



City of Neenah
COMMON COUNCIL 2nd AMENDED AGENDA
Wednesday, May 1, 2024 at 7:00 PM
Neenah City Hall, 211 Walnut Street
Council Chambers

I. Roll Call and Pledge of Allegiance

PRESENTATION OF EMPLOYEE RECOGNITION AWARDS:

- **25 Year Milestone Anniversary**
 - Kevin Korth, Neenah-Menasha Fire Rescue
 - Anthony Leiton, Neenah-Menasha Fire Rescue
 - Jason Calkins, Neenah-Menasha Fire Rescue
 - Jason Peerenboom, Neenah-Menasha Fire Rescue
 - Michelle Tauscher, Information Systems
 - Nancy Baird, Library
 - Milissa Kazmer, Library
 - Amy Wagner, Police Department
 - Tom Van Sambeek, Police Department
 - Stuart Zuehls, Police Department
 - Kathryn Voelker, Police Department (retired)

- **30 Year Milestone Anniversary**
 - Patricia Freimuth, Finance Department
 - James Peglow, Neenah-Menasha Fire Rescue
 - Christopher Johnston, Parks and Recreation Department
 - Patrick Engelbreth, Public Works/City Services Department
 - Larry Reckner, Water Department

- **2023 Exemplary Performance Awards**
 - Lori Subat, Library, Recognized by Director Hardina-Wilhelm
 - Rick Meverden, Community Development, Recognized by Director Haese
 - Amber Adams, Finance, Recognized by Recognized by Director Rasmussen
 - Trevor Griesbach, Public Works/City Services, Recognized by Director Kaiser
 - Jessica Stone, Finance, Recognized by Directors Rasmussen. Anthony Mach, Gerry Kaiser
 - Andy Kahl, Finance, Recognized by Director Kaiser
 - Becky DeWitt, DOLAS, Recognized by Attorney Rashid
 - Lisa Mroczkowski, Public Works, Recognized by Director Kaiser
 - Maggie Rasmussen, Parks & Recreation, Recognized by Director Kading, Recreation Superintendent Kluge and Recreation Supervisor Schott
 - Jane Eastman, Police, Recognized by Assistant Police Chief Bernice
 - Tom Van Sambeek, Police, Recognized by Police Chief Olson
 - Brad Schmidt, Community Development, Recognized by Director Haese
 - Amanda Moe, Police, Recognized by Assistant Police Chief Bernice

- The entire Culture Team led by Lorie Raddatz (Finance), Stephanie Schott (Parks & Rec), Char Nagel (City Clerk), Clint Williams (Parks), Greg Wroblewski (Fire), Holly Engelman (DOLAS) Kathleen Behnke (Community Development), Kevin Prost (Public Works) Lindsay Pointer (Police Administration) Michelle Tauscher (Information Systems) Nancy Baird (Library) Nash Herbst (Water Treatment), Richie Zaborowski (Library), Stephanie Gruss (Police Patrol) Scott Pellegrini (City Services), Recognized by Mayor Lang and Director Fairchild

RECOGNITION OF RETIREMENTS:

- IS Director Wenninger, 39 years of service with the Information Systems Department.

PROCLAMATIONS:

- Professional Municipal Clerks Week, May 5th through May 11th, 2024.
- Letter Carriers' Food Drive Day, May 11th, 2024.
- Menasha Corporation 175th Anniversary Day, May 24th, 2024.
- Poppy Days, May 23rd through May 24th, 2024.

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

- A. Appoint Kristen Sandvick to the Sustainable Neenah Committee for a three-year term ending April 2027. **(UC)**
- B. Reappoint Mark Keating to the Neenah-Menasha Joint Fire Commission for a three-year term ending May 2027
- C. Swearing in

III. Approval of Council Proceedings

- A. Approval of the Council Minutes and Proceedings of April 16, 2024 Organizational and Regular session. **(UC)**

IV. Public Hearings

- A. Consider Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road.

V. Plan Commission report pertaining to the Public Hearings:

- A. Plan Commission meeting of April 23, 2024: (Ald. Steiner) (Minutes can be found on the City website)
 - 1. Commission recommends Council approve Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road. **(RollCall-Pro)**

VI. Public Forum

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

VII. Mayor/Council consideration of public forum issues

VIII. Public Input Session 2024-2028 Capital Improvement Program

- A. Discussion and consideration of public input and other matters relating to the 2024-2028 Capital Improvement Program including potential amendments.
- IX. Committee of the Whole Report pertaining to the public input session.
- A. Committee of the Whole meeting of April 29, 2024 (Council President Borchardt) (Minutes can be found on the City website)
 - 1. The Committee made no recommendations to Council regarding the 2024-2028 Capital Improvements Program with potential amendments as discussed.
 - 2. Possible motion to approve the 2024-2028 Capital Improvements Program with potential amendments as discussed. **(RollCall-Pro)**
- X. Consent Agenda
- XI. Reports of standing committees
- A. Regular Public Services and Safety Committee meeting of April 23, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City website)
 - 1. Committee recommends Council approve the Change of Agent/Trade Name for Kwik Trip-Tobacco Outlet Plus 526, at 501 S. Commercial Street, agent Michelle Pollnow. **(RollCall-Pro)**
 - 2. Committee recommends Council approve the single-story modular home moving permit application to the vacant lot at 856 Riverlawn Street, with the permit being valid for one year from the date of approval. **(RollCall-Pro)**
 - 3. Committee recommends Council approve Resolution 2024-03 giving staff authority to apply for the Inflation Reduction Act Urban Forestry Grant. **(RollCall-Pro)**
 - 4. Committee recommends Council approve the contract with The Jamar Company to place a GacoFlex roof coating system on the City Administration Building at a cost of \$74,000.00 per their quote of March 4, 2024. **(RollCall-Pro)**
 - B. Regular Finance and Personnel Committee meeting of April 22, 2024: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City website)
 - 1. Committee recommends Council approve Resolution 2024 – 04 for Traffic Control Service Fees for Special Events. **(RollCall-Pro)**
 - 2. Committee recommends Council approve Phase 3 of the City Hall Controlled Access Project in the amount of \$9,402.20 using Capital Equipment Funds. **(RollCall-Pro)**
 - C. Neenah Menasha Fire Rescue Joint Finance & Personnel Committee meeting of April 23 2024: (Council President Borchardt) (Minutes can be found on the City website)
 - 1. Committee recommends both City of Neenah and City of Menasha Common Councils approve the back pay and budget adjustment for the employee as outlined in the memo for a total of \$23,624.24 with the City of Neenah's share being \$14,262.56 and the City of Menasha's share of \$9,362.98 and budget adjustment through the general fund if this amount is not able to be absorbed into the 2024 budget. **(RollCall-Pro)**
 - 2. Committee recommends both City of Neenah and City of Menasha Common Councils approve the agreement for Automatic Aid Assistance for structure

fires with the City of Appleton, pending approval by both City Attorneys.
(RollCall-Pro)

- XII. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of April 23, 2024: (Ald. Steiner) (Minutes can be found on the City website)
 - 1. Report given under Public Hearing.
 - B. Board of Public Works meeting of April 23, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City website)
 - 1. Council Action Items:
 - a) The Board recommends Council Award Contract 10-24, Re-Roof of Sign Shop Area at City Garage to H.I.S. Comp. LLC in the amount of \$40,434. **(RollCall-Pro)**
 - b) The Board recommends Council Award Contract 13-24, Right Turn Lane at the Winneconne/Commercial intersection to Vinton Construction in an amount of \$148,308.43. **(RollCall-Pro)**
 - C. Community Development Authority
 - 1. Report from the CDA – Director Haese
 - D. Sustainable Neenah Committee
 - 1. Report from the April 24, 2024 Meeting – Alderperson Lendrum
 - E. Bergstrom Mahler Museum
 - 1. Report from the April 24, 2024 Meeting – Alderperson Borchardt
 - F. Parks & Recreation Commission
 - 1. Report from the April 18, 2024 – Alderperson Weber
- XIII. Presentation of petitions
 - A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
- XIV. Council Directives
- XV. Unfinished Business
- XVI. New Business
 - A. Any announcements/questions that may legally come before the Council.

XVII. Closed Session

- A. The City Council may convene into closed session per Wis. Stat. §19.85(1)(b) considering the investigation of charges against a public employee regarding the City Attorney.**
- B. The Council may reconvene into open session to take action on items discussed in closed session.**

XVIII. 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

Council Agenda 2nd Amendment

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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 e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, _____, Mayor of _____, do recognize the week of May 5 through 11, 2024, as

“Professional Municipal Clerks Week”

and further extend appreciation to our Professional Municipal Clerk, _____ and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

WHEREAS, every year on the on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation’s largest one-day food drive, distributing the donations to local food banks; and

WHEREAS, the Letter Carriers’ Stamp Out Hunger Food Drive is just one example of how letter carriers work to make a difference in the lives of those they serve. Since the pilot drive was held in 1991, more than 1.82 billion pounds of food have been collected; and

WHEREAS, we recognize all letter carriers for their hard work and their commitment to their communities. All of the food collected in our community stays in our community and we support carriers’ efforts to help those in need in our community; and

WHEREAS, we also recognize the noteworthy milestone of 32 years that the National Letter Carrier Food Drive celebrates in 2024.

NOW, THEREFORE, BE IT RESOLVED, that WE, the City Council of Neenah, Wisconsin, by the authority vested in us, do hereby proclaim this 11th day of May 2024, as

“LETTER CARRIERS’ FOOD DRIVE DAY”

in the City of Neenah, County of Winnebago, Wisconsin, and we encourage the citizens of our community to support the food drive by placing non-perishable food items in or near your mailbox on Food Drive Day. Your letter carrier will pick it up while delivering the mail – and together, we can all help to feed our hungry.

Signed and sealed this 11th day of May, 2024.

WHEREAS, in 1849, a wooden pail factory was founded in Menasha, Wisconsin. In 1852, Elisha D. Smith bought the Pail Factory and built it into the company known today as Menasha Corporation. Elisha D. Smith was a respected member of the community and was greatly admired for his community spirit and generosity.

WHEREAS, in 1872 the Pail Factory was renamed Menasha Wooden Ware Company and was Menasha's largest employer and the largest woodenware manufacturer in the Midwest.

WHEREAS, in 1927, Menasha Wooden Ware entered the corrugated business, changing the future course of the company through innovation.

WHEREAS, beginning in 1955 with a key investment in a plastics business, the foundation was established for Menasha Wooden Ware's entry into the reusable plastic packaging market and today's ORBIS Corporation, a subsidiary of Menasha Corporation.

WHEREAS, in 1962, Menasha Wooden Ware changed its name to Menasha Corporation, and shortly thereafter began operations in Neenah, following a fire that destroyed its historic plant in Menasha.

WHEREAS, Menasha Corporation grew and expanded throughout the United States and into Mexico, Canada, and Europe from the 1970s through 2000s.

WHEREAS, today, Menasha Corporation is comprised of two primary operating subsidiaries, Menasha Packaging Company and ORBIS Corporation. Backed by 175 years of family ownership, Menasha Corporation is one of the oldest, privately held manufacturing companies in America.

WHEREAS, the City of Neenah and Menasha Corporation share a strong legacy of community betterment and a commitment to caring about its people.

WHEREAS, on May 24, 2024, we have chosen to honor Menasha Corporation's 175-year history and its past and present contributions to the City of Neenah.

NOW, THEREFORE, BE IT RESOLVED, THAT I, Jane Lang, Mayor of the City of Neenah, Wisconsin, do hereby proclaim Tuesday, May 24, 2024:

“Menasha Corporation 175th Anniversary Day

in the City of Neenah and encourage residents to celebrate the benefits of being home to the company founded by a visionary, progressive leader, and we look forward to our continued partnership in the coming years.

Signed and sealed this 21st day of May 2024,

Jane B. Lang

WHEREAS, the annual distribution of Poppys by the American Legion, Neenah Post 33 and the American Legion Auxiliary, Unit 33 have been officially recognized and endorsed by governmental leaders since 1922; and

WHEREAS, the Poppys are assembled by disabled veterans, and the proceeds of this worthy fundraising campaign are used exclusively for the benefit of disabled and needy veterans, and the widows and orphans of deceased veterans; and

WHEREAS, the basic purpose of the annual distribution of Poppys by the American Legion and Auxiliary is eloquently reflected in the desire to “Honor the Dead by Helping the Living”.

NOW, THEREFORE, BE IT RESOLVED, that I, Jane Lang, Mayor of the City of Neenah do declare May 23 – May 24, 2024 to be

“POPPY DAYS”

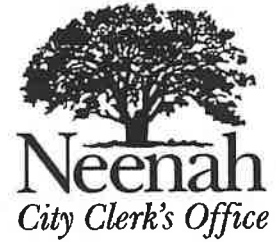
and do hereby urge the citizens of this community to recognize the merits of this cause by contributing generously to its support through their donations of Poppys on the days set aside for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

I urge all patriotic citizens to wear a Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms, which we continue to enjoy as American citizens.

Signed and sealed this 1st day of May 2024

City of Neenah
Application For Appointment

RECEIVED
APR 8 2022
CITY OF NEENAH
CLERK'S OFFICE



Name Kristen Sandvick Date 4/8/22
Address [Redacted]
City, ST Zip [Redacted] Employer [Redacted]
Eve. Phone [Redacted] Day Phone [Redacted]
E-mail [Redacted] Fax [Redacted]

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

- Library Board
- Committee on Aging
- Plan Commission
- Police Commission
- N-M Joint Fire Commission
- Landmarks Commission
- Business Improvement District
- Board of Health
- Community Development Authority
- Other Sustainability committee
- Park and Recreation Commission
- Board of Appeals
- Board of Review
- Emergency Government Committee
- Loan Assistance Board
- Board of Harbor Commissioners
- Water Works Commission
- N/M Sewerage Commission
- Citizen Advisory Committee

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

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

see attached

Please Sign and Date: [Signature] 4/8/22

Please return to the Neenah City Clerk's Office

I earned my BA in Sociology from UW-La Crosse in 2009. Since then, I have worked as a W2 coordinator in Monroe County, Adult Family Home Supervisor in the La Crosse area, and Lead Growth and Development Teacher at the Neenah-Menasha YMCA. Most recently I have been a Homeschool teacher for my 2 kids. I have been involved in our community as a La Leche League Leader and as a homeschool co-op admin. I also started my own home-bakery business in the early days of the pandemic.

I have selected a few different boards that I am most interested in serving on. I believe they all play a role in keeping Neenah a thriving community that is moving forward. As we continue moving into the next generation, we will need new ideas (or old ideas with a modern twist) to address new problems that we are facing. I would love to help steer our community into a sustainable, inclusive and fiscally responsible future.

NEENAH COMMON COUNCIL MINUTES
Organizational and Regular Meeting
Tuesday, April 16, 2024, at 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in organizational and regular session at 7:00 p.m., April 16, 2024, in the Council Chambers of Neenah City Hall.

Present: Aldermen Borchardt, Hillstrom, Lendrum, Erickson, Boyette, Weber, Ellis, Steiner, and Pollnow, Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Director of Parks & Recreation Kading, Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Fire Chief Teesch, Assistant Fire Chief Jim Peglow, and those listed on the sign-in sheet attached to the minutes.

Mayor Lang called the meeting to order at 7:01 p.m.

The City Clerk called a voice roll call as the Mayor/Aldermen recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance led by newly elected Aldermen Ellis and Pollnow.

Swearing in Ceremony

The City Clerk administered the oath of office to newly elected First District Alderman Mark A. Ellis, Second District Alderman Bryan Borchardt, and Third District Alderman William Pollnow, Jr., for 3-year terms, all to expire April 2027.

ORGANIZATIONAL MEETING

MSCRP Steiner/Borchardt that Rules of Order of the previous Council be adopted as rules to govern this Council until modified by proper action of the Council, all voting aye.

Alderman Pollnow asked the Rules Committee to schedule a meeting to discuss the rules and give some training on said rules.

Election of Council President:

Motion by Steiner, seconded by Lendrum to nominate Alderman Borchardt for Council President. After additional calls for nominations, none were received. Motion was carried unanimously in a voice vote, 9-0.

Mayor Lang's appointments to the Standing Committees, one-year terms expire April 2025:

- Finance & Personnel – (4) Aldermen and the Council President. Mayor appoints Aldermen Erickson, Steiner, Boyette, Ellis, and Council President Borchardt.
- Public Services & Safety – (4) Aldermen and the Council President. Mayor appoints Lendrum, Hillstrom, Weber, Pollnow, and Council President Borchardt.
- N-M Joint Fire Finance and Personnel Committee – the Council President, a member of the Finance and Personnel Committee and an at large Alderman. Mayor appoints Aldermen Boyette, Pollnow, and Council President Borchardt
- **MSCRP Boyette/Lendrum to confirm the Mayor's appointments to the Standing Committees, all voting aye.**

Mayor Lang's appointments to the Special Council Committees, one-year terms expire April 2025:

- Committee on Rules – (3) Aldermen. Mayor appoints Aldermen Lendrum, Weber, and Ellis, and Council President Borchardt.
- Legislative Review – Mayor appoints Mayor Lang, the Council President Borchardt, and the Chair of the Finance & Personnel Committee Alderman Erickson.

MSCRP Borchardt/Ellis to confirm the Mayor's appointments, pending the appointment of Alderman Erickson as Chairman of the Finance & Personnel Committee, all voting aye.

Mayor Lang recessed the meeting at 7:08 p.m. to permit organizational meetings of the Standing / Special Committees.

Mayor Lang reconvened the Council at 7:29 p.m.

Organizational Reports of the Standing / Special Committees:

- Alderman Erickson reported that she was appointed Chairman of the Finance and Personnel Committee and Alderman Boyette was appointed Vice Chairman. The Committee will meet on the Monday of the week prior to each Council meeting at 5:30 p.m. in the Hauser Room.
- Alderman Lendrum reported that she was re-elected Chairman of the Public Services & Safety Committee and Alderman Hillstrom was re-elected as Vice Chairman. The Committee will continue to meet on the Tuesday of the week prior to each Council meeting at 5:00 p.m.
- Alderman Lendrum reported that she was elected Chairman of the Committee on Rules and Alderman Ellis was elected Vice Chairman. The Committee will meet on call.
- Council President Borchardt reported that he was elected Chairman of the Legislative Review Committee and Council Alderman Erickson was elected Vice Chairman. The Committee will meet on call.

