



City of Neenah
COMMON COUNCIL AMENDED AGENDA
Wednesday, December 20, 2023 at 7:00 PM
Neenah City Hall – 211 Walnut Street
Council Chambers

- I. Roll Call and Pledge of Allegiance
- II. Introduction and Confirmation of Mayor's Appointment(s) **(UC)**
 - A. Reappoint Alex Noskowiak and Victoria Dorn to the Business Improvement Board (BID) for a three-year term expiring December 2026.
 - B. Reappoint Arthur Schmeichel and Daniel Bauman to the Waterworks Commission for a five-year term expiring October 2028.
 - C. Appoint Matthew Brehmer to the Neenah Menasha Joint Fire Commission for three-year term expiring May 2026.
 - D. Swearing in
- III. Approval of Council Minutes and Proceedings **(UC)**
 - A. Approval of the Council Minutes and Proceedings of December 6, 2023 regular session.
 - B. Approval of the Committee of the Whole Minutes of December 6, 2023.
 - C. *Approval of the Committee of the Whole Minutes for the Budget Workshops held November 6, 7, and 8, 2023.*
- 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.
- V. Mayor/Council consideration of public forum issues
- VI. Consent Agenda **(UC)**
 - A. Approve Final Plat for the First Addition to Freedom Acres subdivision subject to the modification of the Memorial Way street name. **(PC)**
- VII. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of December 12, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Committee recommends Council approve Preliminary Resolution 2023-33: Sanitary Sewer Lateral and Water Service Construction on Belmont Ave., Belmont Ct., Cedar St., E. Doty Ave., North St., Quarry Ln., Stevens St., S. Park Ave. **(RollCall-Pro)**
 2. Committee recommends Council approve the transfer of Capital Equipment Funds in the amount of \$40,409.43 to the repair funds in the Operating Budget for Jetter repairs. **(RollCall-Pro)**
 - B. Regular Finance and Personnel Committee meeting of December 11, 2023: (Chairperson Erickson/Vice Chairperson S kyrms) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the creation of a Building Custodian position within the Municipal Building budget with an assigned pay grade of 7 and funded by the outlined adjustments to the 2024 operating budget. **(RollCall-Pro)**
 2. Committee recommends Council approve the 2023 palpable errors found and corrected by the Assessors as reported to and approved by the Board of Review. **(RollCall-Pro)**
- VIII. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of December 12, 2023: (Council Rep Steiner) (Minutes can be found on the City web site)
 1. Item reported under Consent Agenda.

- B. Board of Public Works meeting of December 19, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Council Action Items:
 - a) The Board recommends Council approve Final Pay Request, Contract 5-23, Street, Curb & Gutter, Sidewalks, and Apron Construction for Arthur Plat, Cardinal Plat, Integrity Acres, and Liberty Heights, to MCC, Inc., in the amount of \$752,615.65. **(RollCall-Pro)**
 - b) The Board recommends Council approve Final Pay Request, Contract 11-23, Street Construction on Brookwood Dr., Fairwood Dr., Hunt Ave, to Northeast Asphalt, Inc., in the amount of \$71,239.02. **(RollCall-Pro)**
 - C. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) – Alderperson Skyrms
 - D. Library Board
 - 1. Report from the Library Board – Alderperson Erickson
 - E. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderperson Weber
 - F. Sustainable Neenah Committee
 - 1. Report from the Sustainable Neenah Committee – Alderperson Lendrum
- IX. Presentation of petitions
- A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
- X. Council Directives
- XI. Unfinished Business
- XII. New Business
- A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
 - B. *Mayor Lang’s nominations to the City of Neenah 2024-2025 Elections Board. (Motion to confirm) (RollCall-Pro)*
 - C. Any announcements/questions that may legally come before the Council.
- XIII. Adjournment

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

Common Council Minutes
Wednesday, December 6, 2023 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, December 6, 2023, in the Council Chambers of Neenah City Hall.

Mayor Lang in the chair.

Present: Alderpersons Boyette, Erickson, Hillstrom, Lendrum, Steiner, Stevenson, Skyrms, Weber, and Council President Borchardt. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Police Chief Olson, Assistant Police Chief Bernice, Water Utility Director Mach, and Information Systems Director Wenninger.

After some technical difficulties with new equipment, Mayor Lang called the meeting to order at 7:03 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Fire Chief Kloehn led the Pledge of Allegiance.

