Office for property in the Town of Neenah. The current population of the annexation is zero. In accordance with Section 26-29 of the Municipal Code.

**Please submit your report to Lorie Raddatz in the Finance Office
No later than Wednesday, March 20, 2024.**

Committee and Council consideration of this annexation will be as follows:

Committee Approval and Recommendation to Council:

Finance and Personnel Committee meeting March 25, 2024
Plan Commission meeting March 26, 2024

Final Council Approval:

Council meeting April 3, 2024

Attached is a copy of the petition and map showing the area proposed to be annexed.

cc: Lorie Raddatz, Finance

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES, WHERE ALL PROPERTY IS OWNED BY THE PETITIONERS.

THE UNDERSIGNED, CONSTITUTING ALL OF THE OWNERS AND ELECTORS OF THE REAL PROPERTY WHICH RESIDES IN THE TERRITORY OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, LYING CONTIGUOUS TO THE CITY OF NEENAH, PETITION THE HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF NEENAH TO ANNEX THE TERRITORY DESCRIBED ON THE EXHIBIT "A" DRAWING ATTACHED.

THE UNDERSIGNED, ELECT THAT THIS ANNEXATION SHALL TAKE EFFECT TO THE FULL EXTENT CONSISTENT WITH THE OUTSTANDING PRIORITIES OF OTHER ANNEXATIONS, INCORPORATIONS OF CONSOLIDATION PROCEEDINGS, IF ANY.

Timothy W. Bertram ^{2/28/24} Julie M. Bertram ^{2.28.24}
Timothy W. Bertram - Petitioner Date Julie M. Bertram - Petitioner Date

Michael J. Bouressa ²⁻²⁸⁻²⁴ Patricia A. Bouressa ²⁻²⁹⁻²⁴
Michael J. Bouressa - Petitioner Date Patricia A. Bouressa - Petitioner Date
Co-Trustees of the Bouressa Trust

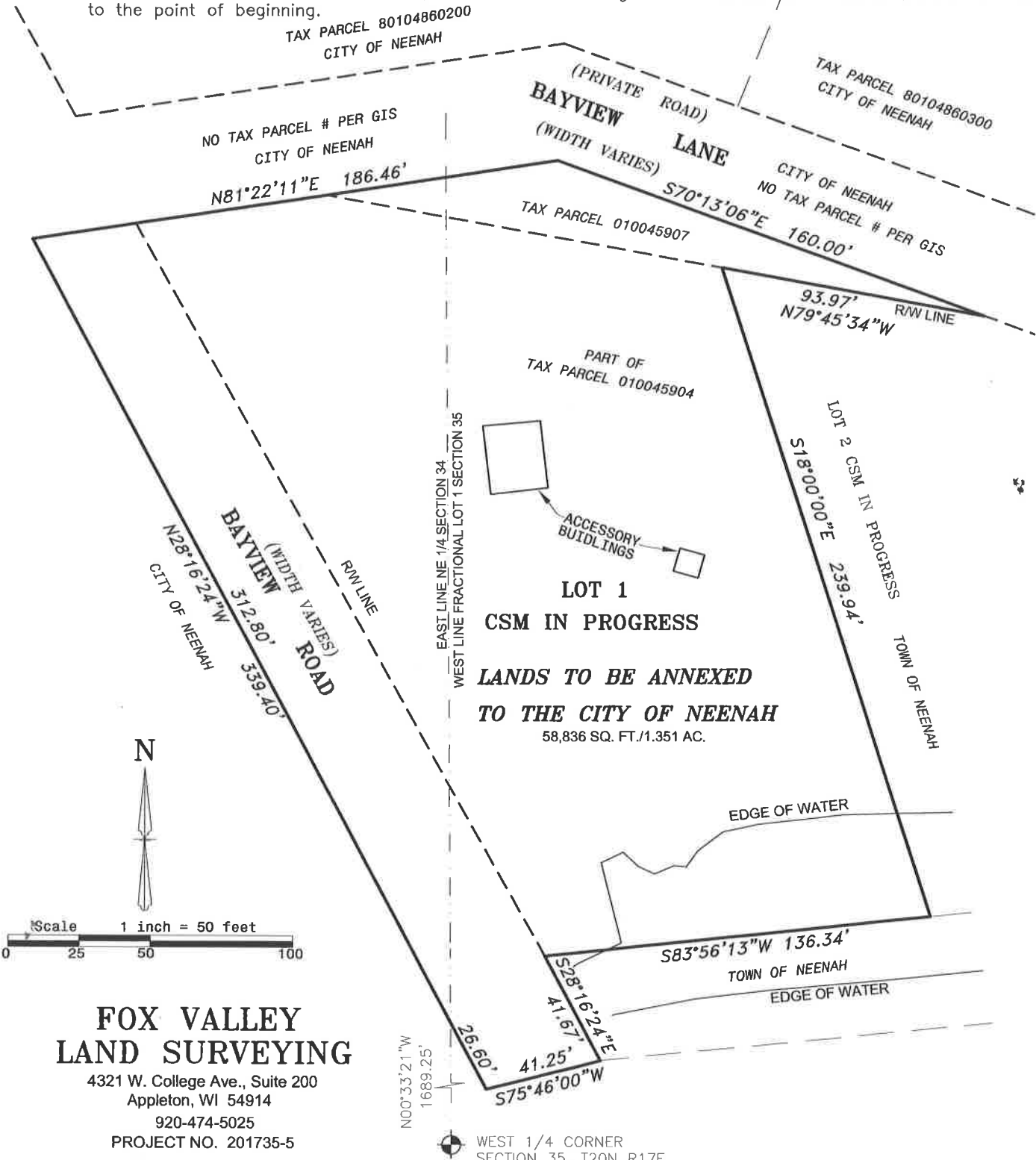
Clifton J. Taylor ^{2/28/24} Linda M. Taylor ^{2/28/24}
Clifton J. Taylor - Petitioner Date Linda M. Taylor - Petitioner Date
Clifton J. & Linda M. Taylor Revocable Trust Dated July 3, 2019