Mayor Lang's Appointments:

- Ald. Ellis to the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire April 2025.
- Ald. Lendrum and Ald. Hillstrom to the Board of Public Works for a one-year term to expire April 2025. (Previously held by Ald. Hillstrom and Lendrum)
- Mayor Lang, Fire Chief Teesch, City Attorney Rashid, Clerk Nagel, Director of Community Development & Assessment Haese, Director of Finance Rasmussen, Director of Public Works Kaiser, Director of the Water Utility Mach, Police Chief Olson, Director of Information Systems Schroeder, Director of Parks & Recreation Kading, Director of Library Services Hardina-Wilhelm, Director of Human Resources & Safety Fairchild, Aldermen Lendrum and Boyette, Winnebago County Health Representative Doug Gieryn, School Superintendent Pfeiffer, and a Red Cross Representative to the Emergency Government Committee for a one-year term to expire April 2025.
- Dir. of Community Development Haese to the Fox Cities Tourism and Convention Bureau for a one-year term to expire April 2025.
- Planner Kasimor as City representative to Fox Cities Transit Commission for a three-year term expires April 2027.
- Ald. Ellis as Council representative to the BID Board for a one-year term expires April 2025.
- Ald. Erickson as a member of the Community Development Authority for a one-year term to expire April 2025.
- Dir. of Finance Rasmussen to Fox Cities Room Tax Commission for a one-year term to expire April 2025.
- Deputy Director of Community Development Schmidt to Fox Cities Room Tax Commission for a one-year term to expire April 2025.
- Ald. Erickson as Council representative to the Library Board for a one-year term expires April 2025.
- Aldermen Weber, Borchardt, and Pollnow to the Liquor Licensing Review Subcommittee for a one-year term to expire in April 2025.
- Ald. Borchardt as representative on the Bergstrom Mahler Museum Board of Directors for a one-year term to expire April 2025.
- **MSCRP Ellis/Weber to confirm the Mayor appointments, all voting aye.**

Council Appointments (Council President Stevenson):

- Ald. Ellis as Council representative to the Joint Review Board for a one-year term to expire April 2025.
- Ald. Weber as Council representative to the Landmarks Commission for a one-year term to expire April 2025.
- Ald. Lendrum as Council representative to the Loan Assistance Board for a one-year term to expire April 2025.
- Ald. Erickson as Council representative to the Neenah Arts Council for a one-year term to expire April 2025.
- Ald. Weber as Council representative to Park & Recreation Commission for a one-year term to expire April 2025.
- Ald. Steiner as Council representative to the Plan Commission for a one-year term to expire April 2025.
- Ald. Steiner as Council representative to the Water Works Commission for a one-year term to expire April 2025.
- Ald. Lendrum as Council representative to the Sustainable Neenah Committee for a one-year term to expire April 2025.
- **MSCRIP Steiner/Boyette to confirm the Council appointments, all voting aye. (RollCallPro)**

Mayor Lang addressed the Council with a year in review. Mayor Lang thanked all the Aldermen for their legacy of dedication to the City of Neenah. This year has once again been a year of transition as two new department heads are hired, NMFR Fire Chief Teesch, replacing retiring Fire Chief Kloehn and Director of Information Services Schroeder who takes the place of retiring Director Wenninger, who served the city for thirty-nine years. Mayor Lang talked about the work culture initiative with the Culture Team creating the City's Mission Statement of; "We strengthen our community by building on the past, owning the present, and stewarding the future together." The Culture Team also created the city's Core Values of: Pursue Growth, Encourage Innovation, Cultivate Collaborative Relationships, and Engage with Our Community. We look forward to continuing to work on the culture of the city that embraces these values and puts them into practice.

Over the course of last year, the city celebrated its 150th Anniversary of Incorporation with many exciting activities held throughout the year to celebrate this wonderful community and to remind us why we love it so much. Special thanks to the Neenah Police Department for hosting the 150th Medallion Hunt. Much work went into providing a weekly clue of where to find the medallion which included the city's history, geography, and uniqueness. Assistant Chief of Police Bernice and Community Policing Officer Beniot organized the Medallion Hunt.

This past year's accomplishments include: the conclusion of the expansion of Theda Clark Regional Medical Center, the closures of TIF 5 and 6, the Edgewater Door Company Developer Agreement, the RGL Checker Logistic Developer Agreement, the finalization of the Downtown Plan, and the creation of the Houses to Homes Program to name a few of the accomplishments. We continue to be excited about the possibilities at Arrowhead Park as partnership and opportunities are developed for the 30-acre property. The prospects are truly inspiring.

Mayor Lang is incredibly proud of the city staff who work tirelessly to make improvements and think of the future of our great city. The past teaches us that great things never happen when the status quo is accepted, when complacency and mediocrity set in. Our city has never been mediocre. We will continue to make every effort in the coming years to continue to strive to be the exceptional community that we have been for so many generations. By serving together we can make a positive difference for the future of this city and we are committed to doing so. Mayor Lang thanked the community for partnering with the Council and staff in their efforts.

It is an honor for Mayor Lang to work alongside all the elected officials, staff, and citizens. Mayor Lang looks forward to another successful year working together to do our best to serve the City of Neenah with the shared goals and driving motivations of integrity, compassion, and dedication that creates a positive difference for generations to come.

REGULAR MEETING OF THE NEENAH COMMON COUNCIL

Recognition of Retirements:

- Patrol Officer Stuart Zuehls, 25 years of service with the Police Department
 - IS Director Wenninger, 39 years of service with the Information Systems Department
- Mayor Lang recognized and thanked both Officers Zuehls and IS Director Wenninger for their longevity and commitment to the city.

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

III. Approval of Council Proceedings

- A. Approval of the Council Minutes and Proceedings of April 3, 2024 regular session. **(UC)**

Seeing no objections, the Council Proceedings of April 3, 2024 was ordered approved as written by unanimous consent. Note that Alderman Pollnow abstained from the unanimous consent as he was not on the Council at the time of the meeting.

IV. Public Forum

- A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
Mayor Lang opened the public hearing at 7:32 PM. Seeing no appearances, Mayor Lang closed the Public Forum at 7:33 PM.

V. Mayor/Council consideration of public forum issues

VI. Consent Agenda

- A. Temporary Extension of License Premises for Greene's Pour House Block Party, 134 W Wisconsin Avenue, Neenah, to be held on May 18, 2024 from 9:00 A.M. to 10:00 P.M. **(PSSC)**

Seeing no objections, the Consent Agenda was ordered approved as written by unanimous consent.

VII. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of April 9, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council approve Resolution 2024-02 authorizing applications for Wisconsin Department of Natural Resources Knowels-Nelson Stewardship Friends-Stewardship Local Units of Government-Federal Land-Water Conservation Fund-Recreational Trail Program Grant. **(RollCall-Pro)**

MSCRP Lendrum/Hillstrom to approve Resolution 2024-02 as recommended by the committee, all voting aye.

Parks and Recreation Director Kading explained the Wisconsin Department of Natural Resources Knowels-Nelson Stewardship Friends-Stewardship is due May 1, 2024. This is for Doty Park Shoreline Restoration Project. The grant will help offset the costs to residents. Approval of the resolution is the first step forward in applying for the grant. This grant will cover about fifty percent of the overall project costs. Other Natural Resources grant funds will be sought after this fall. The idea is to combine a few different grant opportunities to offset the city's direct expenses and bring it into a more

fiscally manageable project. The goal is to be fiscally and environmentally sustainable. Meaning we want the seawall to be done correctly, with a long-term sustainability in mind.

2. Committee recommends Council approve the Original Class “B” Combination Intoxicating Liquors and Fermented Malt Retail License for Cozumel Mexican Restaurant, 1111 Westowne Drive, Neenah, agent Alejandro Torres. **(RollCall-Pro)**
MSCRP Lendurm/Weber to approve the Original Class B Combination Retail License as recommended by the committee, all voting aye.

Cozumel Mexican Restaurant was welcomed to the City of Neenah.

3. Committee recommends Council approve the extension of the liquor license premises to include a portion of the Wisconsin Avenue sidewalk and a portion of land west of the building for Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review letter. **(RollCall-Pro)**
MSCRP Lendurm/Borchardt to approve the extension of the Urban Market Neenah, LLC liquor license premise to include the sidewalk café subject to the conditions of the site plan review letter as recommended by the committee, all voting aye.
4. Committee recommends Council approve the Revocable Occupancy Permit to Urban Market, 207 W. Wisconsin Avenue for installation of two poles for sidewalk café lighting. **(RollCall-Pro)**
MSCRP Lendrum/Weber to approve the Revocable Occupancy Permit to Urban Mark for installation of two poles for sidewalk café lighting as recommended by the committee, all voting aye.

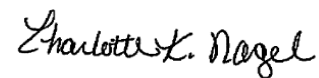
- B. Regular Finance and Personnel Committee meeting of April 8, 2024: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 1. Meeting was cancelled, no report.

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

- A. Regular Plan Commission meeting of April 9, 2024: (Council Rep Steiner) (Minutes can be found on the City web site)
 1. Meeting was held, no items to report.
- B. Board of Public Works meeting of April 12, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Information Only Items:
 - a) The Board approved Pay Request No.1, Contract 1-24, Sanitary & Storm Sewer, Water Main & Services, and Street Construction, on Belmont Avenue, Belmont Court, Cedar Street, Stevens Street, to David Tenor Corporation, in the amount of \$151,686.39 completed through March 31, 2023 utilizing approved budgeted 2021 CIP Carry Forward Funds
 - b) The Board approved Pay Request No.1, Contract 3-24, Sanitary & Storm Sewer, Water Main & Services, and Street Construction, on Bayview Road, Quarry Lane, and Reed Street to Donald Hietpas & Sons Construction, in the amount of \$166,784.97.

- c) The Board approved Pay Request No. 4, Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC., in the amount of \$63,736.10.
 - 2. Council Action Items:
 - a) None.
 - C. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) – Alderman Ellis
 - a) Reporting from the meeting of April 16, 2024.
 - b) Officer Benoit attended the meeting and give some information on security the Police Department is providing.
 - c) 2023 Year in Review video by Future Neenah, Inc. was viewed by the Board.
 - D. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderman Weber
 - a) Reporting from the April 10, 2024 Meeting.
 - b) Welcomed two new members: Amy Moorfield and Flo Bruno.
 - c) Reviewed the Neenah Historic Preservation Ordinance.
 - d) Discussed the nomination and the eligibility of the Bacon-Johnson House as a Neenah Historic Structure which was approved.
 - E. Parks & Recreation Commission
 - 1. Report from the Park Commission – Alderperson Weber
 - 2. The Commission has no met since Alderperson Weber reported out at the last Council meeting.
- IX. Presentation of petitions
- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
 - 1. No petitions
- X. Council Directives – None.
- XI. Unfinished Business
- A. Service Animal Ordinance Amendment will be on the next committee meeting agenda.
- XII. New Business
- A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
The new conceptual plan for the Arrowhead Park will be unveiled in May to the Arrowhead Taskforce, Park & Recreation Commission, and the Council,
 - B. Alderman Steiner concurred with Alderman Pollnow's suggestion of having training on the Rules and Order.
 - C. Director Rasmussen announced the 2024-2028 Capital Improvement Plan book will be available tomorrow in mailboxes or electronically.
- XIII. Adjournment
- MSCRP Boyette/Pollnow to adjourn, all voting aye. Meeting adjourned at 7:48 PM.**

Respectfully submitted,



Charlotte K. Nagel
City Clerk

**CITY OF NEENAH – COMMON COUNCIL MEETING
TUESDAY APRIL 16, 2024
ATTENDANCE SHEET**

NAME	ADDRESS
1. Michille Dollnow	534 S Lake St
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NEENAH COMMON COUNCIL PROCEEDINGS
Organizational and Regular Meeting
Tuesday, April 16, 2024, at 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in organizational and regular session at 7:00 p.m., April 16, 2024, in the Council Chambers of Neenah City Hall.

Present: Aldermen Borchardt, Hillstrom, Lendrum, Erickson, Boyette, Weber, Ellis, Steiner, and Pollnow, Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Director of Parks & Recreation Kading, Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Fire Chief Teesch, Assistant Fire Chief Jim Peglow, and those listed on the sign-in sheet attached to the minutes.

Mayor Lang called the meeting to order at 7:01 p.m.

The City Clerk called a voice roll call as the Mayor/Aldermen recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance led by newly elected Aldermen Ellis and Pollnow.

Swearing in Ceremony

The City Clerk administered the oath of office to newly elected First District Alderman Mark A. Ellis, Second District Alderman Bryan Borchardt, and Third District Alderman William Pollnow, Jr., for 3-year terms, all to expire April 2027.

ORGANIZATIONAL MEETING

MSCRP Steiner/Borchardt that Rules of Order of the previous Council be adopted as rules to govern this Council until modified by proper action of the Council, all voting aye.

Alderman Pollnow asked the Rules Committee to schedule a meeting to discuss the rules and give some training on said rules.

Election of Council President:

Motion by Steiner, seconded by Lendrum to nominate Alderman Borchardt for Council President. After additional calls for nominations, none were received. Motion was carried unanimously in a voice vote, 9-0.

Mayor Lang's appointments to the Standing Committees, one-year terms expire April 2025:

- Finance & Personnel – (4) Aldermen and the Council President. Mayor appoints Aldermen Erickson, Steiner, Boyette, Ellis, and Council President Borchardt.
- Public Services & Safety – (4) Aldermen and the Council President. Mayor appoints Lendrum, Hillstrom, Weber, Pollnow, and Council President Borchardt.
- N-M Joint Fire Finance and Personnel Committee – the Council President, a member of the Finance and Personnel Committee and an at large Alderman. Mayor appoints Aldermen Boyette, Pollnow, and Council President Borchardt
- **MSCRP Boyette/Lendrum to confirm the Mayor's appointments to the Standing Committees, all voting aye.**

Mayor Lang's appointments to the Special Council Committees, one-year terms expire April 2025:

- Committee on Rules – (3) Aldermen. Mayor appoints Aldermen Lendrum, Weber, and Ellis, and Council President Borchardt.
- Legislative Review – Mayor appoints Mayor Lang, the Council President Borchardt, and the Chair of the Finance & Personnel Committee Alderman Erickson.

MSCRP Borchardt/Ellis to confirm the Mayor's appointments, pending the appointment of Alderman Erickson as Chairman of the Finance & Personnel Committee, all voting aye.

Mayor Lang recessed the meeting at 7:08 p.m. to permit organizational meetings of the Standing / Special Committees.

Mayor Lang reconvened the Council at 7:29 p.m.

Organizational Reports of the Standing / Special Committees:

- Alderman Erickson reported that she was appointed Chairman of the Finance and Personnel Committee and Alderman Boyette was appointed Vice Chairman. The Committee will meet on the Monday of the week prior to each Council meeting at 5:30 p.m. in the Hauser Room.
- Alderman Lendrum reported that she was re-elected Chairman of the Public Services & Safety Committee and Alderman Hillstrom was re-elected as Vice Chairman. The Committee will continue to meet on the Tuesday of the week prior to each Council meeting at 5:00 p.m.
- Alderman Lendrum reported that she was elected Chairman of the Committee on Rules and Alderman Ellis was elected Vice Chairman. The Committee will meet on call.
- Council President Borchardt reported that he was elected Chairman of the Legislative Review Committee and Council Alderman Erickson was elected Vice Chairman. The Committee will meet on call.

Mayor Lang's Appointments:

- Ald. Ellis to the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire April 2025.
- Ald. Lendrum and Ald. Hillstrom to the Board of Public Works for a one-year term to expire April 2025. (Previously held by Ald. Hillstrom and Lendrum)
- Mayor Lang, Fire Chief Teesch, City Attorney Rashid, Clerk Nagel, Director of Community Development & Assessment Haese, Director of Finance Rasmussen, Director of Public Works Kaiser, Director of the Water Utility Mach, Police Chief Olson, Director of Information Systems Schroeder, Director of Parks & Recreation Kading, Director of Library Services Hardina-Wilhelm, Director of Human Resources & Safety Fairchild, Aldermen Lendrum and Boyette, Winnebago County Health Representative Doug Gieryn, School Superintendent Pfeiffer, and a Red Cross Representative to the Emergency Government Committee for a one-year term to expire April 2025.
- Dir. of Community Development Haese to the Fox Cities Tourism and Convention Bureau for a one-year term to expire April 2025.
- Planner Kasimor as City representative to Fox Cities Transit Commission for a three-year term expires April 2027.
- Ald. Ellis as Council representative to the BID Board for a one-year term expires April 2025.
- Ald. Erickson as a member of the Community Development Authority for a one-year term to expire April 2025.
- Dir. of Finance Rasmussen to Fox Cities Room Tax Commission for a one-year term to expire April 2025.
- Deputy Director of Community Development Schmidt to Fox Cities Room Tax Commission for a one-year term to expire April 2025.
- Ald. Erickson as Council representative to the Library Board for a one-year term expires April 2025.
- Aldermen Weber, Borchardt, and Pollnow to the Liquor Licensing Review Subcommittee for a one-year term to expire in April 2025.
- Ald. Borchardt as representative on the Bergstrom Mahler Museum Board of Directors for a one-year term to expire April 2025.
- **MSCRP Ellis/Weber to confirm the Mayor appointments, all voting aye.**

Council Appointments (Council President Stevenson):

- Ald. Ellis as Council representative to the Joint Review Board for a one-year term to expire April 2025.
- Ald. Weber as Council representative to the Landmarks Commission for a one-year term to expire April 2025.
- Ald. Lendrum as Council representative to the Loan Assistance Board for a one-year term to expire April 2025.
- Ald. Erickson as Council representative to the Neenah Arts Council for a one-year term to expire April 2025.
- Ald. Weber as Council representative to Park & Recreation Commission for a one-year term to expire April 2025.
- Ald. Steiner as Council representative to the Plan Commission for a one-year term to expire April 2025.
- Ald. Steiner as Council representative to the Water Works Commission for a one-year term to expire April 2025.
- Ald. Lendrum as Council representative to the Sustainable Neenah Committee for a one-year term to expire April 2025.
- **MSCRP Steiner/Boyette to confirm the Council appointments, all voting aye. (RollCallPro)**

REGULAR MEETING OF THE NEENAH COMMON COUNCIL

Recognition of Retirements:

- Patrol Officer Stuart Zuehls, 25 years of service with the Police Department
 - IS Director Wenninger, 39 years of service with the Information Systems Department
- Mayor Lang recognized and thanked both Officers Zuehls and IS Director Wenninger for their longevity and commitment to the city.