SWEARING IN OF NEW OFFICER AND PROMOTED LAW ENFORCEMENT PERSONNEL

- Officer Trevor Jensen
- Officer Brent Wittman
- Officer Travis Koponen
- Officer Jennifer Priessnitz
- Officer Bryce Moeller
- Lieutenant Jeremy Bauman
- Lieutenant Sam Santiago
- Sergeant Adam Strelow
- Professional Standards Lieutenant Jason Goetz
- Traffic Safety Officer Tony Edwards
- Behavioral Health Officer Josh Peterson
- Investigator/Crime Analyst Austin Riska

Chief Olson recognized each individual law enforcement personnel listed above for their accomplishments. The oath of office was administered, the blessing of the badges was given, and the badges were pinned on the officers.

- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Appoint Anthony Mach to the Neenah-Menasha Sewerage Commission for a three-year term ending December 2026. **(UC)**
 - B. Swearing in
Clerk Nagel swore in Anthony Mach as the newest member of the Neenah-Menasha Sewerage Commission.
- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of November 14, 2023 Special Session and Budget Public Hearing.
There being no objections, the Council Minutes and Proceedings of November 14, 2023 were ordered approved as written by unanimous consent.
- 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.
After several calls for comments, there were no appearances.

- V. Mayor/Council consideration of public forum issues
A. None.

- VI. Consent Agenda
A. None.

VII. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of October 24, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the city website)

1. Committee recommends Council approve the purchase of a 2024 Chevrolet Trax 1RS from Bergstrom Chevrolet, Neenah, in an amount not to exceed \$24,105.
(RollCall-Pro)

MSCRP Lendrum/Weber to approve as recommended by the committee, all voting aye.

Discussion: Director Haese explained the need to replace the current 2017 Ford Focus due to significant transmission repairs. The Trax 1RS is considered an sports utility vehicle (SUV). An SUV was selected for clearance between the bottom of the vehicle and the undeveloped roads. This vehicle will travel on roads where the final lift has not been applied, therefore, the road sits lower than the curb and gutter and manhole covers.

At this point, Alderman Stevenson asked that there be an agenda item on the next Public Services and Safety Committee meeting regarding repairs done to the Jetter. Director Kaiser is currently working on a memo for that item.

- B. Regular Finance and Personnel Committee meeting of November 27, 2023: (Chairperson Erickson/Vice Chairperson S kyrms) (Minutes can be found on the city website)

1. Committee recommends Council approve Resolution No. 2023-32, approving the Neenah Central City Business Improvement District 2024 Operating Plan.
(RollCall-Pro)

MSCRP Erickson/S kyrms to approve as recommended by committee, all voting aye.

Discussion: Alderman S kyrms commented on the value of the BID Plan document. Every two years Future Neenah, the BID, and the city come to the table to look at who is responsible for what task in the downtown area. The process works well because it assures all three entities are doing their fair share of the workload to keep downtown Neenah safe, healthy, and thriving.

2. Committee recommends Council enter into an agreement with Elexco, Inc. to perform the necessary fiber optics work to connect the traffic controls at Bell/Commercial, Bell/Marathon and Bell/Industrial to the City's network at a cost not to exceed \$30,000. Funding will be provided through Information Systems Capital Equipment Smart Cities Budget. **(RollCall-Pro)**

MSCRP Erickson/Borchardt to approve as recommended by committee, all voting ayes.

Discussion: Alderman Boyette asked for a balance Information Systems Capital Equipment Smart Cities account. Director Wenninger answered it was just over \$143,000 prior to this project.

3. Committee recommends Council deem the debts listed in the City Attorney's Memo dated November 21, 2023, in the aggregate amount of \$8,278.09, to be

uncollectible, and then further treated as such by the Finance Department.
(RollCall-Pro)

MSCRP Erickson/Borchardt to approve as recommended by the committee, all voting aye.

4. Committee recommends Council approve Resolution 2023-29, Fee Schedule Changes. **(RollCall-Pro)**

MSCRP Erickson/Steiner to approve as recommended by the committee, all voting aye.

5. Committee recommends Council approve Ordinance 2023-19, Parking Citations. **(RollCall-Pro)**

MSCRP Erickson/Skyrms to approve as recommended by the committee. Motion carried in a roll call vote, 8-1 with Boyette dissenting.

Discussion: Alderman Boyette advised she does not agree with the amount of the increase and will be voting against the ordinance.