Harold W. Harding
Harold W. Harding Date

EXHIBIT "A" DRAWING
LEGAL DESCRIPTION FOR LANDS TO BE ANNEXED FROM
THE TOWN OF NEENAH TO THE CITY OF NEENAH

PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 34, AND PART OF FRACTIONAL LOT 1 OF SECTION 35, ALL IN TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

Commencing at the West 1/4 corner of said Section 35; thence North 00 degrees 33 minutes 21 seconds West 1689.25 feet, along the West line of said Fractional Lot 1 of Section 35, to the point of beginning; thence North 28 degrees 16 minutes 24 seconds West 312.80 feet; thence North 81 degrees 22 minutes 11 seconds East 186.46 feet; thence South 70 degrees 13 minutes 06 seconds East 160.00 feet; thence North 79 degrees 45 minutes 34 seconds West 93.97 feet; thence South 18 degrees 00 minutes 00 seconds East 239.94 feet; thence South 83 degrees 56 minutes 13 seconds West 136.34 feet; thence South 28 degrees 16 minutes 24 seconds East 41.67 feet; thence South 75 degrees 46 minutes 00 seconds West 41.25 feet; thence North 28 degrees 16 minutes 24 seconds West 26.60 feet, to the point of beginning.



FOX VALLEY
LAND SURVEYING

4321 W. College Ave., Suite 200
 Appleton, WI 54914
 920-474-5025
 PROJECT NO. 201735-5

WEST 1/4 CORNER
 SECTION 35, T20N R17E



NEENAH POLICE DEPARTMENT



Chief Aaron L. Olson

Memo

To: Neenah City Council and Mayor Jane Lang

From: Chief Aaron L. Olson

CC: City Clerk, Char Nagel and Finance Assistant, Lorie Raddatz

Date: 3/22/2024

Re: Annexation 232 located at Bayview Road and Bayview Lane

The Neenah Police Department has received a copy of the petition for Annexation 232, which is located at Bayview Road and Bayview Lane in the Town of Neenah, Winnebago County, Wisconsin.