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

III. Approval of Council Proceedings

- A. Approval of the Council Minutes and Proceedings of April 3, 2024 regular session. **(UC)**

Seeing no objections, the Council Proceedings of April 3, 2024 was ordered approved as written by unanimous consent. Note that Alderman Pollnow abstained from the unanimous consent as he was not on the Council at the time of the meeting.

IV. Consent Agenda

- A. Temporary Extension of License Premises for Greene's Pour House Block Party, 134 W Wisconsin Avenue, Neenah, to be held on May 18, 2024 from 9:00 A.M. to 10:00 P.M. **(PSSC)**

Seeing no objections, the Consent Agenda was ordered approved as written by unanimous consent.

V. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of April 9, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council approve Resolution 2024-02 authorizing applications for Wisconsin Department of Natural Resources Knowels-Nelson Stewardship Friends-Stewardship Local Units of Government-Federal Land-Water Conservation Fund-Recreational Trail Program Grant. **(RollCall-Pro)**

MSCRP Lendrum/Hillstrom to approve Resolution 2024-02 as recommended by the committee, all voting aye.

2. Committee recommends Council approve the Original Class “B” Combination Intoxicating Liquors and Fermented Malt Retail License for Cozumel Mexican Restaurant, 1111 Westowne Drive, Neenah, agent Alejandro Torres. **(RollCall-Pro)**
MSCRП Lendurm/Weber to approve the Original Class B Combination Retail License as recommended by the committee, all voting aye.

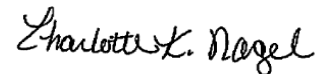
3. Committee recommends Council approve the extension of the liquor license premises to include a portion of the Wisconsin Avenue sidewalk and a portion of land west of the building for Urban Market Neenah, LLC, 207 W. Wisconsin Avenue subject to the conditions of the site plan review letter. **(RollCall-Pro)**
MSCRП Lendurm/Borchardt to approve the extension of the Urban Market Neenah, LLC liquor license premise to include the sidewalk café subject to the conditions of the site plan review letter as recommended by the committee, all voting aye.

4. Committee recommends Council approve the Revocable Occupancy Permit to Urban Market, 207 W. Wisconsin Avenue for installation of two poles for sidewalk café lighting. **(RollCall-Pro)**
MSCRП Lendrum/Weber to approve the Revocable Occupancy Permit to Urban Mark for installation of two poles for sidewalk café lighting as recommended by the committee, all voting aye.

VI. Adjournment

MSCRП Boyette/Pollnow to adjourn, all voting aye. Meeting adjourned at 7:48 PM.

Respectfully submitted,



Charlotte K. Nagel
City Clerk

City of Neenah
Notice of Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Neenah to consider rezoning land located at 1730 Dixie Road from the Temporary I-1, Planned Business Center District to the I-1, Planned Business Center District.

The property for which the rezoning is being requested is legally described as follows:

Lot 1 of CSM number 3662 recorded in the Winnebago County Register of Deeds Office.

Parcel Number 8023000001

The hearing will be held at the City Administration Building, 211 Walnut Street, Neenah, Wisconsin.

**Plan Commission Informal Hearing
4:15 P.M.**

Tuesday, April 23, 2024

**Council Formal Hearing
7:00 P.M. Council Chambers**

Wednesday, May 1, 2024

NOTICE IS FURTHER GIVEN that applicant and interested persons may appear at said hearings and be heard for or against the proposed rezoning.

Charlotte Nagel
City Clerk
Neenah, Wisconsin

Publish: April 19th and April 22nd, 2024

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, April 23, 2024
4:15 p.m.

Present:

Mayor Jane Lang, Chairperson	PRESENT	Alderman Dan Steiner	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT
Kate Hancock-Cooke	ABSENT	Karen Genett	ABSENT	Betsy Ellenberger	ABSENT
Gerry Andrews	PRESENT	Sarah Moore-Nokes, Vice Chairperson	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Frank Cuthbert, 1533 Fallow Dr Neenah WI
Larry Langohr, 522 Muttart Road Neenah WI	David Schultz, 530 Muttart Rd Neenah WI	Christine Schultz, 530 Muttart Rd Neenah WI
Chris Haese, Director of Community Development	Brandon Robaidek, 1250 Centennial Centre Blvd Hobart WI	Brad Tilque, W1249 County Rd HR Brillion WI
Ryan Scray, 4365 Hilton Head Ct Oneida WI	Tom Thibodeau, 1050 Broadway St Wrightstown WI	Jamie Sprutles, 1919 Hillcrest Dr Green Bay WI

Minutes: MSC Andrews/Moore-Nokes , the Plan Commission, to approve the April 9, 2024 meeting minutes. All voting aye. Motion passed.

Public Appearances: Chairperson Mayor Lang opened public appearances to topics not related to the agenda.

No one in attendance spoke. Chairperson Mayor Lang closed public appearances.

Election of Vice Chair: Chairperson Mayor Lang opened up nominations for the position of Vice Chair.

MSC Steiner/Andrews, to nominate Member Moore-Nokes as Vice Chair of the Plan Commission. All voting aye. Motion passed.

Meeting time change

Chairperson Mayor Lang discussed the change of the standing Public Services and Safety meeting from 6:30 p.m. to now 5:00 p.m. The proposal would be to change the Plan Commission meeting to 4:00 p.m.

MSC Andrews/Moore-Nokes, to approve the Plan Commission meeting time change from 4:15 p.m. to 4:00 p.m. All voting aye. Motion passed.

Public Hearings:

- a. **Rezoning #1-24 – 1730 Dixie Road – I1, Planned Business Center District**

Larry Langohr 522 Muttart Road- He stated owns a barn, performance riding arena and storage facilities across from the proposed site plan. He stated several concerns and hopes the developers will be able to answer. He would like to know what the traffic pattern will be on the

site. Will there be an entrance off Muttart or can the business function with traffic coming only off Dixie Road. He also asked if the building could be moved back 10-15 feet to accommodate a berm with evergreens. His last concern was how the water was going to be moved from the property, especially on the southeast side. He stated the water currently gets backed up and he is concerned with any additional water.

David Schultz 530 Muttart Road – He stated he has documents of standards from when N&M Transfer did a similar site plan, which was placing a berm and no traffic coming onto Muttart. He is also concerned about water drainage and the walking trail. He believes a berm would cut down on the noise. Lastly, he addressed the lighting on the south side, which would be visible from his home.

No one else in attendance spoke. Chairperson Mayor Lang closed the public hearing.

Action Items:

a. Site Plan Review #4-24 – 1750 Dixie Road – RGL Logistics

Deputy Director Schmidt went over the site plan for a warehousing distribution facility located on the northeast corner of Dixie Road and Muttart Road. The property is currently zoned I-1, Planned Business Center District. The first phase of this development is located on about 20 acres. There is a second phase to this development that isn't being approved as part of this site plan but it will be brought to this committee in the future. The proposal is to construct a 357,500 square foot facility. The facility is located on the southern end of the site towards Muttart Road. The building would be setback about 75 feet at its minimum from Muttart Road, 197 feet from Dixie Road, and 22 feet on the north side of the site, which is where the plan property line will be, and 330 feet from the east.

He went over the site complication with the existing wetlands. The question about shifting the building location is complicated because of where the wetlands are located. There is also a proposal to install a 420 square foot guard shed along Dixie Road. With the guard shed and the building, it covers about 40% of the property and green space is about 20%.

Vice Chairperson Member Moore-Nokes asked what a guard shed is. Deputy Director Schmidt stated it is where any trucks coming into the site would check into first.

Deputy Director Schmidt went over landscaping on the site. When there is an industrial development, it must have a minimum of one shade tree and three shrubs for every 40 linear feet. In this proposal, the minimum is met and exceeded. A berm is not required, however, if there was a change from deciduous trees to evergreens, there would need to be two evergreens for each deciduous tree.

Deputy Director Schmidt questioned where the location of a dumpster would go on the site. One of the plans showed it on the east side of the building but no other plans did. In moving forward, the dumpster location would need to be known and that it's properly screened with a minimum six-foot-tall fence. The building itself is going to be made of precast concrete panels around the entire building. There will be loading docks on the east and the west side of the building totaling 28 loading docks, which is where the primary truck action will be. In addition, within the building,

Plan Commission Minutes

April 23, 2024

Page 3

there is about 10,000 square feet of office and forklift charging and storage area as well. The building has a wall height of about 33 feet. The guard shed will be constructed of primarily metal panels, but it will have a stone veneer on the exterior.

He went over the drainage on the site with two stormwater ponds. This will help maintain the stormwater that is on the site and collected. One pond will be on the corner of Dixie Road and Muttart Road and one pond planned further north on the site. All the stormwater collected on the east side of the building will go north and discharge into the north stormwater pond and then to the city's regional pond on Dixie Road and County Highway G.

Deputy Director Schmidt lastly went over the traffic pattern on the site, which is proposed as a clockwise pattern around the building with trucks entering off of Dixie Road.

Chairperson Mayor Lang wanted clarification the trucks will be entering on Dixie. Deputy Director Schmidt stated the trucks can either come off Dixie Road and go around the building or enter off Muttart and go around the building.

Vice Chairperson Member Moore-Nokes asked about the nature trail near this site. Deputy Director Schmidt stated it is a paved trail on Dixie Road. The trail is located along the entire length of the proposed site. Vice Chairperson Member Moore-Nokes asked if the concern is pedestrians walking while traffic is turning into the driveway. Deputy Director Schmidt stated there are minimal concerns, however, this trail also extends into the industrial park and there has not been an issue with safety.

Deputy Director Schmidt went over the lighting on the property. All the lighting fixtures in the parking lot must be full cut off fixtures, not spotlights. The security lighting, which tend to be less intense lighting, does not need to be full cut off.

Member Andrews asked if the entire site fenced. Deputy Directory Schmidt stated there is no fence around the property.

Tom Thibodeau stated the building height will be approximately 40 feet at the peak. He went over the guard shed will have a full block veneer to make a cohesive look with the other building on site. The fire department requested an emergency vehicle access driveway on the southeast corner. This driveway would be used on by emergency vehicles, the intent it to have all traffic directed to the west side of the building and check in at the guard shed.

Ryan Scray went over the traffic intent is to direct the truck traffic in and out of Dixie Road. They may look into putting a gate at the driveway at the southwest corner. There was not a plan to use Muttart Road for entering or exiting of traffic. He stated they can be flexible with the proposed trees.

Brandon Robaideh went over the stormwater and wetland. There is a ridge that cuts through the middle of property and that water currently goes to the wetland and drains to the north. Most of the water will be going into the pond in the north.

Member Andrews asked if the future phase is to the north and wanted to know how that will work with the wetlands. Deputy Director Schmidt showed on the site plan the second phase building footprint in relation to the wetlands.

Director Kaiser stated there was a traffic study done incorporating this development along with other potential developments. This looked at the overall traffic impact and where improvements are potentially needed.

Member Andrews asked if the storm sewer is sized for the development that is happening in this area. Director Kaiser stated yes, it is sized appropriately.

Vice Chairperson Member Moore-Nokes asked about the updated traffic study and how long it may take to start seeing improvements. Director Kaiser stated it would be a few years.

Larry Langohr stated he has done development in the past and would still like to have the developer look at moving the building back 10-15 feet to place a berm on the property.

Member Andrews stated a three-to-four-foot berm does help with the traffic noise but does not do much for blocking. However, adding trees would be more helpful in both aspects.

MSC Kaiser/Andrews, the Plan Commission, to approve the site plan for a new warehouse facility located at 1750 Dixie Road subject to the Site Plan Review letter comments. All voting aye. Motion passed.

b. Certified Survey Map #3-24 – 2001 Marathon Avenue – 3 Lots

Deputy Director Schmidt went over the certified survey map received to subdivide 2001 Marathon Avenue, which is currently owned and operated by Marathon Flats. This lot was originally split into two separate lots with the intention of developing multi-family on the east side of the property. This property is zoned C1, which offers a variety of uses on the site. All the lots being created or proposed to being created have a minimum of 60 feet of frontage.

Member Andrews asked what the need for this CSM is. Deputy Directory Schmidt stated the applicant would like to develop the site in the future.

Director Kaiser asked about stormwater easement drainage and if it will be shared between the lots. Deputy Director Schmidt stated it is currently a large parking lot, but working with the developer on whatever gets built on the site will be utilizing a shared stormwater pond.

MSC Moore-Nokes/Andrews, the Plan Commission, to approve the 3 lot CSM for property located at 2001 Marathon Avenue. All voting aye. Motion passed.

c. Rezoning #1-24 – 1730 Dixie Road – I1, Planned Business Center District

Deputy Director Schmidt went over the land the city purchased and then annexed into the City. When annexation happens, the land comes in as either a Residential R1 zoning or as a temporary zoning district, since the zoning cannot modify until the property is in the city. This rezoning

would be to make the temporary I1 zoning, as the permanent zoning of this land. This land will be used for a storage warehouse facility and part of the larger RLG Logistics plan.

MSC Kaiser/Moore-Nokes, the Plan Commission, to recommend Common Council approve Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road. All voting aye. Motion passed.

Comprehensive Plan – Plan Commission Implementation Items

Deputy Director Schmidt went over priorities with zoning related to the comprehensive plan.

Frank Cuthbert 1533 Fallow Dr- He brought a handout of suggestions with items to focus on from the comprehensive plan (see attached document).

Alderman Steiner stated it may be best to look at one item from the document to focus on as it may get overwhelming focusing on more than one item. He suggested the zoning items could be looked at first.

Deputy Director Schmidt stated a lot of higher priority items were to look at zoning, however, a lot of the zoning changes dealt with housing. Due to being in the process of putting together a housing study, this may change some of our zoning. It may be better to wait on the zoning until after the study is done. He brought up the lack of general design standards in the current zoning code, not only in looks but how buildings are built throughout the city.

Chairperson Mayor Lang would like to look at the priority list but agrees starting with the design standards is the good idea.

Announcements and Future Agenda Items: Next meeting is scheduled for May 7, 2024.

Adjournment: The Commission adjourned its meeting at 5:21 p.m. MSC Andrews/Kaiser. All voting Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Department of Community Development



M E M O R A N D U M

DATE: April 23, 2024
TO: Mayor Lang and Plan Commission
FROM: Brad Schmidt, AICP, Deputy Director
RE: Rezoning Temp I-1 to I-1, Planned Business Center – 1730 Dixie Road (**Ord. No 2024-05**)

Request

The City of Neenah is requesting to place a permanent I-1, Planned Business Center zoning designation on property located at 1730 Dixie Road.

Background

The subject property, located on along the east side of Dixie Road, was recently annexed into the City from the Town of Neenah. The property is approximately 1.13 acres in size. The property is currently used as a warehouse/workshop. The recently purchased the property and has plans to combine it with the larger City-owned parcel to the east. That parcel is part of a larger development which will include a warehouse/distribution center. The property and its future use is permissible in the I-1, Planned Business Center District.

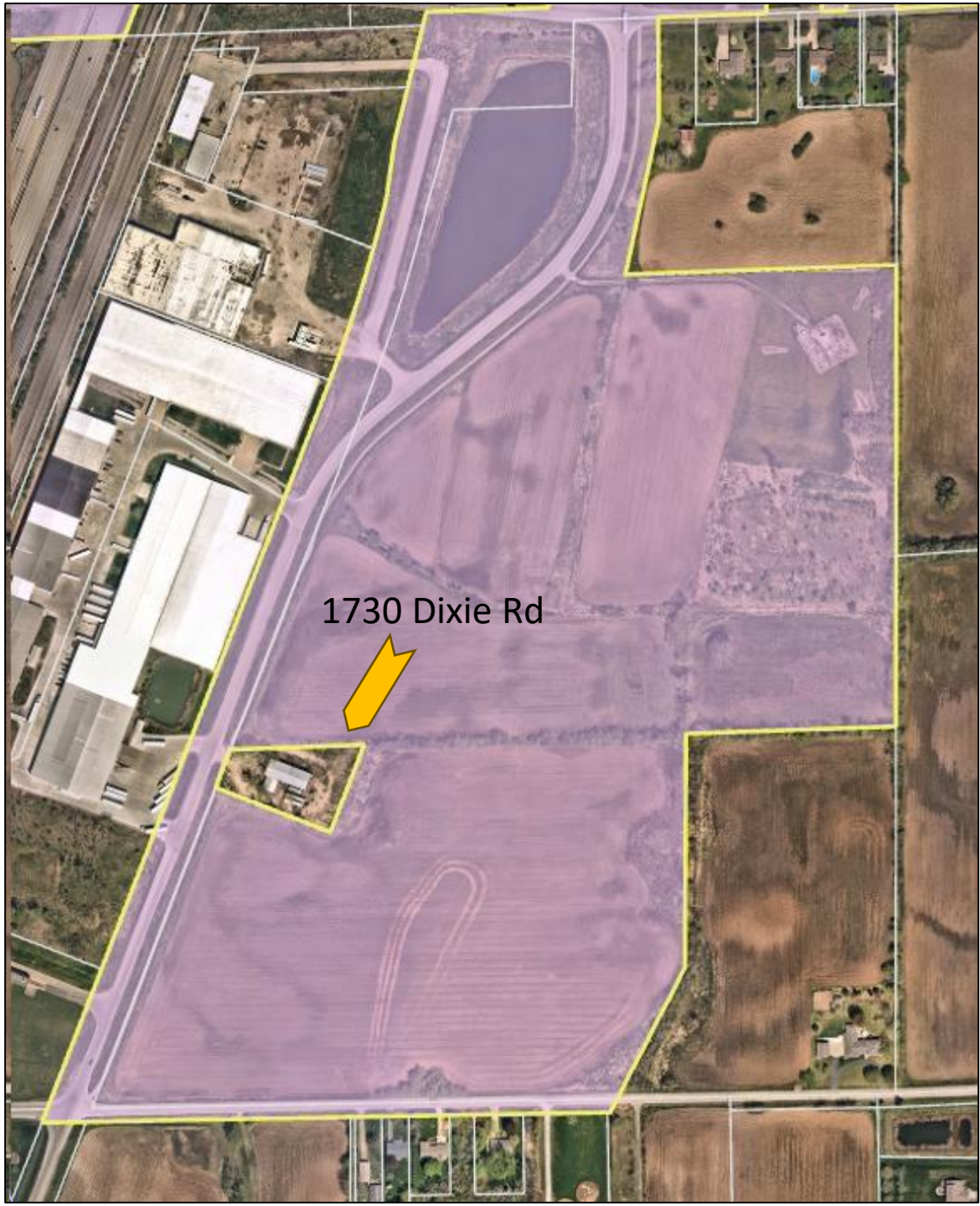
When property is annexed into the City from a surrounding town, the property is given an R-1, Single-Family Residence classification. If the property is to be used for purposes other than residential, a temporary zoning district is placed on the property. A zoning amendment or rezoning is then reviewed after the property is annexed into the City, following all public notice requirements.