At this point in the meeting, Mayor Lang recognized Fire Chief Kloehn for all his accomplishments as Chief of Neenah-Menasha Fire Rescue, and wished him well on as he retires from duty. One of those accomplishments was becoming the Wisconsin State Fire and Inspectors Association Fire Chief of the Year this past October. Chief Kloehn has a 31-year career in firefighting for the cities of Neenah, Menasha, and Harrison, with the last six-years as Fire Chief of Neenah-Menasha Fire Rescue. Chief Kloehn's leadership, dedication, and commitment to our community is exemplary.

Chief Kloehn addressed the Council. One of his proudest accomplishments is becoming 1 of 10 cities to have the Class 1 ISO (Insurance Services Office Public Protection) rating. This is the highest classification that a community can achieve, and it demonstrates the extremely high level of services provided by NMFR. Chief Kloehn's mentality towards achieving the Class 1 Fire Department goal was, "how can we fix this; how can we move this forward to achieve Class 1 rating." It took seven attempts, but through a group effort and collaboration between the departments, the community, and the fire department, we did it. Only one percent of fire departments achieve Class 1 Fire Department rating, NMFR is the 10th out of 1700 to get ISO 1 rating; that's pretty cool! It means pride in our community, it attracts business and industry knowing they will receive the best response if something goes wrong, and firefighters want to work at a Class 1 Fire Department. Other than Chief Kloehn's family, the fire department has been his life, and as he steps down looks fondly on his time at NMFR. Chief Kloehn thanked the council for the opportunity to serve as chief, their support throughout his tenure, and he absolutely loved working with everyone at NMFR.

- C. NMFR Joint Finance & Personnel Committee meeting of October 24, 2023: (Council President Borchardt) (Minutes can be found on the city website)

1. Committee recommends Council approve filling the four vacancies created by the retirements no earlier than March 1, 2024. **(RollCall-Pro)**

MSCRP Borchardt/ Boyette to approve as recommended by the committee, all voting aye.

2. Committee recommends Council approve the hiring of a Fire Chief replacement on December 27, 2023 and approve exceeding the 2023 operating budget by \$1,650 to allow for continued coverage for the department and avoid a loss of insurance for the onboarding Chief. **(RollCall-Pro)**

MSCRP Borchardt/ Boyette to approve as recommended by the committee, all voting aye.

- VIII. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of November 28, 2023: (Council Rep Steiner) (Minutes can be found on the city website)
1. Meeting cancelled, no report.
- B. Board of Public Works meeting of November 28, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the city website)
1. Council Action Items:
 - a. The Board recommends Council approve Final Pay Request, Contract 8-23, Repair Roof at City Municipal Garage Building, to JT Rams, LLC, in the amount of \$61,061.00. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve as recommended by the board, all voting aye.
- C. Reports on neighborhood groups.
1. Business Improvement District Board (BID Board) – Alderperson Skyrms
 - a. Very Neenah Christmas was held on Friday, December 1, 2023 was a very successful this year with the warmer weather. The Future Neenah website has photos of the event, especially from the new 201 building altitude.
 - b. Luminary Night is Thursday, December 14, 2023 from 4:30-7:30pm.
 - c. Cookie Crawl is sold out but is a good reason to come downtown anyway.
 - d. Drop off a Dear Santa letter at Future Neenah by December 17th, Santa promises to reply.
 - e. Gingerbread Scavenger Hunt downtown, find all ten and you could win a giant gingerbread cookie from Festival Foods.
- D. Library Board
1. Report from the Library Board – Alderperson Erickson
 - a. Reporting from the November 15, 2023 Meeting
 - b. Voted to fund the new self-checkout machines from the General Trust Fund.
 - c. Speed puzzling tournament was held in November which was a very successful event. The library has many puzzles available for checkout.
- E. Sustainable Neenah Committee
1. Report from the Sustainable Neenah Committee – Alderperson Lendrum
 - a. Meeting was cancelled, no report.
- F. Bergstrom Mahler Museum
1. Report from the Bergstrom Mahler Museum – Council President Borchardt
 - a. Reporting from the November Board Meeting.
 - b. Secured \$40,000 in gift match funds for our Annual Fund Drive. The drive will be from November 5, 2023 – January 15, 2024. The goal is \$120,000.
 - c. The Museum was nominated for a Fox Cities Chamber of Commerce Arts and Cultural Award. The Museum did not receive the award, but feels good to receive nomination accolades.
 - d. The November Art Activity Day, over 210 activities sold and over 280 people attended.
 - e. The Holiday Open House and Art Activity Day was held on December 2nd. Almost 200 reservations were placed for that event. It was a great day of holiday cheer.
 - f. The annual holiday ornament debuted - a hand-blown glass globe from the Furnace, as well as the annual holiday paperweight from Glass Eye Studio. Both are available for purchase in the Museum Shop and on Shopify.
 - g. The Crystal Ball Gala will be held on February 10th at The Reserve. Tickets are \$125/person or \$1,500/table of 8. The price includes a bottle of champagne and a special goody bag. Twenty tables available. Janet Planet with her 6-piece band will provide musical entrainment. Other fun events for the night are being planned.