We review annexation requests based on the following criteria:

- Size of proposed annexation
- Anticipated use of property
- Accessibility to emergency vehicles
- 5-year history of law enforcement response to the property
- Impact on safe traffic movement

In this case, the property has no significant history. The key factors for police are size, anticipated use, and traffic concerns.

Size: The size of this annexation does not present a police concern in its present use.

Anticipated Use: No known law enforcement concerns currently.

Five-year history of law enforcement: No known law enforcement concerns.

Traffic Concerns: Given the size and location of this parcel, there is little concern for increased traffic problems and or accessibility to emergency vehicles.

Recommendation: The police department offers no objection to the proposed annexation.



*Department of
Parks & Recreation*

DATE: 22 March 2024

TO: Members of the Finance and Personnel Committee
Members of the Plans Commission

FROM: Michael T. Kading, Director of Parks & Recreation

RE: ANNEXATION IMPACT REPORT
Annexation 232 for a parcel located at Bayview Road & Bayview Lane in the Town of Neenah

We have reviewed the annexation petition and have the following comments:

Service Radius – City of Neenah residents should have access to a suitable public park within .5 miles from their homes that is walkable and/or bikeable, uninterrupted by non-residential roads and other physical barriers.

This property falls within an area that is served by Great Northern Park

Additional Personnel – Future consideration maybe required.

Additional Equipment –Future consideration maybe required.

Additional Improvements – Development of a new community park has been identified in the 5 year Capital Improvement Plan.

The annexation is recommended.

Creating Community Through People, Parks & Programs

Department of Parks & Recreation
PO Box 426
Neenah, WI 54957-0426

phone: 920-886-6062
fax: 920-886-6069
email: emccoy@ci.neenah.wi.us



M E M O R A N D U M

DATE: March 19, 2024
TO: Mayor Lang, Chairman Erickson, Members of the Finance and Personnel Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Impact Memo for Annexation 232 – 880 Bayview Road

In response to City Clerk Nagel's note of March 5, 2024, relative to the above annexation, I submit the following in accordance with Section 26-29, City of Neenah Code of Ordinances.

- A. Additional Personnel: Although this annexation by itself will not require additional personnel, please be advised that the aggregate effect of several small annexations such as this one will eventually require additional personnel to maintain streets and infrastructure, collect garbage and recyclables, and continue to provide the current level of service.
- B. Additional Equipment: No additional equipment will be required.
- C. New Buildings: No new buildings would be required.
- D. Additional Public Improvements and Costs:\$0
 - 1. None.
- E. Miscellaneous Costs:\$0
 - 1. None.
- F. Estimated Revenues:\$22,273.84
 - 1. Fees
 - a. Oversized existing sanitary sewer interceptor fee at \$1,000/acre. \$ 220.00
Est. Actual size = 1.351 acres
Size per Ordinance = 0.22 acres (standard lot = 80 ft x120 ft)
 - b. Storm sewer fee at \$9,000/acre. \$ 3,096.00
Est. actual size = 1.351 acres (standard lot = 100 ft x 150 ft)
Size per Ordinance = 0.344 acres
 - 2. Deferred Assessments:\$ 18,957.84
 - a. Sanitary Sewer Main – Bayview Rd \$ 9,355.28
 - b. Pavement – Bayview Road \$ 6,401.97
 - c. Trail/Sidewalk – Bayview Road \$ 1,477.15
 - d. Engineering/Inspection/Contract Administration = \$ 1,723.44
- G. Recommendation: This annexation is recommended. It provides for collection of deferred assessments and fees.



Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

To: Tamara K. Erickson, Finance and Personnel Committee Chair
Mayor Jane Lang

From: Chief Aaron L. Olson

Date: 3/22/2024

Re: **Restructuring the Police Command Staff**

Currently, the command staff at the Police Department is structured with a three-person tier system: the Chief of Police, the Assistant Chief, and Captain of Professional Staff. The Assistant Chief runs the day-to-day operations of the department, manages the fiscal budgets, oversees the Patrol Division which consists of twenty-eight positions, oversees the Investigative Services Unit (ISU) consisting of eight positions, supervises three specialty officers, and so much more. The Captain of Professional Staff oversees all non-sworn staff, department equipment, the facility, vehicles, technology, and so much more.