Land east, north, and south of the property is in the City. The land directly west of the property is in the Town of Neenah and includes warehouse and logistics business. All land surrounding the subject property, within the City, is zoned I-1, Planned Business Center District.

As with all rezoning requests, the proposed zoning classification must be consistent with the City's Comprehensive Plan 2040 Future land use designation. In this case, the future land use map identifies this area as the Neenah Industrial Corridor. This designation is intended to promote for the expansion of business and industry in the City. The I-1, Planned Business Center District is consistent with the City's Comprehensive Plan's Future Land Use designation.

Recommendation

An appropriate action at this time is for the Plan Commission to recommend Common Council approve Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road.



1730 Dixie Rd



AN ORDINANCE: By the Neenah Plan Commission
Re: Rezoning land located at 1730 Dixie Road from the temporary I-1, Planned Business Center District to the I-1 Planned Business Center District.

ORDINANCE NO. 2024-05
Introduced: _____
Committee/Commission Action: _____

AN ORDINANCE

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

Section 1. Section 26-123 of the Neenah Municipal Code pertaining to zoning districts, and the map therein described, is hereby amended by rezoning approximately 1.13 Acres of land located at 1730 Dixie Road from the temporary I-1, Planned Business Center District to the I-1, Planned Business Center District. The property is more particularly described as follows:

LOT 1 OF CERTIFIED SURVEY MAP NO. 3662, FURTHER LOCATED IN PART OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF SECTION 8, TOWNSHIP 19 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

Parcel ID: 802-2301-00-00

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

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

Adopted: _____

Published: _____

Approved:

Jane B. Lang, Mayor

Attest:

Charlotte Nagel, City Clerk

CITY OF NEENAH
2024 - 2028 CAPITAL IMPROVEMENT PLAN
POTENTIAL CORRECTIONS/CHANGES/AMENDMENTS

			<u>2024</u>		<u>2025</u>		<u>2026</u>		<u>2027</u>		<u>2028</u>		<u>Carry Forwards</u>
			<u>Total Spending</u>	<u>Total G.O. Borrowing</u>	<u>Total Spending</u>	<u>Total G.O. Borrowing</u>	<u>Total Spending</u>	<u>Total G.O. Borrowing</u>	<u>Total Spending</u>	<u>Total G.O. Borrowing</u>	<u>Total Spending</u>	<u>Total G.O. Borrowing</u>	
Mayor Recommended CIP (Excluding Water)			\$ 17,651,260	\$ 11,637,010	\$ 39,706,719	\$ 19,966,433	\$ 21,840,290	\$ 21,340,290	\$ 18,700,120	\$ 18,200,120	\$ 14,238,830	\$ 13,738,830	\$ 9,577,795
<i>Potential/Suggested Amendments</i>													
<u>Page #</u>	<u>Item Description</u>	<u>Amount</u>											
1	71, 80	Move Doty Seawall Design and Surveying from 2025 to 2024	\$ 50,000	50,000	50,000	(50,000)	(50,000)	-	-	-	-	-	-
2	150	Add Parking Study - TID #10 (Use Arrowhead Fiber Carry Forward)	50,000	50,000									(50,000)
3	149	Add Real Estate Marketing - (Use Redevelopment Fund Carry Forward)	35,000	35,000	-			-	-	-	-	-	(35,000)
4	74	Remove ADA Requirements - Men's Restroom Remodel	(3,000)	(3,000)	(3,000)								
5	74	Remove ADA Drug Drop Box	(4,700)	(4,700)	(4,700)			-	-	-	-	-	-
6	78	Reduce Amount for Replacement of ISU Office Furniture to Chairs Only	(30,000)	(30,000)	(30,000)								
7	149	Reduce Amount of Carry Forwards needed for Vehicle Purchases (Police)	(20,000)		(20,000)			-	-	-	-	-	(20,000)
8	150	Use Carry Forwards from Bell St (2019) to Reduce Sanitary Sewer Borrowing	(185,000)		(185,000)			-	-	-	-	-	(185,000)
9	150	Use Carry Forwards from Various Repairs (2021, 2022, 2023) to Reduce Sanitary Sewer Borrowing	(300,000)		(300,000)								(300,000)
Final Totals			\$ 17,748,560	\$ 11,144,310	\$ 39,656,719	\$ 19,916,433	\$ 21,840,290	\$ 21,340,290	\$ 18,700,120	\$ 18,200,120	\$ 14,238,830	\$ 13,738,830	\$ 8,987,795

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES**

Tuesday, April 23, 2024

Present: Chairperson Lendrum, Alderperson Borchardt, Pollnow, and Weber

Excused: Alderperson Hillstrom

Also Present: Mayor Lang, Public Works Director Kaiser, Police Chief Olson, Assistant Police Chief Bernice, Community Development Director Haese, City Clerk Nagel, Parks & Forestry Superintendent Fink, Chief Building Inspector Peterson, and Public Works Office Manager Mroczkowski

Public Appearance

None

Approval of Minutes of the Meeting of April 12, 2024 and April 16, 2024 meetings.

Motion/Second/Carried by Borchardt/Weber to approve the minutes of the meeting of April 12, 2024 and April 16, 2024 meetings. All voting aye.

Moving Permit Application for 856 Riverlawn Street

Mayor Lang clarified the rules of order when a member of a standing committee has a conflict of interest with an agenda item. She stated that the committee member is strongly advised to abstain from the vote.

Chief Building Inspector Peterson reviewed his memo of April 10, 2024. He stated that the applicant is requesting a moving permit to allow a two-piece modular home to be transported to 856 Riverlawn Street. He stated that the permit will be valid for one year from approval date.

Alderperson Borchardt asked if one year was typical for a permit to be valid. Chief Building Inspector stated that 12 months is standard protocol for permit length.

Following Discussion: Motion/Second/Carried by Borchardt/Weber to recommend Common Council approve the single-story modular home moving permit application to the vacant lot at 856 Riverlawn Street, with the permit being valid for one year from the date of approval. Vote 3 aye, 0 nays, 1 abstain (Pollnow).

Approve Resolution 2024-03 for Inflation Reduction Act Urban Forestry Grant.

Parks & Forestry Superintendent Fink reviewed his memo of April 18, 2024. He stated that staff is looking for approval to apply for an urban forestry grant that would be used in disadvantaged areas of the city. He stated the grant will be used for addressing ash trees by the removal and replanting of trees infected with the Emerald Ash Borer on private property in the designated disadvantaged area roughly bounded by North Street, Harrison St, Cecil Street and I41. He stated that staff has identified suitable properties in that area.

Alderson Pollnow asked for the definition of a disadvantaged area. Superintendent Fink stated that is an area that has been identified by the federal government using the economic justice tool. Superintendent Fink stated a number of factors are considered, income, pollution, and health are some examples.

Superintendent Fink stated that approval of the resolution allows staffs to apply for the grant, there is no commitment at this time.

Alderson Pollnow stated that he will be voting against this item. He stated that there are other city projects that could be done that would be a better use of taxpayer dollars.

Report
Following Discussion: Motion/Second/Carried Weber/Borchardt recommend Common Council approve Resolution 2024-03 giving staff authority to apply for the Inflation Reduction Act Urban Forestry Grant. Vote 3 aye, 1 nay (Pollnow)

Police Departments 2024 1st Quarter Statistics

Police Chief Olson reviewed the Unified Crime Report (UCR). He noted that 63% of the crime reported was Crimes Against Property, 20% was Crimes Against Person, and 17% was Crimes Against Society.

Chief Olson reviewed calls reported. He noted that the police department took 3,930 calls for service. He stated that of the 3,930 calls, 2,456 were traffic stops.

Chief Olson reviewed Traffic Warnings. He noted that there were 1,211 traffic warnings in the 1st quarter of 2024, compared with 735 in 2023 and 362 in 2022. He stated that the highest number of warnings were issued in for speeding.

Chief Olson reviewed Traffic Citations. He stated that 512 citations were issued in the 1st quarter of 2024 which is higher than the 304 issued in 2023 and bit lower than 2022 that had 656.

Chief Olson reviewed OWI Arrests. He noted that there were 14 in 2022, 8 in 2023 and 19 in 2024. He noted that some of the increase can be attributed to the newer officers becoming more experienced in these type of traffic related stops.

Chief Olson reviewed the Traffic Safety Officer's statistics. He noted that statistics for Officer Edwards were 390 traffic stops, 30 citations, and 462 warnings.

Chief Olson reviewed Parking Citations. He noted there were 494 parking citations issued in the 1st quarter of 2024, 489 in 2023 and 912 in 2022. He noted that we are not at full staff with the CSA's which contributes to the lower numbers.

Chief Olson reviewed Accidents. He noted that there were 134 reported traffic accidents in the 1st quarter of 2024, 137 in 2023 and 105 in 2022.

Chief Olson reviewed Overdoses. He noted that there were 10 in 2024, 10 in 2023 and 13 in 2022. He noted that of the 10 overdoses this quarter, two resulted in deaths.

Chief Olson reviewed Dangerous Animals. He noted that there was one dangerous animal designation. He noted the owner will be appealing that designation at the May 7 Public Services and Safety Committee meeting.

Chief Olson reviewed Open Records Requests. He noted that in the 1st quarter of 2024 there were 375 requests, 424 responses and 135 hours on media reviewed.

Chief Olson reviewed Code Enforcement. He noted that in the 1st quarter of 2024, 405 inspections were done, 141 new cases were opened, 36 cases were closed, 49 fees were issued, and 16 municipal citations were issued.

Licenses

Change of Agent/Trade Name Kwik Trip-Tobacco Outlet Plus 526, 501 S Commercial St.

C.A.

Following Discussion: Motion/Second/Carried Weber/Borchardt recommend Common Council approve the Change of Agent/Trade Name for Kwik Trip-Tobacco Outlet Plus 526, at 501 S. Commercial Street, agent Michelle Pollnow. Vote 3 aye, 0 nay, 1 abstain (Pollnow)

City Administration Building Roof Coating

Director Kaiser reviewed his memo of April 18, 2024. He stated that staff is requesting to perform a maintenance coating on the city administration building roof that was installed in 1997. He stated that three quotes were received, SPS Roofing Systems and Warner Commercial Roofing using a Duro-Last Roofing product and The Jamar Company using GacoFlex product.

Director Kaiser stated that after reviewing the proposals, staff recommends contracting with the The Jamar Company. He stated that the GacoFlex product is a liquid coating and can be reapplied if more substantial roof work is not needed. Director Kaiser stated this application was used on the library roof in 2022 and has performed well to date. He stated that there is a 20-year warranty for the GacoFlex product.

Aldersperson Pollnow asked why a metal roof is not being considered. Director Kaiser stated that it was a consideration, however, the current roof is in good condition and doesn't warrant a full replacement at this time.

Aldersperson Weber asked what is covered by the warranty. Director Kaiser stated that it will cover any issues within the 20 years.

Report

Following Discussion: Motion/Second/Carried Pollnow/Borchardt to recommend Common Council approve the contract with the The Jamar Company to place a GacoFlex roof coating system on the City Administration Building at a cost of \$74,000.00 per their quote of March 4, 2024. All voting aye.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. The meter pedestal for the water feature pumps has been installed. We Energies is scheduling the connection to the meter pedestal and wiring for the pump controller is being arranged. Several punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced this spring.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): The contractor is scheduled to mill temporary ramps that were paved last year and place the top coat of asphalt on the week of April 29. This will complete the project.
- 3) Contract 7-23 (High, River Utility and Street Construction): The contractor is scheduled to mill temporary ramps that were paved last year and place the top coat of asphalt on the week of April 29. This will complete the project.
- 4) Neenah Creek Bridge: Curb/gutter installation on the east approach has been done. The remaining work is the east approach grading and landscaping. Paving will be done with the developer's project. Curb/gutter and paving for the west approach will be done with the Jewelers Park Drive project.
- 5) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St- Utilities and Street): Sanitary sewer main has been installed on Cedar, Belmont Ct, and Belmont Av. Water main is being installed on Belmont Av and Belmont Ct. Water service and sewer lateral installation within the right-of-way will start on Cedar Street.
- 6) Contract 2-24 (E. Doty Av - Utilities and Street): Sanitary sewer installation is ongoing between Commercial and Oak. When Oak is reached, the contractor will work on water main installation in that same area. In a couple of weeks, Oak St will be closed to complete the sanitary sewer and water crossings.
- 7) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street): Utility work on Bayview is complete. Sanitary sewer installation started at Higgins and has reached Oak St.
- 8) Contract 4-24 (S. Park Avenue Easement – Utilities): A pre-construction meeting was held on 4/18. Work is tentatively scheduled to start in mid-July.
- 9) Contract 5-24 (North St - Utilities and Street): A schedule has not been set.
- 10) Contract 6-24 (Jewelers Park Drive – Street): Traffic control and preliminary work started the week of 4/15. Storm sewer installation is scheduled to start the week of 4/29.
- 11) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): This contract was awarded to Jim Fischer Construction. Work will begin on Baldwin Street in May.
- 12) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): Bids have been opened and will be reviewed by the Board of Public Works at their meeting on 4/23.

- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized. Staff is reviewing the final draft.
- 15) Contract 12-24 (Douglas Pond Storm Piping): The contractor mobilized the week of 4/15. S. Commercial Street just south of Division was closed to complete the pipe crossings. Work progressed slowly as the contractor needed to work around numerous utilities in that area.



- 16) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): Bids have been opened and will be reviewed by the Board of Public Works at their meeting on 4/23. We are working through the property appraisal.
- 17) TDS Telecom: Engineer Eckhart was informed that TDS is not planning to work on their Neenah buildout in 2024. They will make landscaping repairs associated with their 2023 construction and may pull cable in conduit installed in 2023 along with connecting customers.

Announcements/Future Agenda Items

None

Adjournment

Motion/Second/Carried by Weber/Borchardt to adjourn at 7:12 PM. All voting aye.

Respectfully submitted,

Lisa Mroczkowski

Lisa Mroczkowski
Public Works Office Manager

Public Services & Safety Committee

April 23, 2024

Change of Agent/Trade Name

Applicant	Address of Business	Agent	Type of License	Class "A", "Class A", Class "B" or "Class B"
Kwik Trip - Tobacco Outlet Plus 526	501 S. Commercial St	Michelle Pollnow	Retail C-Store	Class "A" Fermented Malt/Beer

Form
AT-103

Alcohol Beverage License Application Supplemental Questionnaire

Date **X** 4-1-24

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information	
1. Registered Entity Name (or individual name if sole proprietor) Kwik Trip, Inc.	
2. Trade Name or DBA Tobacco Outlet Plus 526	
3. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Name (Last, First, M.I.) Pollnow, Michelle L.			
2. Relationship to Registered Entity (Title) Agent	3. [REDACTED]	4. Phone [REDACTED]	
5. Home Address 5345. Lake St.			
6. City Neenah	7. State WI	8. Zip Code 53956	9. Date of Birth [REDACTED]
[REDACTED]		11. Drivers License/State ID State of Issuance WI	

Part C: Address History	Current address for over 5 years
List in chronological order your last two residence addresses within the last 5 years:	
Previous Address 1	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)
Previous Address 2	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)

Part D: Employment History	
List in chronological order your last two employers within the last 5 years.	
Employer's Name Kwik Trip, Inc.	
Employer's Address 1626 Oak St., La Crosse, WI 54603	Dates Employed (MM/YYYY - MM/YYYY) 1/2012 - Present
Employer's Name KFC/H& K Partners	
Employer's Address 7840 W. Hicks St., West Allis, WI	Dates Employed (MM/YYYY - MM/YYYY) 7/2009 - 1/2012

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. Yes No

[Redacted]

2. How long have you continuously lived in Wisconsin prior to the date of application?

Years	Months
Since 1994	

3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. Yes No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature: X Michelle Pollnow

Date: X 4-1-24

Appointment of Successor Agent - Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

Section 1: Licensee Information and Acknowledgement

Licensee Name

Kwik Trip, Inc. DBA Tobacco Outlet Plus 526

Reason for Cancellation of Appointed Agent:

New manager assigned to oversee store.

The undersigned appoints Michelle L. Pollnow as agent in accordance with sec. 125.04(6), Wis. Stats.