- G. Parks & Recreation Commission
 - 1. Report from the Park Commission – Alderperson Weber
 - a. Reporting from the November 16, 2023 meeting
 - b. RDG presented on the on-going conceptual designs for Arrowhead Park. There was feedback was given and questions were answered. This was an information and discussion only item.
 - c. Carpenter Preserve Final Re-Master Plan was reviewed and approved by the Commission.
 - d. Memorandum of Understanding was reviewed and approved for the Shattuck Park Flag Memorial. There was discussion on maintenance and flag replacement. A Flag Replacement Trust has been established.

- IX. Presentation of petitions
 - A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
None.

- X. Council Directives
 - A. None.

- XI. Unfinished Business
 - A. None.

- XII. New Business
 - A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
As stated in Alderman Weber’s Park Commission Report, feedback was given to RDG with the presentation of the conceptual plan. A final plan will be forthcoming.
 - B. Alderman Boyette gave a follow-up on the ADA Service Animal Council Directive. Tomorrow is the public hearing in Madison for the bill that supports the proposed directive.
 - C. Clerk Nagel announced that Nomination Papers can now be circulated for the upcoming Spring, April 2nd Election. Alderman Skyrms, Alderman Borchardt, and Alderman Stevenson are up for re-election. Required paperwork can be found on the city website.

- XIII. Adjournment
 - Motion by Borchardt/Hillstrom to adjourn, all voting aye. Meeting adjourned at 8:01 PM.**

Respectfully submitted,



Charlotte Nagel, City Clerk

Common Council Proceedings
Wednesday, December 6, 2023 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, December 6, 2023, in the Council Chambers of Neenah City Hall.

Mayor Lang in the chair.

Present: Alderpersons Boyette, Erickson, Hillstrom, Lendrum, Steiner, Stevenson, Skyrms, Weber, and Council President Borchardt. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Police Chief Olson, Assistant Police Chief Bernice, Water Utility Director Mach, and Information Systems Director Wenninger.

After some technical difficulties with new equipment, Mayor Lang called the meeting to order at 7:03 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Fire Chief Kloehn led the Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Appoint Anthony Mach to the Neenah-Menasha Sewerage Commission for a three-year term ending December 2026. **(UC)**
 - B. Swearing in
Clerk Nagel swore in Anthony Mach as the newest member of the Neenah-Menasha Sewerage Commission.
- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of November 14, 2023 Special Session and Budget Public Hearing.
There being no objections, the Council Minutes and Proceedings of November 14, 2023 were ordered approved as written by unanimous consent.
- IV. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of October 24, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the city website)
 1. Committee recommends Council approve the purchase of a 2024 Chevrolet Trax 1RS from Bergstrom Chevrolet, Neenah, in an amount not to exceed \$24,105.
(RollCall-Pro)
MSCRП Lendrum/Weber to approve as recommended by the committee, all voting aye.
 - B. Regular Finance and Personnel Committee meeting of November 27, 2023: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the city website)
 1. Committee recommends Council approve Resolution No. 2023-32, approving the Neenah Central City Business Improvement District 2024 Operating Plan.
(RollCall-Pro)
MSCRП Erickson/Skyrms to approve as recommended by committee, all voting aye.
 2. Committee recommends Council enter into an agreement with Elexco, Inc. to perform the necessary fiber optics work to connect the traffic controls at Bell/Commercial, Bell/Marathon and Bell/Industrial to the City's network at a cost not to exceed \$30,000. Funding will be provided through Information Systems Capital Equipment Smart Cities Budget. **(RollCall-Pro)**
MSCRП Erickson/Borchardt to approve as recommended by committee, all voting aye.