Assistant Chief Bernice has many responsibilities and even though he is a proficient manager, there are limitations of tasks which one person can do effectively. Several of Assistant Chief's areas of responsibility, such as the management of the Patrol Division, are performed at an average level rather than an exceptional level.

For several years, I have been strongly advocating to the Mayor and City Council to add a Captain of Operations to our command staff echelon. I truly understand the budget constraints, therefore, I understand why this position has not been approved. Knowing that this position won't be authorized in the near future, I can no longer postpone the Captain of Operations position and I must restructure the department for the purpose of effectiveness and efficiency.

Due to this fact, I will be changing the job title of our Investigative Services Unit (ISU) Lieutenant to Captain of Operations, and I will be re-writing the job description for this position. I will also be rewriting the Assistant Chiefs job description. This will balance the department command structure allowing better span of control, increased work performance and more accountable assignment responsibilities.

Currently the ISU Lieutenant oversees ISU, which also has the assistance of an ISU Sergeant. I am proposing that the ISU Lieutenant position is converted to the Captain of Operations position. The



Captain of Operations will continue to lead and manage ISU, with the help of the ISU Sergeant, but the Captain of Operations will now lead and manage the four Patrol Lieutenants.

By doing this maneuver, the Assistant Chief will now oversee the Captain of Professional Staff and the Captain of Operations. This will allow the Assistant Chief to focus on more his administrative duties, while the Captain of Operations can devote more time to managing the Patrol Lieutenants.

Changing the ISU Lieutenant to the Captain of Operations will not have a negative impact on our operating budget. This is because a Captain only makes approximately \$4,000 more a year than a five-year Lieutenant, but this cost is offset by overtime. The rank of Captain is an exempt employee who can't earn overtime, while a Lieutenant can. The ISU Lieutenant averages approximately \$5,500 in overtime, per year.

Recommendation:

Authorize the Neenah Police Department to change the title of the ISU Lieutenant to Captain of Operations.



Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

To: Tamara K. Erickson, Finance and Personnel Committee Chair
Mayor Jane Lang

From: Chief Aaron L. Olson

Date: 3/22/2024

Re: **Accepting the \$300,000 Spirit Fund Grant - Vehicle Barriers**

The City of Neenah Police Department requested a \$300,000.00 grant to assist in the purchase of a vehicle barrier system and storage facility. The grant was through the Winnebago County Spirit Fund. On March 19, 2024, the Winnebago County Board approved this grant. The Police Department served as the lead agency in the purchase of these devices within the City of Neenah, but the overall project was a collaborative effort among several city departments: Public Works, the Neenah-Menasha Fire Department, Finance Department, DOLAS, and Parks & Recreation.

A primary responsibility and duty of the Neenah Police Department is the protection of the community. The Neenah Police Department serves as the community guardians that stand between peace and peril to keep the community safe. The men and women of this fine agency are the warriors against evil, defenders of life, protectors of rights and friends of the people.

The term community does not just define citizens who live in our jurisdiction, but the comprehensive congregation of all individuals who come to the City of Neenah to live, work and play. Like any other city or town, leaders and organizers focus on bringing the community together by means of events, festivals, parades, concerts, and other venues.

Securing the perimeter of these activities is a major component of a safety plan and the responsibility of our jurisdiction. This task is the primary focus of law enforcement that utilizes other key players to support the mission. Developing mitigation strategies to deter harmful events is the top priority since all demographics of the community, from children to the elderly, attend these special events.

Unfortunately, we live in a world of criminals, radicalized individuals and hostile groups who wish to harm innocent citizens, typically at public gatherings which are considered "soft targets." A "soft target" is defined as a location easily accessible to the public and relatively unprotected, making it vulnerable to an attack.



One tactic that these crazed individuals are using is a vehicle which serves as a deadly weapon to target groups of individuals in open areas. These vehicle-borne attacks target pedestrians, breach physical security measures and can deliver unconventional secondary carnage such as explosives or active shooter engagements in some cases.