Signature of Scott P. Zietlow

Date 4-1-24

Signature of President / Member

Date

Scott P. Zietlow

Section 2: Agent Information and Acknowledgement

Agent Name

Michelle Lynn Pollnow

Mailing Address

634 S. Lake St.

City or Post Office

Neenah

State

WI

Zip Code

54956

Agent Questions

Yes No

- 1. Are you of legal drinking age? [X] []
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? [X] []
3. Have you ever been convicted of a federal law violation? [] [X]
4. Have you ever been convicted of a state law violation? [] [X]
5. Have you ever been convicted of a local ordinance violation? [] [X]
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? [X] []

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for Kwik Trip, Inc. DBA Tobacco Outlet Plus 526 and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Signature of Agent Michelle Pollnow

Date 4-1-24

Section 3: Licensing Authority Approval

Municipality Name

Signature of Official

Date

Title of Official

**Cigarette, Tobacco, and Electronic
Vaping Device License - Individual Questionnaire**

Date

Part A: Business Information			
1. Legal Business Name (individual name if sole proprietor) Kwik Trip, Inc.			
2. Business Trade Name or DBA Tobacco Outlet Plus 526			
3. Entity Type (check one)			
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation

Part B: Individual Information			
1. Name (Last) Pollnow	2. Name (First) Michelle	3. Name (M.I.) L	
4. Relationship to Business (Title) Agent	6. Phone [REDACTED]		
7. Home Address 534 S. Lake St.			
8. City Neenah	9. State WI	10. Zip Code 54956	11. Date of Birth [REDACTED]
12. State ID Number [REDACTED]		13. Drivers License/State ID State of Issuance WI	

Part C: Individual's Address History				Current address for over 5 years:			
List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1	City	State	Zip Code				
534 S Lake St	Neenah	WI	54956				
Previous Address 2	City	State	Zip Code				
Previous Address 3	City	State	Zip Code				
Previous Address 4	City	State	Zip Code				
Previous Address 5	City	State	Zip Code				
Previous Address 6	City	State	Zip Code				
If applicable, list all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County	State	County	State	County
WI	Winnebago	SC	Spartenberg	MI	Kent		
State	County	State	County	State	County	State	County
WI	Outagamie	SC	Dorchester				

Continued →

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws, or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below:

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses currently pending against you (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature: Michelle L Pollnow Date: 4-1-24

Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual qualifies to serve in the reported role with the above-named business.

Name of Local Official	Title
Signature of Local Official	Date

Form
CTV-102

Cigarette, Tobacco, and Electronic Vaping Device Appointment of Agent

Date 4-1-24

Agent Type (check one): Original Change

Part A: Agent Information		
1. Last Name Pollnow	2. First Name Michelle	3. M.I. L.
4. Email [REDACTED]	5. Phone [REDACTED]	
6. Home Address 534 S. Lake St.		
7. City Neenah	8. State WI	9. Zip Code 54956
12. Driver's License/State ID State of Issuance WI		

Part B: Questions
1. Have you completed Form CTV-101, <i>Cigarette, Tobacco, and Electronic Vaping Device License - Individual Questionnaire</i> ? Submit a completed Form CTV-101 with this form. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. If this is a change of agent, please describe the reason for the agent change. Attach additional sheets if necessary.

Part C: Business Information		
1. Legal Business Name (individual name if sole proprietor) Kwik Trip, Inc.		
2. Business Trade Name or DBA Tobacco Outlet Plus 526		
3. Entity Type (check one) <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation		
4. Premises Address 501 S. Commercial St.		
5. City Neenah	6. State WI	7. Zip Code 54956

Part D: Attestations	
READ CAREFULLY BEFORE SIGNING: I, the Licensee, authorize the above-named individual to act for the above-named corporation or limited liability company with full authority and control of the premises and of all business relative to cigarettes, tobacco products, and/or electronic vaping devices conducted therein. I certify that I am authorized by the entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature of Licensee (officer, member, or authorized signatory) <i>Scott P. Zietlow</i>	Date <u>4-1-24</u>
Name of Person Signing for Licensee Scott P. Zietlow	Title President
READ CAREFULLY BEFORE SIGNING: I, the Agent, hereby accept this appointment as agent for the above-named corporation or limited liability company and assume full responsibility for the conduct of all business relative to sales of cigarettes, tobacco products, and/or electronic vaping devices conducted on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this form, and that any person who knowingly provides materially false information on this form may be required to forfeit not more than \$1,000 if convicted.	
Signature of Agent <i>Michelle Pollnow</i>	Date <u>4-1-24</u>



M E M O R A N D U M

DATE: April 10, 2024
TO: Public Services and Safety Committee
FROM: Kyle Pederson, Chief Building Inspector
RE: Moving permit application for 856 Riverlawn Street

A request has been received from Bill Pollnow for a permit to move a new single story modular home to his vacant lot at 856 Riverlawn Street. Such a request requires Public Services and Safety Committee and Common Council approval before the moving permit can be issued and the home moved into the City. Also, the committee will need to establish the length of time the applicant has to complete the project.

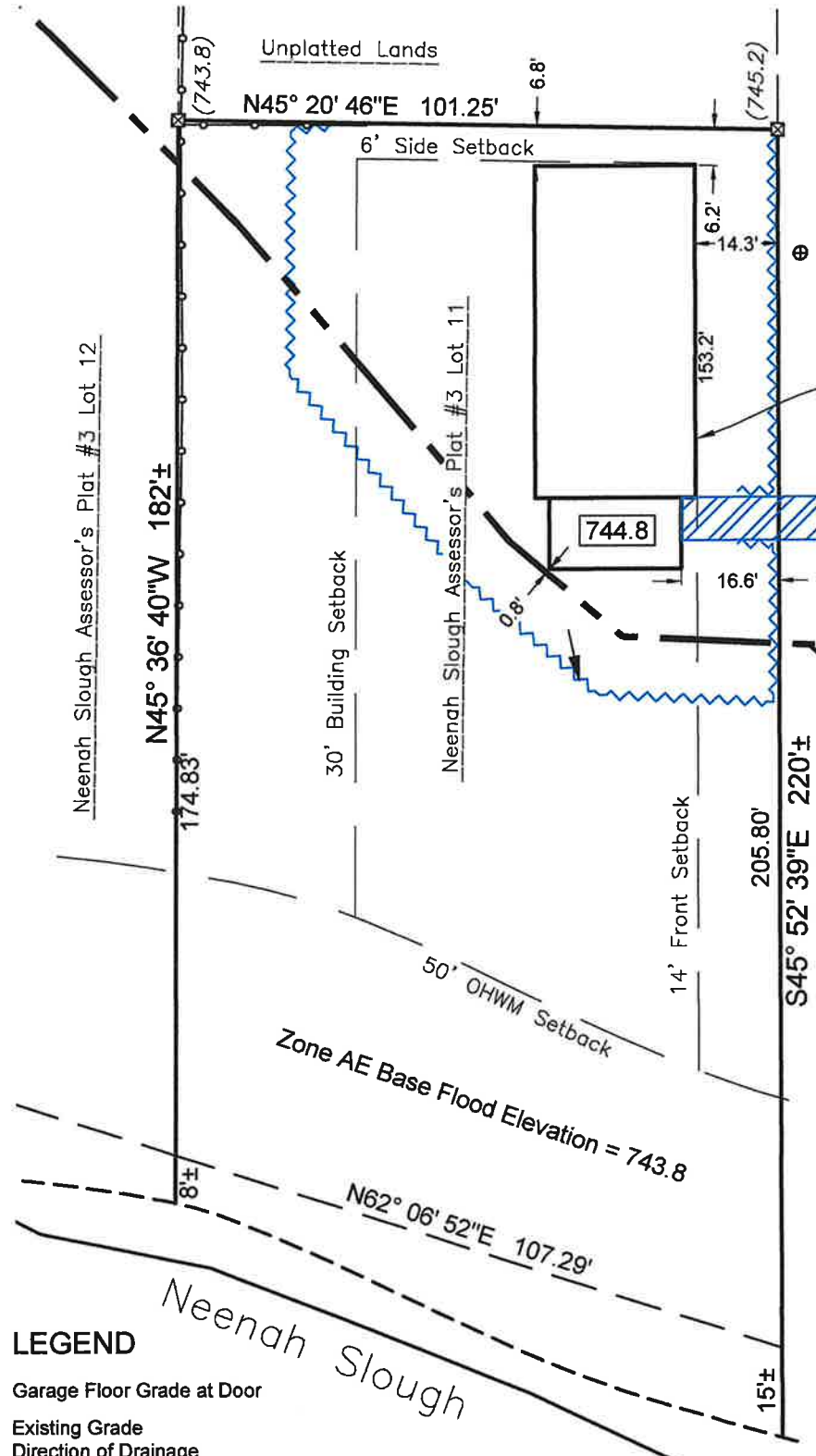
Attached you will find the applicable section of the City's Building Code relating to Council approval of moving permits, a site plan for the proposed building, a map of the proposed route, and elevation drawings of the building. Based on staff review of the moving permit application, it appears all requirements of the municipal code are being met.

Appropriate action at this time is to recommend Council approve the moving permit to allow a single-story modular home to be moved into the City and placed on the vacant lot at 856 Riverlawn Street, and that the permit be valid for 12 months from the date of approval.

If you have any questions or need additional information, please contact me at 886-6131 or kpederson@neenahwi.gov.

856 Riverlawn Street

City of Neenah,
Winnebago County, WI



Note: Grade Around Foundation or Lowest Opening in Foundation, Shall be Greater Than Elevation 744.8

Regulatory Floodway Boundary per FEMA Panel 5513960111E Effective 03/17/2003

Notes:
Dimensions are to the exterior foundation wall, not including the brick ledge.

Setback Requirements
Front: 14' (By Averaging)
Sides: 6'
Rear: 30'
Shoreline: 50'

WISCONSIN
JOHN R. DAVEL
E-25512
Professional Engineer
I am approving this document
2024.02.06 09:44:38-06'00'

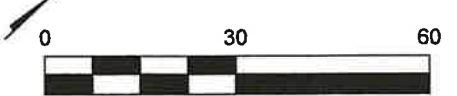
Reviewed - Feb. 6, 2024
Scott R. Andersen
Professional Land Surveyor No. S-3169

LEGEND

- 000.0 Garage Floor Grade at Door
- x 000.00 Existing Grade
- Direction of Drainage
- ~ BMP's for Erosion Control
- Lot Corner
- ▨ Proposed Tracking Pad

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1184 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Site Plan For:
William Pollnow
856 Riverlawn Street
Neenah, WI 54956

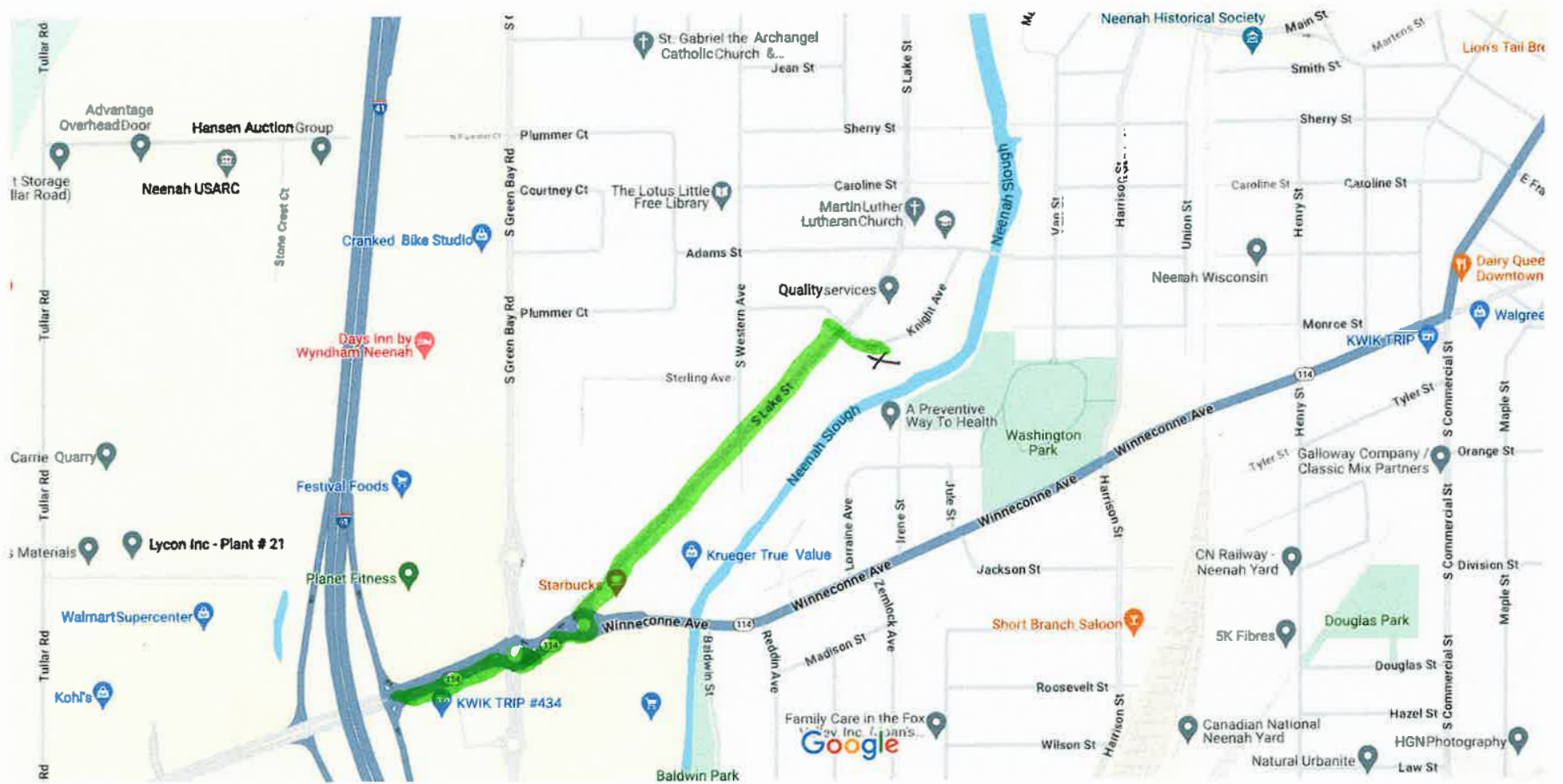


File: 8025Engr.dwg
Date: 02/06/2024
Drafted By: scott
Sheet: Site

3/29/24, 10:31 AM

Google Maps

Google Maps



House Move Route

GENERAL NOTES:

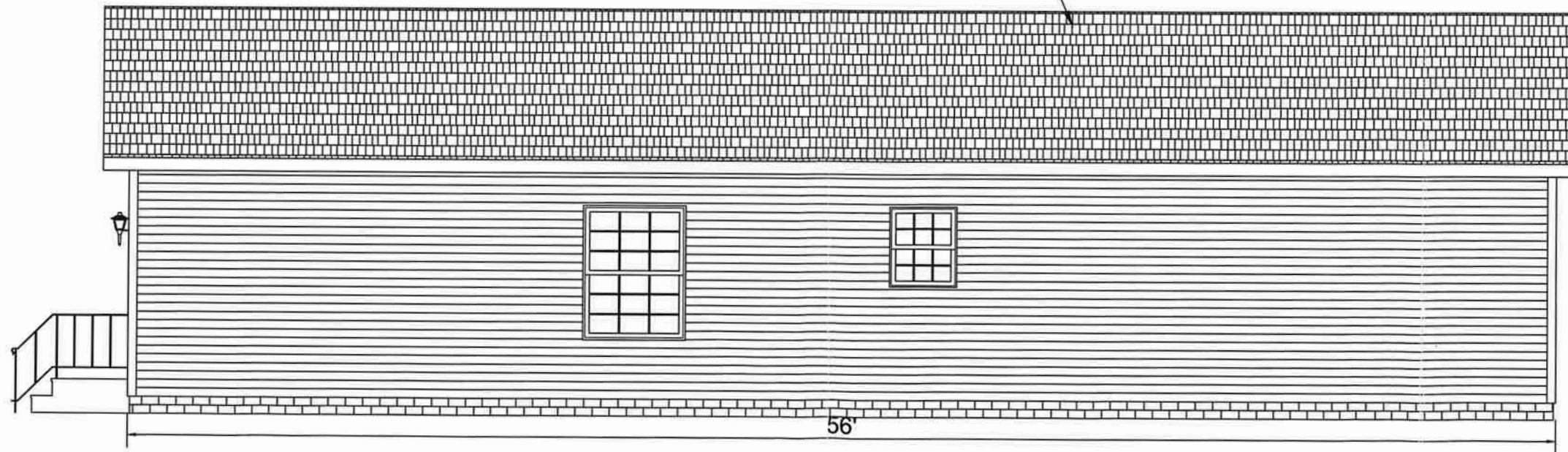
1. VINYL SHUTTERS SHOWN ARE STANDARD FRONT SIDE ONLY.
2. ALL WINDOWS SINGLE HUNG INSULATED LOW E.
3. SIDING IS VINYL LAP FACTORY APPLIED OVER 3/8" MIN OSB SHEATHING AND POLYETHYLENE FABRIC HOMEWRAP SHEATHING PAPER (PRIMEWRAP OR EQUAL) INSTALLED TO THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. (SIDING FOR ENDS IS SHIPPED LOOSE FOR FIELD INSTALLATION BY OTHERS.)
4. PERIMETER ROOF OVERHANG IS PERFORATED METAL OR VINYL SOFFIT WITH VENTILATION TO THE ATTIC SPACE.
5. SOME STANDARD AND OPTIONAL FEATURES ARE SHOWN.
6. ALL GUTTERS, DOWN SPOUTS, STEPS AND HANDRAILS BY OWNER.
7. FOUNDATION WINDOWS AND/OR VENTS NOT SHOWN.
8. THIS HOME HAS ATTIC VENTILATION OF NOT LESS THAN 1/150th OF THE ATTIC AREA.



FRONT ELEVATION

$\frac{12}{3}$ 5/12 OR 7/12 OPTIONAL

SEAL TAB SHINGLES



REAR ELEVATION

MODIFICATIONS

PROJECT: MOD 2860 251
26'-8" X 56'-0" RANCH

TITLE: ELEVATIONS

SHEET: EV-101

CHAMPION

DRAWN BY: A.GOULD
DATE: 07-20-21
SCALE: 3/16" = 1'-0"

FILENAME: MOD 2860 251

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308 SHERIDAN DRIVE TOPEKA, IN 46571

Sec. 21-27. Regulations for moving buildings.