3. Committee recommends Council deem the debts listed in the City Attorney's Memo dated November 21, 2023, in the aggregate amount of: \$8,278.09, to be uncollectible, and then further treated as such by the Finance Department. **(RollCall-Pro)**
MSCRP Erickson/Borchardt to approve as recommended by the committee, all voting aye.
 4. Committee recommends Council approve Resolution 2023-29, Fee Schedule Changes. **(RollCall-Pro)**
MSCRP Erickson/Steiner to approve as recommended by the committee, all voting aye.
 5. Committee recommends Council approve Ordinance 2023-19, Parking Citations. **(RollCall-Pro)**
MSCRP Erickson/Skyrms to approve as recommended by the committee. Motion carried in a roll call vote, 8-1 with Boyette dissenting.
- C. NMFR Joint Finance & Personnel Committee meeting of October 24, 2023: (Council President Borchardt) (Minutes can be found on the city website)
1. Committee recommends Council approve filling the four vacancies created by the retirements no earlier than March 1, 2024. **(RollCall-Pro)**
MSCRP Borchardt/ Boyette to approve as recommended by the committee, all voting aye.
 2. Committee recommends Council approve the hiring of a Fire Chief replacement on December 27, 2023 and approve exceeding the 2023 operating budget by \$1,650 to allow for continued coverage for the department and avoid a loss of insurance for the onboarding Chief. **(RollCall-Pro)**
MSCRP Borchardt/ Boyette to approve as recommended by the committee, all voting aye.
- V. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of November 28, 2023: (Council Rep Steiner) (Minutes can be found on the city website)
 1. Meeting cancelled, no report.
 - B. Board of Public Works meeting of November 28, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the city website)
 1. Council Action Items:
 - a. The Board recommends Council approve Final Pay Request, Contract 8-23, Repair Roof at City Municipal Garage Building, to JT Rams, LLC, in the amount of \$61,061.00. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve as recommended by the board, all voting aye.
- XIII. Adjournment
Motion by Borchardt/Hillstrom to adjourn, all voting aye. Meeting adjourned at 8:01 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

CITY OF NEENAH
2024 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION
Monday, November 6, 2023 - 6:00 p.m.
Council Chambers, Neenah Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Aldermen Erickson, Hillstrom, Lendrum, Skyrms, Steiner, Stevenson, Weber, and Borchardt; Mayor Lang, Director of Finance Rasmussen, and City Clerk Nagel.

Also Present: Municipal Court Judge Gunz, Bergstrom Mahler Museum Director Moorefield and Assistant Director Timmer, City Attorney Rashid, Library Director Hardina-Wilhelm, Director of Community Development Haese, Deputy Director of Community Development Schmidt, Neenah-Menasha Fire Rescue Chief Kloehn, and Deputy Fire Chief Krueger.

Absent/Excused: Alderman Boyette.

Public Comment: None.

Mayor Lang provided an overview of her 2024 Recommended Executive Budget. There was discussion on proposed pay increase for all non-union employees.

Discussion took place on the following 2024 Executive Budget items:

Municipal Court: Judge Gunz provided an overview of the 2024 Municipal Court budget requests. Items discussed included the Municipal Court deficit and Neenah's continued contribution towards reducing its share of the deficit. With the new high school located in Fox Crossing, truancy court is now in Fox Crossing jurisdiction.

Bergstrom-Mahler Museum: Director Moorefield and Assistant Director Timmer provided an overview of the 2024 Museum budget requests. Items discussed included the addition of a ramp in the rear of the building to allow for guests to get down into the festival area, along with other main building repairs.

Potential Amendment (Alderman Skyrms): Remove or find different funding for the rear ramp.

Mayor: Mayor Lang provided an overview of the 2024 Mayoral budget requests. Items discussed included outside services for the Culture Initiative and the GIS budget moving under Community Development as a whole versus as an internal service fund.

Legal & Administrative Services: City Attorney Rashid and City Clerk Nagel provided an overview of the 2024 Legal and Administrative Services budget requests. Items discussed included process improvement for handling animal complaints, the increase of the election budget with a Presidential election next year, and the possibility of renting two polling locations

adequate to handle the volume of voter turnout that is expected. A potential increase to the Amusement Device Fee, and food truck permitting were also discussed.

Mayor's Recommendation & Summary/Finance/Risk Management/Special Reserves and Escrow/TIF (Noncapital)/ARPA/Debt Service/Liability Insurance Fund/Benefit Accrual Fund: Mayor Lang and Director Rasmussen reminded the Council that ARPA dollars must be allocated by the end of 2024 and spent by 2026. Items discussed included water utility billing, special revenues, health insurance, transient rentals, exempt computer aid, TIF, food trucks, dance halls, and cell towers.