We have seen incidents such as those listed above over the last two decades. In the last five years, there have been over 70 of these incidents worldwide. A few examples of these tragic episodes are listed below:

- On July 14, 2016, in Nice, France, a man deliberately drove a 19-ton cargo truck into a crowd of pedestrians that were celebrating Bastille Day. This incident killed 86 people and injured approximately 434 others.
- On August 17, 2017, in Barcelona, Spain, a man intentionally drove a van through a tourist district zone, killing 13 and injuring 130.
- On October 31, 2017, in New York City, a subject drove a rented pickup truck down a bike path where cyclists and runners were enjoying their day. This incident resulted in eight people dying and 11 being injured.
- In September of 2020, a woman rammed a vehicle into a gathering of protestors and counter protestors on a six-lane highway in Yorba Linda, California. This incident injured two. This attack may have been motivated by political ideology.

One recent incident that happened less than two years ago and approximately 90 miles away from the City of Neenah was the Waukesha Christmas Parade Attack. This incident occurred on November 21, 2021, where an individual drove a sport utility vehicle through the city's annual Christmas parade. This horrible act killed six people and injured over 60. This incident overwhelmed the community's first responder professionals and area medical facilities. The community is still trying to recover from this horrific event.

Special events are unique because we do not want extreme defensive measures to create a negative atmosphere, but rather a positive and encouraging environment. Members of the Neenah Police Department, Public Works Department, the Neenah-Menasha Fire Department and Parks & Recreation have been successful and ahead of many other communities by positioning city-owned vehicles along strategic avenues of approach. Main roads are concentrated on, but entrance into these special events is still possible.

Over the past several years, it has been more common to see vehicles entering a City of Neenah special event because of intoxicated, elderly, or confused drivers who do not have criminal or terrorist motives. The following are a few recent examples:

- Unknown Year (within last five years): An intoxicated driver joined the high school homecoming parade on Wisconsin Avenue. Law enforcement officers intervened before any catastrophic situations occurred
- 2018 or 2019: a wrong-way elderly driver drove into the Labor Day parade on Wisconsin Avenue; the driver was trying to get to the City of Menasha and was very confused. Again, this act was deterred moments before a disastrous event occurred.
- 2021: a vehicle attempted to drive into the Labor Day parade from Church Street and was stopped by a police officer and a public official.
- 2021: an intoxicated driver hit a City of Neenah vehicle that was positioned as a defensive barrier during the streetball event at West Wisconsin and South Commercial Streets. If this protective

measure was not put in place, it would be certain that young children would have been injured or killed.

- There have been many other occasions which could be considered as near-misses during the Fox Cities Marathon, CommunityFest and A Very Neenah Christmas. Most of these actions were based on elderly or confused drivers that insisted going around primitive barriers, (road closure signs, traffic cones, plastic or wooden a-frames, etc.) and continue into the special event site which contained a concentrated population of people.

Both criminal and unintentional situations can result in catastrophic damages and that is why proper mitigation efforts must be utilized. One primary tool is the vehicle barrier system which goes by many terms - anti-vehicle devices, vehicle control barricades and hostile barrier mitigation barriers. The goal of these platforms is to restrict access from the exterior perimeter into the main location which could be a facility or, in our case, a community event. The majority of these barriers have been tested and certified through oversight groups to stop an attack from an automobile traveling while in motion. The barriers that the Neenah Police Department has been researching are mobile, meaning they can be deployed and disassembled typically by a small team and do not require heavy machinery or construction apparatuses. Military installation, federal government buildings and other high value targets may have permanent barriers installed within their grounds. Since the City of Neenah has both static special events, (meaning a designed street footprint) and mobile venues, (such as parades), we would focus on a deployable system. Finally, these devices allow a secure vehicle perimeter, but still permit ingress and egress points for emergency response units and authorized vehicles.

As mentioned before, the City of Neenah has been ahead of most jurisdictions by placing city-owned vehicles at significant avenues of approach as a protective deterrent and measure. There are many positives associated with this tactic, but also problems, disadvantages, and complications.