- (a) *General.* No person shall move any building or structure upon any of the public right of ways of the municipality without first obtaining a permit therefor from the Building Inspector and upon the payment of the required fee. Every such permit issued by the Building Inspector for the moving of a building shall designate the route to be taken, the conditions to be complied with, and shall limit the time during which said moving operations shall be continued. For the purpose of this section, buildings or structures shall mean a pre-built or pre-assembled building or structure transported in one piece or in sections.
- (b) *Moving damaged buildings.* No building shall be repaired, altered or moved within or into the municipality that has deteriorated or has been damaged by any cause, (including such moving and separation from its foundation and service connections in case of moved buildings) 50 percent or more of its equalized value, and no permit shall be granted to repair, alter or move such building within or into the municipality.
- (c) *Continuous movement.* The movement of buildings shall be a continuous operation during all the hours of the day, and day by day and at night, until such movement is fully completed. All such operations shall be performed with the least possible obstruction to thoroughfares. No building shall be allowed to remain overnight upon any street crossing or intersection, or so near thereto as to prevent easy access to any fire hydrant or any other public facility. Lighted lanterns shall be kept in conspicuous places at each end of the building during the night.
- (d) *Street repair.* Every person receiving a permit to move a building shall within one day after said building reaches its destination, report that fact to the Building Inspector who shall inspect the streets and highways over which said building has been moved and ascertain their condition. If the removal of said building has caused any damage to any street or highway, the person to whom the permit was issued shall forthwith place them in good repair as they were before the permit was granted. On the failure of the said permittee to do so within ten days thereafter to the satisfaction of the governing body, said body shall repair the damage done to such streets and hold the person obtaining such permit and the sureties on his bond responsible for the payment of same.
- (e) *Conformance with code.* No permit shall be issued to move a building within or into the municipality and to establish it upon a location within the said municipality until the Building Inspector has made an investigation of such building at the location from which it is to be moved, and is satisfied from such investigation that said building is in a sound and stable condition and of such construction that it will meet the requirements of this Building Code in all respects. A complete plan of all further repairs, improvements and remodeling with reference to such building shall be submitted to the Building Inspector, and he shall make a finding of fact to the effect that all such repairs, improvements and remodeling are in conformity with the requirements of this Building Code, and that when same are completed, the building as such will so comply with said Building Code. In the event a building is to be moved from the municipality to some point outside the boundaries thereof, the provisions, with respect to the furnishing of plans and specifications for proposed alterations to such building, may be disregarded.
- (f) *Bond.*
 - (1) *Required.* Before a permit is issued to move any building over any public way in this municipality, the party applying therefor shall give a bond to the municipality in a sum to be fixed by the Building Inspector based upon the potential liabilities or expenses involved in moving the building; said bond to be executed by a corporate surety or two personal sureties to be approved by the governing body or designated agent conditioned upon, among other things, the indemnification to the municipality for any costs or expenses incurred by it in connection with any claims for damages to any persons or property, and the payment of any judgment together with the costs and expenses incurred by the municipality in connection therewith, arising out of the removal of the building for which the permit is issued.

-
- (2) *Conditions.* The bond required by Subsection (f)(1) of this section shall be further conditioned upon the permittee erecting adequate barriers and within 48 hours, filling in any related excavations or adopting and employing such other means, devices or methods approved by the Building Inspector.
- (g) *Insurance and hold harmless agreement.*
- (1) *Certificate of insurance required.* No permit to move any building shall be granted until the applicant files a certificate of insurance naming the City as an additional insured with the City Clerk-Treasurer, giving evidence of liability insurance in the following amounts:
- a. *Public liability.*
1. *Bodily injury.* \$1,000,000.00 each occurrence, \$1,000,000.00 aggregate.
 2. *Property damage.* \$500,000.00 each occurrence, \$500,000.00 aggregate.
- b. *Auto liability.*
1. *Bodily injury.* \$100,000.00 each occurrence, \$300,000.00 aggregate.
 2. *Property damage.* \$100,000.00 each occurrence.
- (2) *Hold harmless agreement.* Notwithstanding the foregoing, the applicant shall indemnify and hold harmless the City from any and all liability arising out of moving of the structure.
- (h) *Council approval.*
- (1) No such permit shall be issued unless approval has been given by the Common Council of the municipality, after an examination of the application for the permit which shall include exterior elevations of the building and accurate photographs of all sides and views of the same, and in case it is proposed to alter the exterior of said building, plans and specifications of such proposed alterations and after a view of the building proposed to be moved and of the site at which it is to be located, that the exterior architectural appeal and functional plans of the building to be moved or moved and altered, will not be so at variance with either the exterior architectural appeal and functional plan of the buildings already constructed or in the course of construction in the immediate neighborhood, or the character of the applicable district established by the zoning ordinances of the municipality, or any ordinance amendatory thereof or supplementary thereto, as to cause a substantial depreciation in the property values of said neighborhood within said applicable district. In case the applicant proposes to alter the exterior of said building after moving the same, he shall submit with his application papers complete plans and specifications for the proposed alteration. Before a permit shall be issued for a building to be moved and altered, the applicant may be required to give a cash bond to the municipality which shall not be less than \$1,000.00 to be executed to the effect that he will within a time to be set by the Common council, complete the proposed exterior alterations to said building in the manner set forth in his plans and specifications. This bond shall be in addition to any other bond or surety, which may be required by other applicable ordinances of the municipality. No occupancy permit shall be issued for said building until the proposed exterior alterations have been completed.
- (2) Upon application being made to the Building Inspector he shall notify the Alderperson of the Aldermanic District to which the building will be moved, along with all owners of land within 100 feet of the property onto which the building will be moved. If there is a protest of relocation signed and acknowledged by at least 20 percent of the owners within 100 feet, it shall take a three-fourths vote by the Common Council to grant approval.
- (i) *Moving building to outside City.* A building being moved through or from within the City to outside the City shall meet all provisions of this section except Subsection (h)(1) of this section relating to Council approval.
- (j) *Moving of small accessory buildings on trucks or trailers.*

-
- (1) For the purpose of this code, small accessory buildings shall mean a one-story garage or sheds of wood frame construction and not exceeding 800 square feet.
 - (2) All provisions of this section shall be met except for Subsection (h)(1) of this section relating to Council approval and also the bond requirement of Subsection (f)(1) of this section may be reduced to no less than \$1,000.00.

(Code 1977, § 14.09)



*Department of
Parks & Recreation*

MEMORANDUM

DATE: April 18, 2024
TO: Chairperson Lendrum and members of the Public Services and Safety Committee
FROM: Trevor L Fink, Superintendent of Parks/City Forester
RE: Resolution 2024-03 for Inflation Reduction Act Urban Forestry Grant

This Resolution is a requirement by the WDNR to apply for Inflation Reduction Act Urban Forestry Grant being administered through the WDNR. Grants up to \$500,000 will be awarded with no matching dollars required. The grant must be used for federally identified Disadvantaged Communities within the City of Neenah. This grant will be used for addressing the Emerald Ash Borer problem on private property in these areas including removal, disposal, stumping, restoration and increasing our community tree canopy by planting new trees. Eligibility requirements will be set by the City based on income levels and property type. A map is included showing the boundaries considered disadvantaged.

The deadline for submitting the application is June 3, 2024. Grant recipients will be notified by July 12 with grant award on September 3, 2024. Final reimbursement request for this grant is December 30, 2027.

Staff recommends Council authorize Resolution 2024-03.



**CITY OF NEENAH
Resolution No. 2024-03
Resolution Authorizing the Application for
Wisconsin Department of Natural Resources
Inflation Reduction Act (IRA) – Urban Forestry Grant**

WHEREAS, the applicant, City of Neenah, is interested in obtaining a grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in Ch. NR 47, Wis. Adm. Code;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, City of Neenah, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the agreement.

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Superintendent of Parks/City Forester, its employee, to act on behalf of the City of Neenah to:

- Sign and submit the grant application;
- Sign a grant agreement between the applicant and the DNR;
- Submit interim and/or final reports to the DNR to satisfy the grant agreement;
- Submit grant reimbursement request to the DNR; and
- Sign and submit other required documentation.

Moved: _____

Jane B. Lang
Mayor

Passed: _____

Attest:

Published: _____

Charlotte K. Nagel
Clerk



M E M O R A N D U M

TO: Mayor Lang and Members of the Common Council
FROM: Gerry Kaiser, Director
DATE: April 18, 2024
RE: City Administration Building Roof Coating

Quotes were requested from several roofing companies to place a maintenance coating on the roof of the city administration building. The 2024 capital facilities budget includes \$90,000 for this project (Pg 313, Operating and Capital Improvements Budget).

The summary below shows the preferred product and cost for the quotes received. Each of the products has a 20-year warranty.

Company	Product	Cost
The Jamar Company	GacoFlex	\$74,000.00
SPS Roofing Systems	Duro-Last Roofing	\$74,000.00
Warner Commercial Roofing	Duro-Last Roofing	\$78,889.19

After reviewing the proposals, staff recommends contracting with The Jamar Company for the work. The GacoFlex product is a liquid coating system whereas the Duro-Last product is a mechanically fastened panel system. When the GacoFlex coating reaches the end of life, another coating can be placed if more substantial roof work is not needed. That option is not available for the Duro-Last product. The GacoFlex product was placed on the library roof in 2022. The installation went very smoothly and the product has performed well to date.

The appropriate motion is to recommend that Council approve contracting with The Jamar Company to place a GacoFlex roof coating system on the City Administration Building at a cost of \$74,000 per their quote of March 4, 2024.

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, April 22, 2024 at 5:30 pm
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

The meeting was called to order by Chairman Erickson at 5:30 pm.

Present: Chairman Erickson; Aldermen, Boyette, Steiner, and Ellis; Director of Finance Rasmussen, Attorney Rashid, Director of Information Systems Schroeder, Traffic Engineer Merten, and Clerk Nagel. Aldermen Pollnow was also in attendance.

Absent/Excused: Mayor Lang and Council President Borchardt were excused.

1. **Public Appearances:** None.
2. **Minutes:** Motion/Second/Carried Steiner/Boyette to approve the minutes from the March 25, 2024, Regular meeting as written. All voting aye.

3. **Resolution 2024-04 Traffic Control Service Fees for Special Events**

Motion/Second/Carried Ellis/Steiner to recommend approval of Resolution 2024 – 04 for Traffic Control Service Fees for Special Events.

Discussion: Traffic Engineer Merten presented the resolution to the committee. The resolution establishes a fee schedule for the Public Works traffic control equipment used for special events. The fee schedule uses the per unit methodology. The fee schedule will be used in both estimating the costs upfront to the applicant and for final invoicing after the event takes place. The unit methodology generally captures the typical costs incurred for each special event.

Note that the Meridan barriers are managed by the Police Department and are not included in the Public Works fee schedule.

4. **Controlled Access Project – Phase 3**

Motion/Second/Carried Ellis/Steiner to recommend Council approve Phase 3 of the City Hall Controlled Access Project in the amount of \$9,402.20 using Capital Equipment Funds. All voting aye.

Discussion: IS Director Schroeder presented the City Hall Controlled Access Project – Phase 3 to the committee. As outlined in his memo, Director Schroeder advised that while the city was waiting to receive door controllers for Phase 1 and 2, a new, upgraded controller was released by One Source Technologies. Rather than installing outdated controllers, because current controllers were at the end-of-life stage, it was decided to wait for the new controllers to come out. The upgraded controllers were then installed. Due to the wait and the most current technology available, there was a price overage of \$9,402.20. Both Directors Schroeder and Rasmussen request the Capital Equipment Fund be used to cover the overage. The project is complete at the conclusion of Phase 3.

Note that the panic button upgrade was included in Phase 3 as well.

REPORT

REPORT

Info. Only

5. **2024 Q1 Financial Statements**

Motion/Second/Carried Ellis/Boyette to accept and place on file the 2024 Quarter 1 Financial Statements. All voting aye.

Discussion: Director Rasmussen gave the committee a status update on each account of the first quarter financial statements and answered questions.

6. **Fiscal Matters: February 2024 Vouchers**

Motion/Second/Carried Boyette/Ellis to accept and place on file the February 2024 Vouchers. All voting aye.

Discussion: Director Rasmussen answered questions regarding the February 2024 Vouchers.

Prior to going into closed session, Attorney Rashid advised there was nothing to report since the March report. Therefore, it was deemed that the Committee did not need to enter into closed session.

7. **The Committee may convene into closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City.**

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

9. **Adjournment**

Motion/Second/Carried Boyette/Steiner to adjourn the meeting 6:46 pm. All voting aye.

Respectfully submitted,



Charlotte Nagel
City Clerk

REPORT



MEMORANDUM

DATE: April 18, 2024
TO: Mayor Lang and Members of the Finance & Personnel Committee
FROM: James Merten, Traffic Engineer
RE: Resolution 2024-04 Traffic Control Service Fees for Special Events

The Neenah Common Council adopted Ordinance 2023-09, which revised Chapter 14 Article V of the Neenah Municipal Code. This article regulates special events and administration thereof. This ordinance introduced several significant changes to the permitting process for special events. One such change is Municipal Code §14-131(h), which states, “all applicable service fees shall be set forth in the City of Neenah Fees for Services Schedule or as charged by the applicable department providing services.” Traffic control services have up to this point been charged on a time and materials basis, per the former code. There are no uniform fees identified in the current fee schedule.

Staff has since prepared uniform fees for traffic control services. Two methodologies were considered: (1) standardized hourly labor and equipment rates for which the amount of time is charged and (2) standardized unit rates for which each equipment unit is charged. One complexity with charging labor and equipment rates is that these rates can vary for the same event doing the same tasks due to circumstances outside the event organizer’s control. For example, the city may charge overtime one year for due abnormalities in staff workload, whereas it would otherwise not. There are also variations based on employee wages and efficiencies with providing services. Another issue with using labor and equipment rates is discrepancies in cost estimates and final invoices. The unit method eliminates these issues, instituting costs identifiable in traffic control plans that are consistent from event to event, from year to year, and between estimate and invoice. Thus, staff opted to prepare standardized fees based on a unit method.

Attached are rate calculations which demonstrate how the proposed unit fees have been derived. The first set of tables, “Rate Calculations,” establish uniform hourly rates. The second set of tables, describe how the unit fees are generated bases off the uniform hourly rates. The unit rates are described through three tasks: stocking, which accounts for transferring equipment from its stored location into a truck (and vice versa); delivery, which accounts for hauling the equipment from the city garage to the event site; and placement, which accounts for unloading and loading the equipment including the travel time between units. Note that the unit rate only accounts for actual estimated labor and equipment (vehicle) costs. No administrative fees or equipment depreciation costs are included.

The last table, titled "Fee Estimate for Sample Special Events" demonstrates how the proposed fee schedule would apply to most major events that have been held in Neenah. Note that while not perfectly matched between methodologies, the unit method generally captures the normalized costs incurred from each special event.

Staff advise this new fee structure to go into effect immediately, so that it can be used for upcoming 2024 events. Thus far, no special event has occurred this year that would result in traffic control service fees. The first assessable event will occur on May 18th. Attached is proposed Resolution 2024-04, which would adopt the introduction of the new traffic control service fees.

Staff recommend approving Resolution 2024-04.

Rate Calculations:

Labor Rates	Position	Weight	Base Rate	Out of Class Adjustment	Out of Class Rate	Fringe Rate	Total Rate
	Grade E Step 8 - Traffic Maint.	60.0%	\$ 29.53	\$ -	\$ 29.53	53%	\$ 45.18
	Grade D Step 9 - Streets	16.0%	\$ 27.74	\$ 0.50	\$ 28.24	53%	\$ 43.21
	Grade D Step 9 - Streets	16.0%	\$ 27.74	\$ 0.50	\$ 28.24	53%	\$ 43.21
	Grade D Step 7 - Streets	8.0%	\$ 26.42	\$ 0.50	\$ 26.92	53%	\$ 41.19

Charge Rate	Standard	Overtime	Holiday
Wt Avg = 100%	\$ 44.23	\$ 66.35	\$ 88.46

Equipment Rates		
	Street Sweeper	\$ 70.00
	Front End Loader	\$ 55.00
	Grader	\$ 55.00
	Bobcat Loader	\$ 30.00
	One Ton Dump Truck	\$ 25.00
	10 Yard Dump Truck	\$ 40.00
	Pickup Truck	\$ 15.00
	Boom Truck	\$ 45.00

Truck Capacity Rates		
	Type III Barricade	6
	Sawhorse	15
	Temporary Sign Post	6
	Type I Barricade	10
	Sign	50
	Delineator	15
	Cone	200
	Sandbag	20
	Sign on Lath	500
	Message Board	1
	Vehicular Barricade	1

Rate Calculation Notes:

The labor rate is a weighted average of employees who perform traffic control duties for special events based on time spent.
Equipment rates are derived from pre-established fee schedule rates. No equipment rate charges are applied to traffic control equipment.