Library: Director Hardina-Wilhelm provided an overview of the 2024 Library budget requests.

Operating: Items discussed included the carry forward balance and the department requests for position increases in the budget.

Capital: Items discussed included the chillers replacement and the addition of four self-checkout machines. The potential uses of the Library trust fund to pay for capital items was also discussed.

Potential Amendment (Alderman Skyrms): Use the trust fund to pay for the replacement of the chillers.

Community Development/Landmarks/Sustainable Neenah/CDAN-Friends/Aging/ Mass Transit/Dial-A-Ride/ Grant/Loan Programs: Community Development Director Haese and Deputy Director Schmidt provided an overview of the 2024 Community Development budget requests. Items discussed included the public health department fund balance, the Dial-a-Ride program, affordable housing, Habitat for Humanity, and the funds available in the Community Development Block Grant.

G.I.S/B.I.D.: Items discussed included the BID's balance of funds available and the relocation of GIS budget under the Community Development budget.

T.I.F. Projects/Redevelopment: Items discussed included the closing of TIFs 5 and 6.

Fire/Rescue: Fire Chief Kloehn provided an overview of the 2024 Fire/Rescue budget requests.

Operating: Items discussed included maintenance and repair costs for the Fire/Rescue vehicle fleet and timing of receiving vehicles that were ordered.

Capital: Items discussed included the review of facilities taken annually by Fire/Rescue, and the upcoming remodel of Station 31 beginning in 2025

Other 2024 Budget Matters: There was discussion on staff salaries, which were historically included in the budget, but were not included in this year's budget. The reason for not including specific salary information was that it wasn't a requirement for the budget book, and it seemed to be a better culture fit not to include salaries.

Adjournment: Motion/Second/Carried Skyrms/Steiner to adjourn the meeting at 8:37 p.m.
All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel". The signature is written in black ink with a yellow highlighter mark under the letter "e" in "Nagel".

Charlotte Nagel
Neenah City Clerk

CITY OF NEENAH
2024 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION
Tuesday, November 7, 2023 - 6:00 p.m.
Council Chambers, Neenah Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Aldermen Hillstrom, Lendrum, Skyrms, Steiner, Stevenson, Weber, and Borchardt; Mayor Lang, Director of Finance Rasmussen, and City Clerk Nagel. Alderman Erickson arrived at 6:11PM, Alderman Boyette arrived at 6:49PM.

Also Present: Human Resources and Safety Director Fairchild, Parks and Recreation Director Kading, Parks Superintendent Fink, Police Chief Olson, and Assistant Police Chief Bernice.

Absent/Excused: None.

Public Comment: None.

Discussion took place on the following 2024 Executive Budget items:

Potential Amendment (Alderman Stevenson): To increase to the July 1 recommended pay increase. He will work with staff on financing options and bring said options forward to the Council.

Human Resources and Safety: Human Resources Director Fairchild provided an overview of the 2024 HR & Safety budget requests. Items discussed included a one-time salary adjustment for some unforeseen anomalies created with the implication of the new pay scale for HR and Library employees. Other items discussed were dump site employee pay, seasonal employee pay, and performance-based raises.

Potential Amendment (Alderman Stevenson): To make a one-time salary adjustment for some unforeseen anomalies created with the implication of the new pay scale for HR and Library employees.

Parks and Recreation: Parks and Recreation Director Kading provided an overview of the 2024 Parks and Recreation budget requests.

Operating: Items discussed included the wages for part-time/seasonal workers, training on RecTrac software, the Outside Printing line item with the programming booklet being digital, and the purchase of a small computer for the back room to make it a training space.

Harbor Committee: No items discussed.

Celebrations/Commemorations: CommunityFest was discussed. Specifically, the grand fireworks display with the 150th Birthday Celebration.

Cemetery: Items discussed included the rental of the renovated Chapel.

Forestry: No items discussed.

Capital: Items discussed included the staying ahead of the vandalism, the use of the tennis courts at the Middle School and at Ivy Williams.

Information Systems: Information Systems Director Wenninger provided an overview of the 2024 Information Systems budget requests.

Operating: Items discussed included department cybersecurity initiatives and the position requested.

Capital: Items discussed included security initiative, ERP initiative, infrastructure and device replacement initiative, and continued SMART Cities initiative.

Police Operations/Parking: Police Chief Olson provided an overview of the 2024 Police budget requests.

Operating/Parking: Items discussed included the park cameras, bicycle officers, MOU with union, new investigator position, the Crossing Guard budget, code enforcement pay grade, and fleet manager position.