These vehicles have the potential to deter similar sized automobiles, but may be insignificant for larger vehicle platforms, such as large pickup trucks, commercial vehicles, and construction equipment. Occasionally, a larger vehicle, such as a Public Works vehicle, (sanitation truck, snowplow and even fire apparatus) will be deployed as a protective measure during these events. These are costly to place, stage and recover. They can have a significant impact on daily operations if one of these vehicles is damaged, even slightly. Also, once any vehicle is in place and a situation should evolve, access to that location may be reduced since this secured vehicle now acts as an obstacle if that driver with the keys is unavailable or incapacitated. The placement and removal of these vehicles is a multi-person operation to facilitate. Finally, there is discussion among insurance companies that these vehicles used as anti-vehicle barriers may not be covered or insured during the civil legal proceedings afterward, because the vehicle is not being used for its intended purpose.

The Neenah Police Department has performed research on several barrier systems and determined that the Meridian Archer 1200 Barrier would be the most cost-effective protective device that would serve the city's need and requirements.

The Meridian Archer 1200 Barrier is unanchored and a "Drop and Stop" device that serves as a security system for entry points, roadways, and perimeters. These ballistic rated barriers are made of 100% American steel and are ranked as the strongest mobile steel barrier in the world. The Archer 1200 Barrier is the barrier of choice for Hostile Vehicle Mitigation (HVM) by many law enforcement agencies and federal government organizations. This barrier system is rapidly deployable in sets of eight in under ten minutes. They are easily installed by one person without the use of cranes or heavy equipment. They are

simply off-loaded and placed for almost instant protection. No anchors or assembly is required. Finally, the Archer 1200 Barrier solution allows for pedestrian access and emergency vehicle access for every deployment option.

Other local jurisdictions (City of Oshkosh, City of Appleton, and several communities in the Green Bay area) have recently purchased or are in the process of purchasing these barriers. Depending on the timing of an event or venue, a collaboration among communities can occur to provide as a force multiplier by sharing these protective tools.

It is not about if a situation will occur here in the City of Neenah, but when. Only with proper mitigation and collaboration among organizations can we create a truly safe environment for our communities. We owe it to our citizens, business owners and tourists to prepare for any possible incident that could impact their safety and well-being. If we fail to acquire proper mitigation measures, it can be detrimental to the future of the City of Neenah. This negative impact can be from complex lawsuits to the extreme cost of losing innocent lives.

The following items would be purchased through Meridian Rapid Defense Group from the Winnebago County's Spirit Grant (\$300,000)

- 35 Archer 1200 Mobile Barriers
- 2 Archer Manual Hauler devices
- 2 Archer Field Tow Bars
- Cables, Training and Shipping
- Funding for storage shed to house the barrier system

Meridian Rapid Defense Group is the sole source for these products.

Recommendation:

Authorize the Neenah Police Department to accept the \$300,000, Winnebago County Spirit Fund Grant.



Library Department
240 E. Wisconsin Ave • Neenah WI 54957
Phone 920-886-6300
E-mail: hardina-wilhelm@neenahlibrary.org
Nicole Hardina-Wilhelm
Library Director

M E M O R A N D U M

TO: Mayor Lang, Chairman Erickson, and Members of the Finance & Personnel Committee

FROM: Nicole Hardina-Wilhelm, Library Director

DATE: March 21, 2024

RE: Salary Step Plan Implementation Adjustment

The introduction of the new salary step plan in autumn 2023 brought attention to pay disparities among four Library employees, where their step plan ranking did not align with their tenure in the role. After collaborating with the Finance and Human Resources departments and examining the Library's budget, I propose adjusting the pay of these four employees. The total cost of \$10,952 for their salary and benefits increase will be managed within the existing Library Budget. I ask the Council to include future salary and benefits expenses in upcoming budget allocations.

The Library will acquire four new self-check machines in 2024 paid for by the Library's Trust Fund. During the fall, we terminated our service contract with the previous vendor, saving \$12,895, which was part of the 2024 budget. The new self-check service contract will commence in June 2025 at a cost of \$3,600.45, resulting in savings of \$9,295. These savings will assist in covering the additional salary and fringe expenses.

Motion to recommend Council approve the adjustment of pay for four employees for a total cost of \$10,952 in salaries and benefits to be funded out of current 2024 Library operating budget.