Traffic Control Fee Schedule (for Special Events)

2024	Type III Barricade	Sawhorse	Temporary Sign Post	Type I Barricade	Sign	Delineator	Cone	Sandbag	Sign on Lath	Message Board	Vehicular Barricade
Proposed Placement Fee	\$ 38.00	\$ 18.00	\$ 26.00	\$ 18.00	\$ 12.00	\$ 10.00	\$ 5.00	\$ 14.00	\$ 5.00	\$ 77.00	\$ 33.00
Proposed Delivery-Only Fee	\$ 17.00	\$ 7.00	\$ 15.00	\$ 9.00	\$ 2.00	\$ 6.00	\$ 0.70	\$ 5.00	\$ 0.50	\$ -	\$ -

Unit Cost Estimate:

Task (in minutes)		Type III Barricade	Sawhorse	Temporary Sign Post	Type I Barricade	Sign	Delineator	Cone	Sandbag	Sign on Lath	Message Board	Vehicular Barricade
Stocking	Load Unit	2	1	1	0.5	0.5	0.2	0.2	0.5	0.2	2	-
	Unload Unit	2	1	1	0.5	0.5	0.2	0.2	0.5	0.2	2	-
Delivery	Drop-off Travel to Event Site	15	15	15	15	15	15	15	15	15	15	5
	Drop-off Travel from Event Site	15	15	15	15	15	15	15	15	15	15	5
	Pickup Travel to Event Site	15	15	15	15	15	15	15	15	15	15	5
	Pickup Travel from Event Site	15	15	15	15	15	15	15	15	15	15	5
Placement	Travel to Unit Site	6	3	3	3	3	0.5	0.5	3	0.5	-	5
	Unload/Place Unit	2	1	1	0.5	0.5	1	1	0.5	1	10	5
	Travel to Unit Site	6	3	3	3	3	0.5	0.5	3	0.5	-	-
	Load/Remove Unit	2	1	1	0.5	0.5	1	1	0.5	1	5	-

Task (by cost)		Type III Barricade	Sawhorse	Temporary Sign Post	Type I Barricade	Sign	Delineator	Cone	Sandbag	Sign on Lath	Message Board	Vehicular Barricade
Stocking	Labor	\$ 2.95	\$ 1.47	\$ 1.47	\$ 0.74	\$ 0.74	\$ 0.29	\$ 0.29	\$ 0.74	\$ 0.29	\$ 2.95	\$ -
	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Delivery	Labor	\$ 11.06	\$ 4.42	\$ 11.06	\$ 6.64	\$ 1.33	\$ 4.42	\$ 0.33	\$ 3.32	\$ 0.13	\$ 44.23	\$ 14.74
	Equipment	\$ 2.50	\$ 1.00	\$ 2.50	\$ 1.50	\$ 0.30	\$ 1.00	\$ 0.08	\$ 0.75	\$ 0.03	\$ 15.00	\$ 5.00
Placment	Labor	\$ 17.69	\$ 8.85	\$ 8.85	\$ 7.74	\$ 7.74	\$ 3.32	\$ 3.32	\$ 7.74	\$ 3.32	\$ 11.06	\$ 11.06
	Equipment	\$ 4.00	\$ 2.00	\$ 2.00	\$ 1.75	\$ 1.75	\$ 0.75	\$ 0.75	\$ 1.75	\$ 0.75	\$ 3.75	\$ 2.50
Placement Estimated Cost		\$ 38.20	\$ 17.74	\$ 25.88	\$ 18.36	\$ 11.86	\$ 9.79	\$ 4.77	\$ 14.30	\$ 4.53	\$ 76.99	\$ 33.30
Delivery-Only Estimated Cost		\$ 16.51	\$ 6.90	\$ 15.03	\$ 8.87	\$ 2.36	\$ 5.72	\$ 0.70	\$ 4.80	\$ 0.46	\$ -	\$ -

Unit Labor Calculation:

Stocking	= Standard Rate * Sum(Load Unit Time & Unload Unit Time)
Delivery	= Overtime Rate * Sum(Drop-off & Pickup Travel Times to & from Event Site) / Truck Capacity Rate [Note: Message Board & Vehicular Barricade uses Standard Rate instead.]
Placement	= Overtime Rate * Sum(Drop-off & Pickup Travel Times to & from Unit Site) [Note: Message Board uses Standard Rate instead.]

Unit Equipment Calculation:

Stocking	= N/A
Delivery	= Pickup Truck Rate * Sum(Drop-off & Pickup Travel Times to & from Event Site) / TruckUnitCapacity
Placement	= Pickup Truck Rate * Sum(Drop-off & Pickup Travel Times to & from Unit Site)

Fee Estimate for Sample Special Events

	Event	Date	Placement Quantity										Delivery Quantity										Hourly Rate					
			Type III Barricade	Sawhorse	Temporary Sign Post	Type I Barricade	Sign	Delineator	Cone	Sandbag	Sign on Lath	Message Board	Vehicular Barricade	Type III Barricade	Sawhorse	Temporary Sign Post	Type I Barricade	Sign	Delineator	Cone	Sandbag	Sign on Lath	Vehicle Barrier System	2024 Event Fee	Regular	Overtime	Holiday	Equipment
2024 Events	Run Away to the Bay	4/14/2024																					\$ -					\$ -
	JDRF One Walk	5/18/2024		13		16	19		33		73	2											\$ 1,434.00	16	8		16	\$ 1,470.98
	Greene's Ocktoberfest	5/18/2024											2	8		1	3			10		Yes	\$ 112.00	2			2	\$ 118.46
	Flatgrass Showdown	TBD		8	4	5	10																\$ 458.00	8			8	\$ 473.84
	Memorial Day Parade	5/27/2024																				Yes	\$ -				0	\$ -
	Summer Kickoff Concert	6/12/2024	5	5		9	15	27				2								40		Yes	\$ 1,074.00	12	4		16	\$ 1,036.16
	Fox Valley Pride	6/22/2024	7	12		10	17	27				2	2									Yes	\$ 1,356.00	16	6		22	\$ 1,435.78
	Udderly Euro	6/29/2024	4	14		8	10	16				2										Yes	\$ 982.00	10	4		14	\$ 917.70
	CommunityFest*	7/3/2024	11	22	6	6	24	20	33		90	2	2									Yes	\$ 2,401.00	28	6	15	49	\$ 3,698.44
	Neenah Kids Triathlon	TBD		16		2	6	4	60		20	2											\$ 990.00	10	4		14	\$ 917.70
	Glass Arts Festival	TBD												2	2		2	4		10			\$ 81.00	2			2	\$ 118.46
	Race the Lake	TBD																					\$ -				0	\$ -
	Boogie Downtown	8/28/2024	7	15	2	10	20	27			10	2	2						80			Yes	\$ 1,604.00	16	6		22	\$ 1,435.78
	Labor Day Parade	9/2/2024																				Yes	\$ -				0	\$ -
	Fox Cities Marathon & 5K**	9/21/2024									60	2										Yes	\$ 454.00	30	20		50	\$ 3,403.90
Homecoming Parade	TBD										2	4										\$ 286.00				3	\$ 244.05	
A Very Neenah Christmas	12/6/2024	6	10	2	10	18	27				2	2							115		Yes	\$ 1,426.50	16	6		22	\$ 1,435.78	
Historical Events	LtLL Grand Opening	2018		4			3		30		22											\$ 368.00	3	2		5	\$ 340.39	
	Backdraft Bike Tour	2022																					\$ -				0	\$ -
	Streetball 3-on-3	2021	12	18		10	18	14			2											Yes	\$ 1,470.00	10	10		20	\$ 1,405.80
	Bazaar After Dark	2018	13	17		13	31				2											Yes	\$ 1,560.00	10	16		26	\$ 1,893.90
	Gord's Street Dance (Street)	2018	7	4		3	6	15			1											Yes	\$ 691.00	8	4		12	\$ 799.24
	Gord's Street Dance (Lot)	2019												4			2		20				\$ 46.00	2			2	\$ 118.46
	St. Joe's 5K - Wet Route	2019		21		10	18		10		26	2						20				Yes	\$ 1,228.00	16	4		20	\$ 1,273.08
	St. Joe's 5K - Dry Route	2019		7		6	8		4		4	2						20					\$ 644.00	10			10	\$ 592.30

* Communityfest contains a parade and festival. Barricading is re-utilized between both events and there is holiday pay, thus is not well represented by the proposed fee structure.

** The Fox Cities Marathon & 5K/10K hires a contractor to provide barricades. City staff supplement some barricades and places all traffic control for event. This event will continue to be charged for time & materials under this scenario.

Assumptions:

- All ordered vehicle barrier system are available and utilized (if applicable). Estimates for historical events are retrofitted to include vehicle barricading where applicable.
- All traffic control is installed by traffic crewmen at the averaged charge rate.
- For the time and materials estimate, the equipment fee is assumed to be total labor hours. This is often slightly less, but varies by event, equipment used, and scheduling.
- For the time and materials estimate, the overtime rate is used if work is to occur on a weekend or after 5 PM. Sliding shifts are not assumed.



RESOLUTION NO. 2024-04

A RESOLUTION FOR AMENDING THE 2024 FEE SCHEDULE OF THE CITY OF NEENAH TO INCORPORATE NEW TRAFFIC CONTROL SERVICE FEES.

WHEREAS, by Resolution #7185, the Common Council adopted a uniform fee schedule; and

WHEREAS, the Common Council adopted Ordinance #2023-09, amending the administrative processes pertaining to special events; and

WHEREAS, fees for traffic control services pertaining to special events have not been established; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Neenah that the uniform fee schedule established by Resolution #7185 is further amended by adding the fees stated in the attached table to the fee schedule under the Public Works section.

Adopted, approved and recorded this 1st day of May 2024.

Recommended by: Finance and Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane B. Lang, Mayor

Passed: _____

Charlotte K. Nagel, City Clerk

FEE TYPE	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
PUBLIC WORKS				
TRAFFIC CONTROL SERVICES				
Type III Barricade	\$38	Each		Res. No. 2024-04
Sawhorse	\$18	Each		Res. No. 2024-04
Temporary Sign Post	\$26	Each		Res. No. 2024-04
Type I Barricade	\$18	Each		Res. No. 2024-04
Sign	\$12	Each		Res. No. 2024-04
Delineator	\$10	Each		Res. No. 2024-04
Cone	\$5	Each		Res. No. 2024-04
Sandbag	\$14	Each		Res. No. 2024-04
Sign on Lath	\$5	Each		Res. No. 2024-04
Message Board	\$77	Each		Res. No. 2024-04
Vehicular Barricade	\$33	Each		Res. No. 2024-04
Type III Barricade - Delivery Only	\$17	Each		Res. No. 2024-04
Sawhorse - Delivery Only	\$7	Each		Res. No. 2024-04
Temporary Sign Post - Delivery Only	\$15	Each		Res. No. 2024-04
Type I Barricade - Delivery Only	\$9	Each		Res. No. 2024-04
Sign - Delivery Only	\$2	Each		Res. No. 2024-04
Delineator - Delivery Only	\$6	Each		Res. No. 2024-04
Cone - Delivery Only	70¢	Each		Res. No. 2024-04
Sandbag - Delivery Only	\$5	Each		Res. No. 2024-04
Sign on Lath - Delivery Only	50¢	Each		Res. No. 2024-04



M E M O R A N D U M

DATE: April 22nd, 2024
TO: Chairperson Erickson and Members of the Finance and Personnel Committee
FROM: Matthew D. Schroeder, Interim Information Systems Director
RE: Controlled Access Project – Phase 3

I am requesting approval to utilize \$9,402.20 of the Capital Equipment Fund to cover an overage for the City Hall Controlled Access Project.

On December 21, 2022, council approved the purchase of access control hardware and installation from One Source Technologies and LaForce. The doors included in the purchase were part of the 3rd and final phase of controlled access within City Hall. The purchase also included integrating the City's panic buttons with the door control solution to automatically lockdown these doors in the event of an active threat. The project was approved for \$35,000.

Since that time, we encountered several lengthy delays due to supply chain issues, and new door control hardware being released. We waited until the new door controllers were available, as our existing door controllers were declared an end-of-life product by the manufacturer around that same time. The new door controllers would also simplify the panic button integration.

After several revisions of the quote, along with updates due to price increases, we finally kicked off the project in November of 2023 with the goal of having it completed before the new year. We were able to complete the project in December of 2023.

Although we had a year of delays, we are extremely satisfied with the results. If we would have gone ahead with the project first thing in 2023, we would have installed a product right before it's end-of-life and would be looking to replace all those door controllers in the coming year. However, due to price increases and product changes, we are now at \$9,402.20 over budget.

After working with Finance Director Rasmussen on the overage, it was determined that using the Capital Equipment Fund to cover the overage would be appropriate. This fund currently has approximately \$887,000 available.

NMFR Joint Finance & Personnel Committee Meeting Minutes

**April 23, 2024 – 5:30 p.m.
Room #132 – City of Menasha**

Present: Ald. Grade, Marshall, Boyette, Pollnow, Sevenich and Borchardt

Also Present: Chief Teesch, Director Sasman and MA Ellis

Public: No members of the public were present.

Ald. Sevenich called the meeting to order at 5:30 p.m.

Election of Chair: **MS Borchardt/Pollnow nominate Ald. Boyette as Chair. Motion made by Grade to elect Borchardt as Chair. Ald. Borchardt refused the position, therefore there wasn't a second. The Committee casted a unanimous vote to elect Ald. Boyette as Chair.**

Ald. Boyette took over as Chair of the meeting.

Election of Vice-Chair: **MSC Grade/Borchardt to elect Ald. Sevenich as Vice-Chair, all voting aye.**

Approval of Minutes: The Committee reviewed the March 26, 2024, meeting minutes. **MS Grade/Borchardt to approve the March 26, 2024 all voting aye and Ald. Pollnow abstained.**

Approval of Calls: The Committee reviewed the calls from March 2024. Chief Teesch noted over the past 10 years our overall volume has increased by 42%. Ald. Sevenich asked about the area where there are calls but not marked on the report. Chief Teesch noted these four calls were due to calls not completed and checked. Ald. Sevenich asked if we could have better communication when there are fires to let the building department in Menasha know. Chief Teesch will communicate that with his staff. Ald. Pollnow noted that Winnebago County Sheriff's Department said they will not respond to calls on Highway 41 and how this affects us. Chief Teesch said this change has not affected us and our responses as we need to respond to accidents on the highway. The local police department is responding versus the Sheriff's Department.

Ald. Borchardt asked for information on what types of calls are causing the increase over the past 10 years and where they are they coming from. He also asked if this is changing our job duties, how are we preparing for the future if there are changes. Ald. Boyette noted that over the past few years the medical calls are increasing. Chief Teesch said 65-68% of our calls are EMS only. He said it's low compared to departments who run an ambulance. This is due to us not running the non-emergent calls. These are handled by Gold Cross Ambulance. **MSC Borchardt/Pollnow to accept the March 2024 call report and place on file.**

Budget: The Committee reviewed the year-to-date through March 31, 2024. Ald. Sevenich asked about the Outside Services line item. There are two-line item in our budget with the same description. One is through Fire Commission's budget. This is for new hire physicals. The other one in the normal operating budget and is for existing employees to have their annual physicals which includes the OSHA respirator physical.

Ald. Pollnow said that he heard there was a deficit with our overall budget and asked how that came about. Director Sassman confirmed there was a deficit year for 2020, 2021 and 2022. Most of this was attributed to overtime caused by FMLA's. 2020 and 2021 was small and manageable. 2022 was the worst year with long term FMLA which created overtime and there were quite a few vehicle maintenance issues. Ald. Pollnow asked if this was overlooked. Director Sasman said there have been meetings with both Finance Directors, Mayors, and this Committee to review the budget and see what

our options are. We can't always control the unknown especially with long term FMLA's. There are current quarterly meetings with Chief Teesch and both Finance Directors to continue to monitor the budget and prepare for anything that may come up. Ald. Grade said this Committee reviews the budget quarterly. They will look at the line items not doing so well, what is happening and what the overall budget is. Chief Teesch noted our staff is good at letting us know when retirements are. We have been allowed to hire ahead to fill retirement positions. Right now, we have one extra person as the last retirement this year is in June. Hiring ahead is helping us as we now have someone on a long-term FMLA and since we have the extra person, there is no overtime to backfill this spot. We do have more processes in place, but we also must look at how we budget. We currently have four people who retired this year, and nothing was built into the budget to ensure staffing levels are maintained and the budget reflects this. Director Sasman said things are discussed and it does get tricky when there are two communities funding the department and what each City can afford. Ald. Sevenich said we do address this in a way as we do hire earlier and have them trained before waiting until the person leaves and then hire after they are gone. **MSC Pollnow/Grade to approve the quarterly budget and place on file, all voting aye.**

2025-2028 CIP Budget Review: The Committee reviewed the 2025-2028 CIP budget. Discussion was held on budget and the process between two Cities. Director Sasman said there are things on our budget that is not in the City of Menasha's budget such as the training tower and the swap of the medium to heavy duty vehicle and the mobile hoist was in a different year. Both Cities review CIP different times of the year. However, during the upcoming quarterly meeting with Chief Teesch, both finance directors and both mayors they will review what is being asked, what has been approved and how funding these projects will work between both Cities.

Ald. Borchardt asked if we knew what we are getting back from the insurance company for the training grounds. Chief Teesch said we are getting back \$86,314.42 for the tower and the \$39,420 for the burn pods. They removed 40% from the burn pod bringing the reimbursement down to \$23,602.00. However, if we get the new training tower, and build it with the burn pods, we will get the 40% back for the burn pods. There is a \$50,000 deductible so we received a check for \$59,966.42. Chief Teesch noted he was told that when the check is cashed it will be held to apply this towards the project when it started.

Chief Teesch noted we did receive another \$5,000 bill for our Quint. Ald. Pollnow asked for the vehicle replacement for next meeting has the mileage, age, repair costs for the life of the vehicle until year to date. **MSC Pollnow/Borchardt recommends Chief Teesch, both Finance Directors and both Mayors meet to review for each City's budget funding capabilities for each year in the CIP Budget, all voting aye.**

Back Pay Funding: The Committee reviewed the memo regarding the back pay. Chief Teesch noted in the Labor Agreement there is a provision for higher pay for lateral transfers. There was someone who was hired whose full time job in the military was firefighting. This was not noted when he was hired. Therefore, it was reviewed by Human Resources and the City Attorney who confirmed that he should have started at a higher wage. Discussion was held on the lateral transfer language in the labor agreement and how this affects higher pay. Ald. Sevenich asked if there was a difference between military and full-time departments. He would have liked more information on duties in the military. Chief Teesch said they must be working full time. This person was paid as a full-time firefighter as his job while he was in the military. Director Sassman said they are looking for approval for a budget adjustment as this is a standard procedure. It was asked of Chief Teesch to look at their year end spending to see if there is a way to try to cover these funds with the current operating budget. However, they will do the budget transfer if this doesn't happen. **MSC Pollnow/Borchart recommends the City of Neenah Common Council approve the back pay and budget adjustment for the employee as outlined in the memo for a total of \$23,624.24 with the City of Neenah's share being \$14,262.56 and the City of Menasha's share of \$9,362.98 and budget adjustment through the general fund if this amount is not able to be absorbed into the 2024 budget, all voting aye.**

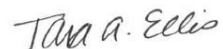
MSC Sevenich/Grade approve the back pay and budget adjustment for the employee as outlined in the memo for a total of \$23,624.24 with the City of Neenah's share being \$14,262.56 and the City of Menasha's share of \$9,362.98 and budget adjustment through the general fund if this amount is not able to be absorbed into the 2024 budget, all voting aye.