Capital: Items discussed included a separate storage building versus reconfiguration of the briefing room due to the new building expansion.

Other 2024 Budget Matters: None.

Adjournment: Motion/Second/Carried Borchardt/Lendrum to adjourn the meeting at 8:23 p.m. All voting aye.

Respectfully submitted,



Charlotte Nagel
Neenah City Clerk

CITY OF NEENAH
2024 OPERATING AND CAPITAL IMPROVEMENTS BUDGET
COMMITTEE OF THE WHOLE WORKSHOP/STUDY SESSION
Wednesday, November 8, 2023 - 6:00 p.m.
Council Chambers, Neenah Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Aldermen Boyette, Erickson, Hillstrom, Lendrum, Skyrms, Steiner, Stevenson, Weber, and Borchardt; Mayor Lang, Director of Finance Rasmussen, and City Clerk Nagel.

Also Present: Water Utility Director Mach, Public Works Director Kaiser, and Public Works Superintendent Radtke

Absent/Excused: None.

Public Comment: None.

Discussion took place on the following 2024 Executive Budget items:

Water Utility: Water Utility Director Mach provided an overview of the 2024 Water Utility budget request.

Operating: Items discussed include water rates, annual intake flushing, and backup intake in the river.

Capital: Items discussed include putting money towards replacement vehicles.

Public Works Operations: Public Works Director Kaiser provided an overview of the 2024 Public Works related budget requests. Items discussed included Study of LTE employees at the dump site, decrease in street borrowing due to receiving the Spirit Funds from Winnebago County, the impact of city growth on city services, along with stormwater pond management.

Forestry (Right-of-Way): No items discussed.

Recycling: Items discussed included the commodity sales revenue and the fund balance increases.

Parking Utility: No items discussed.

Fleet Maintenance: Items discussed included hybrid vehicles and a cost analysis for replacing the garbage trucks.

Other 2024 Budget Matters: None.

Adjournment: Motion/Second/Carried Stevenson/Steiner to adjourn the meeting at 7:46 p.m. All voting aye.

Respectfully submitted,



Charlotte Nagel
Neenah City Clerk

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, December 12, 2023
4:15 p.m.

Present:

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

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Administrative Assistant of Community Development	Alderman Cari Lendrum
Chris Haese, Director of Community Development		

Minutes: MSC Genett/Kaiser, the Plan Commission, to approve the November 7, 2023 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.

Action Items:

- a. **CSM – 600 Elm Street – 3 Lot CSM**

Deputy Director Schmidt explained the Certified Survey Map for the Shattuck Middle School property. The proposal is to consolidate the former platted lots, located in Bigelow’s Addition of 1857, into three separate lots. The first consolidation is north of Lauden into one parcel, south of Lauden would be the second consolidation into one parcel, and the tennis courts and the parking lot consolidated into one parcel.

Member Kaiser asked about the sidewalk by the tennis courts. Deputy Director Schmidt stated this is not a sidewalk but part of the pavement for the tennis courts. There was discussion about adjusting this pavement, however, the fence for the tennis court is on the south side of the sidewalk. There were concerns if there was an adjustment with the property line, then it would not be functioning as a sidewalk and more part of the tennis courts.

Member Hancock-Cooke asked if there is a reason for there to be sidewalk there anymore. Deputy Director Schmidt explained the sidewalk will most likely remain and whatever happens on the site in the future will determine what happens with the sidewalk.

Member Andrews stated this part of the sidewalk isn’t public sidewalk. Deputy Director Schmidt stated this sidewalk goes with this lot on the CSM, otherwise there would be part of the tennis court on an adjacent property.

MSC Andrews/Genett, the Plan Commission, approve the 3 lot CSM for the property located at 600 Elm Street subject to the CSM review letter. All voting aye. Motion passed.

b. Final Plat – 1st Addition to Freedom Acres

Deputy Director Schmidt went over the final plat for the 1st Addition to Freedom Acres. This final plat shows about 28 acres and 48 single-family lots. It is located north of County Highway G and west of Honor Street in the Freedom Acres subdivision. There were some changes regarding street names from the preliminary plat to this final plat.

Member Genett asked whether Memorial Way on this final plat could be changed due to having a Memorial Court nearby. Deputy Director Schmidt stated we will work with the developer to modify the street name.