Automatic Aid Agreement: The Committee reviewed the updated automatic aid agreement with the City of Appleton. Ald. Pollow asked if there is no impact with this agreement how much more square footage is there is between each City. Chief Teesch said he didn't know what the exact amount is. It's not a apples-to-apples comparison with square miles. Instead, we need to look at response time areas. There are areas that we can reach faster than Appleton in our area and vice versa in Menasha. This agreement allows us to simultaneously dispatch departments faster to structure fires. If we wait to go through the Mabas system, there will be delays in this process and response times will be slower. It was noted this was just for fires and not EMS and fire. In the end, this agreement has been working well and is also needed to continue to maintain our ISO 1 status. Ald. Sevenich asked if we will be doing every fire call as he doesn't want to do every call and it takes us way out of district. Chief Teesch said we will not go to the far north side of Appleton unless it is a very large call and then there would be several departments responding. Ald. Pollow requested to table this item until next meeting until he could obtain, he information on square miles for each City. Discussion was held on tabling this versus acting on it. Ald. Borchardt said he trusts the process and staff to make these decisions. The other members said they felt comfortable approving this and have Chief Teesch bring back more information at the next meeting. **MS Sevenich/Borchardt recommends the City of Neenah and City of Menasha Common Councils approve the agreement for Automatic Aid Assistance for structure fires with the Cit of Appleton, pending approval by both City Attorneys, all voting aye and Ald. Pollnow voting nay. Motion carried 5-1.**

Future Meeting Times: A request was made to move the meeting time to 4:00 p.m. on the 4th Tuesday of the month. The Committee agreed to change future meetings to 4:00 p.m.

MSC Borchardt/Pollnow to adjourn at 6:30 p.m., all voting aye.

Respectfully submitted,



Tara Ellis

Management Assistant



Memorandum

TO: NMFR Joint Finance & Personnel Committee
FROM: Chief Travis Teesch
DATE: April 22, 2024
RE: Employee Pay Adjustment

In Local 275's Labor Agreement, there is language to give new hires pay credit for previous years of full-time firefighting experience. They receive half a year's credit for every year of full-time experience. We had an employee who was hired who didn't have any previous years of full-time experience at another department. However, when this employee was in the military their full-time job was as a firefighter. He requested a review of this provision in the labor agreement to see if he qualified for previous credit. Information was forwarded to Director Fairchild who agreed he should be given credit for his full-time firefighting experience in the military and started at a higher salary. The total backpay that will be given to him, that includes overtime, holiday pay and out of class pay is \$23,625.24. City of Neenah's portion is \$14,262.56 and City of Menasha's portion is \$9,362.68.

Base Backpay	\$19,304.35
OT Backpay	\$977.18
Call Backpay	\$18.93
OC Owed	\$(2,155.33)
Hol Pay Backpay	\$755.06
Net Due	\$18,900.19
Est. Fringes 25%	\$4,725.05
	\$23,625.24

This is from 4-1-21 through 4-21-24. I'm making you aware of this as this money was not budgeted in our 2024 budget for this back pay. The Finance Directors did speak with us and indicated they will be able to fund this through their general fund with a budget adjustment if it cannot be absorbed in our 2024 budget.

We are asking for consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve the budget adjustment to fund the \$23,624.24 back pay through the general fund if this amount is not able to be absorbed into the 2024 budget.

If you have any questions, please feel free to contact me at 920-886-6202.

TT/te



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Travis Teesch

DATE: April 17, 2024

RE: Revised Autoaid Agreement with the City of Appleton

I've attached the updated Autoaid Agreement with the City of Appleton. The City of Menasha will now receive automatic aid from Appleton Fire Department for the entire City. Neenah-Menasha will now respond further into the City of Appleton. Please keep in mind this is for structure fires only. EMS will continue to be provided by their own respective fire departments.

We are asking for consideration, and action, to recommend the City of Neenah and the City of Menasha Common Council's approve the Agreement for Automatic Assistance for structure fires with the City of Appleton, pending approval by both City Attorneys.

If you have any questions, please feel free to contact me at 920-886-6201.

Thank you.

TT/te

**AGREEMENT FOR AUTOMATIC ASSISTANCE
FOR STRUCTURE FIRES
CITIES OF NEENAH AND MENASHA AND CITY OF APPLETON**

THIS AGREEMENT entered into on the date specified below, by and between the Cities of Neenah and Menasha (“Neenah and Menasha”) and the City of Appleton (“Appleton”), each of which are Wisconsin municipal corporations; and each acting herein through their duly authorized officials.

WHEREAS the governing officials of the governmental entities set forth above, political subdivisions of the State of Wisconsin and the United States of America, desire to secure for each entity the benefits of assistance in the protection of life and property from fire and other disasters:

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. In consideration for each party’s automatic assistance to the other upon the occurrence of a structure fire in any portion of the designated area where this Agreement for Automatic Assistance is in effect, a predetermined number of firefighting equipment and personnel of the parties shall be dispatched to such point where the structure fire exists in order to assist in the protection of life and property subject to the conditions hereinafter stated.

Details as to amounts and types of assistance to be dispatched, methods of dispatching and communications, training programs and procedures and areas to be assisted will be developed by the Chief of the Neenah and Menasha Fire Rescue and the Chief of the Appleton Fire Department. These details will be stipulated in a Memorandum of Understanding and signed by the Chiefs of both departments. Said Memorandum of Understanding may be revised, modified, or amended at any time by a signed written agreement of the Fire Chiefs as conditions may warrant.

2. Any dispatch of equipment and personnel pursuant to this Agreement shall be sent unless such amount of assistance is unavailable due to emergency conditions and/or hazardous situations confronting either party’s forces at the time of need for assistance under this Agreement.
3. Each party to this Agreement waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement.
4. Neither party shall be reimbursed by the other for costs incurred pursuant to this Agreement. Personnel who are assigned, designated, or ordered by their governing body to perform duties, pursuant to this Agreement, shall receive the same salary, pension, and all other compensation and rights for

the performance of such duties, including injury or death benefits, and Worker's Compensation benefits, as though the service had been rendered within the limits of the entity where he or she is regularly employed. Moreover, all medical expenses; wage and disability payments; pension payments; damage to equipment and clothing; and expenses of travel; food; and lodging shall be paid by the entity in which the employee in question is regularly employed.

5. All equipment used by each party's fire department in carrying out this Agreement will, during the time response services are being performed, remain owned by the respective fire department; and all personnel acting for the party's fire department under this Agreement will, during the time response services are required, be firefighters of the fire department of the party where they are regularly employed.
6. At all times while equipment and personnel of either party's fire department are traveling to, from, or within the geographical limits of the other party in accordance with the terms of this Agreement, such personnel and equipment shall be deemed to be employed or used, as the case may be, in the full line and cause of duty of the party which regularly employs such personnel and equipment. Further, such equipment and personnel shall be deemed to be engaged in a governmental function of its governmental entity.
7. In the event that any individual performing duties subject to this Agreement shall be cited as a defendant party to any state or federal civil lawsuit, arising out of his or her official acts while performing duties pursuant to the terms of this Agreement, such individual shall be entitled to the same benefits that he or she would be entitled to receive had such civil action arisen out of an official act within the scope of his or her duties as a member of the department where regularly employed and occurred within the jurisdiction of the governmental entity where regularly employed. The benefits described in this paragraph shall be supplied by the party where the individual is regularly employed.
8. It is agreed by and between the parties hereto that any party hereto shall have the right to terminate this Agreement upon ninety (90) days written notice to the other party hereto.
9. It is understood and agreed that if the parties have heretofore entered into any similar agreement for automatic aid, the conditions and obligations of this Agreement shall take precedence over any conditions and obligations in any other agreements related to mutual assistance between the parties.
10. Each party agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county where the emergency condition

and/or hazardous situations occurred.

11. In case one or more of the provisions contained in this Agreement shall be for any reason held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
12. Neither party hereto waives or releases any of the liability immunities, limitations, or damages limitations available under Section 893.80 Wisconsin Statutes despite any provisions herein, if any, to the contrary.
13. Effective date of this Agreement shall be on the last date of the signature of any party hereto.

EXECUTED by the Cities of Neenah and Menasha and the City of Appleton, each respective governmental entity acting by and through its duly authorized official in the manner required by each entity or otherwise as required by law.

City of Neenah

By: _____
Jane Lang, Mayor
Date: _____

By: _____
Char Nagel, City Clerk
Date: _____

Approved as to form:

David C. Rashid, City Attorney
Date: _____

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

City of Menasha

By: _____
Austin Hammond, Mayor
Date: _____

By: _____
Valerie Neuman, City Clerk
Date: _____

Approved as to form:

Margaret Struve, City Attorney
Date: _____

Neenah and Menasha Fire Rescue

Travis Teesch, Fire Chief
Date: _____

City of Appleton

By: _____
Jacob A. Woodford, Mayor
Date: _____

By: _____
Kami Lynch, City Clerk
Date: _____

Approved as to form:

Appleton Fire Department

Christopher R. Behrens, City Attorney
Date: _____

Jeremy Hansen, Fire Chief
Date: _____

CityLaw: A22-0078.dg

**Minutes of the Board of Public Works Meeting
Tuesday, April 23, 2024 at 10:00 AM**

MEMBERS PRESENT: Mayor Lang, Public Works Director Kaiser, Director of Community Development & Assessment Haese, Director of Finance Rasmussen, City Attorney Rashid, and Aldermen Hillstrom and Lendrum.

ALSO PRESENT: Director of Water Utility Mach and City Clerk Nagel.

CALL TO ORDER: Mayor Lang called the meeting to order at 10:03 AM.

I. Approval of the minutes of the April 9, 2024 meeting. (Minutes can be found on the city website)
MSC Haese/Rashid to approve the meeting minutes as presented, all voting aye.

II. Appearances.
None.

III. Unfinished Business.
None.

IV. New Business.

A. Public Works

1. Award Contract 10-24, Re-Roof of Sign Shop Area at City Garage to H.I.S. Comp. LLC in the amount of \$40,434.00. (Attachment)
MSC Kaiser/Hillstrom to recommend Council award Contract 10-24 to H.I.S. Comp, LLC in the amount of \$40,434.00, all voting aye.

This project is to re-roof over the Traffic Shop Area. Three bids were received, all coming in under budget. The lowest bid was H.I.S. Comp, LLC. A reference check on H.I.S. Comp, LLC was successfully completed.

The roof at the City Garage is the original roof installed in the 1990s. The replacing of the roof was done in phases. Each phase was budgeted for through the Capital Improvement Plan. This phase was budgeted at \$81,000, with the bid coming in under budget at \$40,434.00.

2. Award Contract 13-24, Right Turn Lane at the Winneconne/Commercial intersection to Vinton Construction in an amount of \$148,308.43. (Attachment)
MSC Kaiser/Rasmussen to recommend Council award Contract 13-24 to Vinton Construction in an amount of \$148,308.43, all voting aye.

Two bids were received, Vinton Construction was low bidder and under budget. Work on the right turn lane can start after property acquisitions are complete. With little storm water work involved in this project, the settling waiting period is eliminated. The southbound traffic will remain open, and vehicles will be able to make a right turn from S. Commercial Street onto Winneconne Avenue.

V. Any announcements/questions for the Board. None.

VI. Adjournment.

MSC Haese/Kaiser to adjourn, all voting aye. Meeting adjourned at 10:16 AM.

Respectfully Submitted,

Charlotte K. Nagel

Charlotte Nagel, City Clerk

Report

Report

City of Neenah
 Contract 10-24
 Re-Roof Traffic Shop Area
 Neenah City Services Building
 1495 Tullar Road

Item Description	UofM	Quantity	Engineer Estimate		H.I.S. Comp. LLC		Northeastern Roofingl Inc		JT Rams, LLC	
			Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Re-Roof Office Area	Lump Sum	1	\$81,000.00	\$81,000.00	\$40,434.00	<u>\$40,434.00</u>	\$52,975.00	<u>\$52,975.00</u>	\$59,200.00	<u>\$59,200.00</u>
				\$81,000.00		<u>\$40,434.00</u>		<u>\$52,975.00</u>		<u>\$59,200.00</u>

City of Neenah
Contract 13-24
Winneconne/Commercial Right Turn Lane

Line Item	Item Code	Item Description	UofM	Quantity	Engineer Estimate		Vinton Construction Company		Sommers Construction Co., Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	301.5	Furnish, Install & Relay 12-inch Storm Sewer	Lin. Ft.	28	\$65.00	\$1,820.00	\$160.00	\$4,480.00	\$125.00	\$3,500.00
2	305.1	Furnish & Install Standard Catch Basin	Each	2	\$3,000.00	\$6,000.00	\$3,660.00	\$7,320.00	\$2,000.00	\$4,000.00
3	305.8	Remove Storm Catch Basin	Each	1	\$500.00	\$500.00	\$500.00	\$500.00	\$750.00	\$750.00
4	306.11	Abandon Storm Manhole	Each	1	\$600.00	\$600.00	\$650.00	\$650.00	\$500.00	\$500.00
5	308.2.4	Install & Maintain Type "D" Catch Basin Protection	Each	4	\$150.00	\$600.00	\$150.00	\$600.00	\$70.00	\$280.00
Base Bid Storm						\$9,520.00		\$13,550.00		\$9,030.00
6	405.2	Sawcut Existing Concrete Pavement	Lin. Ft.	1000	\$3.50	\$3,500.00	\$2.50	\$2,500.00	\$1.95	\$1,950.00
7	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	115	\$2.50	\$287.50	\$2.50	\$287.50	\$1.55	\$178.25
8	402.1.6.6	Remove Concrete Pavement	Sq. Yd.	160	\$12.00	\$1,920.00	\$5.00	\$800.00	\$19.00	\$3,040.00
9	9999.1	Remove Concrete Signal Base	Each	2	\$500.00	\$1,000.00	\$200.00	\$400.00	\$200.00	\$400.00
10	404.4.4	Remove Concrete Sidewalk/Driveway Apron	Sq.Yd.	195	\$10.00	\$1,950.00	\$6.30	\$1,228.50	\$18.00	\$3,510.00
11	9999.2	Remove Pull Box	Each	1	\$200.00	\$200.00	\$100.00	\$100.00	\$100.00	\$100.00
12	402.1.7.4	Unclassified Excavation	Cu. Yd.	453	\$25.00	\$11,325.00	\$29.80	\$13,499.40	\$28.35	\$12,842.55
13	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	360	\$25.00	\$9,000.00	\$15.55	\$5,598.00	\$22.45	\$8,082.00
14	402.1.1.10	Furnish & Install 10-inch Concrete Pavement	Sq. Yd.	312	\$100.00	\$31,200.00	\$86.00	\$26,832.00	\$91.15	\$28,438.80
15	403.2.1.8	Furnish & Install 30-inch Concrete Curb and Gutter (repair)	Lin. Ft.	142	\$60.00	\$8,520.00	\$35.00	\$4,970.00	\$78.00	\$11,076.00
16	9999.3	Furnish & Install Concrete Curb Pedestrian	Lin. Ft.	33	\$60.00	\$1,980.00	\$40.00	\$1,320.00	\$78.00	\$2,574.00
17	404.1.1	Furnish & Install 4-inch Concrete Sidewalk	Sq. Ft.	2020	\$9.00	\$18,180.00	\$7.10	\$14,342.00	\$8.45	\$17,069.00
18	9999.4	Furnish and Installed Median Sloped Nose	Sq.Ft.	50	\$15.00	\$750.00	\$15.00	\$750.00	\$18.00	\$900.00
19	9999.5	Install Concrete Base Type 1	Each	2	\$1,500.00	\$3,000.00	\$1,950.00	\$3,900.00	\$1,950.00	\$3,900.00
20	403.2.4.7	Furnish & Install Detectable Warning Fields (Furnished by City)	Each	10	\$80.00	\$800.00	\$50.00	\$500.00	\$100.00	\$1,000.00
21	402.1.5.2	Furnish and Install Drilled Tie Bars	Each	110	\$13.00	\$1,430.00	\$9.00	\$990.00	\$12.00	\$1,320.00
22	402.1.5.3	Furnish and Install Drilled Dowel Bars	Lin. Ft.	15	\$20.00	\$300.00	\$16.50	\$247.50	\$25.00	\$375.00
23	812.21	Remove Existing and Install Temporary and Permanent Pavement Markings	Lump Sum	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$15,400.00	\$15,400.00
24	9999.7	Furnish and Install 2-inch Conduit	Lin. Ft.	19	\$20.00	\$380.00	\$100.00	\$1,900.00	\$100.00	\$1,900.00
25	9999.8	Furnish and Install 3-inch Conduit	Lin. Ft.	13	\$25.00	\$325.00	\$100.00	\$1,300.00	\$100.00	\$1,300.00
26	9999.9	Furnish and Install Pull Box	Each	1	\$1,000.00	\$1,000.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00
27	505.2	Furnish & Install Terracing, Topsoil, Fertilize, Seed & Erosion Matting	Sq. Yd.	100	\$20.00	\$2,000.00	\$30.00	\$3,000.00	\$12.00	\$1,200.00
28	9999.11	Construction Staking	Lump Sum	1	\$5,000.00	\$5,000.00	\$3,168.53	\$3,168.53	\$5,000.00	\$5,000.00
29	706.1	Install and Maintain Traffic Control	Lump Sum	1	\$25,000.00	\$25,000.00	\$34,375.00	\$34,375.00	\$16,500.00	\$16,500.00
Base Bid Street						\$139,047.50		\$134,758.43		\$140,805.60
Base Bid Total:						\$148,567.50		\$148,308.43		\$149,835.60