Deputy Director Schmidt discussed working on the development agreement for this subdivision and understands it will probably be constructed over the wintertime. Currently, this developer is working on the 2nd Addition to the Homes at Freedom Meadows and the plat for the 3rd Addition to the Homes at Freedom Meadows was recently received.

MSC Kaiser/Andrews, the Plan Commission, recommend Common Council approve the Final Plat for the First Addition to Freedom Acres subdivision subject to the modification of the Memorial Way street name. All voting aye. Motion passed.

Comprehensive Plan 2040 – 5 Year Review:

a. Chapter 6: Transportation

Deputy Director Schmidt went over the next chapter in the review. A few of the plans discussed in this chapter are regional plans and have been updated or modified to incorporate the newer plan, if available. The city has seen an increase in miles of street over the past 6-7 years. The PASER rating, which gives a metric to determine the rating of the street surface for local roads, was updated in the plan review.

Member Steiner discussed the amount of the budget going into the streets and if we are keeping up with street repair. Member Kaiser stated we are putting a substantial amount into the budget for streets, however, there is also a lot of work going into the streets that are being worked on. What would make the PASER rating higher would be to do simple mill and overlay on streets to improve the appearance of these streets. Member Steiner asked if there is benchmark data available for other communities. Deputy Director Schmidt showed PASER ratings map on the East Central Wisconsin Regional Planning Commission website.

Deputy Director Schmidt went over how there was no significant change to public transportation in this chapter. The trail network, which includes sidewalks, did show an increase.

Deputy Director Schmidt went over other changes with the updated 2023-2027 CIP plan that was recently adopted. He discussed the various street projects listed in the plan and the timeline. Member Kaiser stated when looking at these street projects, there was the roadwork but also the utility work.

Consent Agenda

Plan Commission Minutes

December 12, 2023

Page 3

Deputy Director Schmidt stated he did not want to change the traffic congestion and dangerous intersections since these were the suggestions from the public input sessions from 2017.

Announcements and Future Agenda Items: Next meeting is scheduled for January 9, 2024.

Adjournment: The Commission adjourned its meeting at 4:53 p.m. MSC Genett/Andrews. All voting Aye. Motion passed.

Respectfully Submitted,

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

Kayla Kubat

Administrative Assistant, Department of Community Development



M E M O R A N D U M

DATE: December 12, 2023
TO: Mayor Lang and Members of Plan Commission
FROM: Brad Schmidt, Deputy Director
RE: Final Plat Review – First Addition to Freedom Acres

Request/Background

Van Sistine Homes, LLC submitted a final plat for the First Addition to Freedom Acres. A preliminary plat for this development was approved in October 2023.

Consideration

The proposed plat, 28.6 acres in size, includes 48 single-family residential lots. The land is currently zoned R-1, Single-Family Residence District. The average lot size is approximately 21,022 square feet which exceeds the minimum lot size for single-family residential lots. The typical lot width is about 100 feet; however, several lots are wider due to existing easements.

The plat proposes to extend Liberty Avenue, Founders Street and Honor Street to the west. One new street, Loyal Drive, is proposed. Sidewalks are planned on both sides of all the streets within the plat except for Loyal Drive.

The developer is responsible for installing all public utilities (water, sanitary sewer, and storm sewer) as well as constructing all roads within the plat. As with all subdivisions in the City, a development agreement, outlining the fees and responsibilities between the City and the developer, will be reviewed by Common Council.

Lots which back up to County Road G shall include a note on the final plat which states, "Access Restricted". This will prevent any of these properties from creating a driveway from County Road G. In addition, double frontage lots are prohibited unless there is an access restriction.

Storm water will be managed through rear yard drainage swales, storm sewers and ultimately storm water from this plat will be diverted to a storm water retention pond located along Honor Street and County Road G within the development. This pond is designed to manage storm water for the initial and future phases of the development.

The proposed plat is consistent with the Freedom Acres/Homes at Freedom Meadows concept plan recently updated and approved by Plan Commission. This phase represents the second out of three phases of the Freedom Acres conceptual development.

Recommendation

Appropriate action at this time is to recommend Common Council approve the Final Plat for the First Addition to Freedom Acres subdivision.



City of Neenah Community Development
211 Walnut Street
Neenah WI 54956
Ph 920.886.6130

December 07, 2023

JIM SEHLOFF
DAVEL ENGINEERING
1811 RACINE STREET
MENASHA, WI 54952

RE: Final Plat #3-23 - 1st Addition to Freedom Acres Final Plat Review () Status Approved

Dear JIM SEHLOFF:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any. This letter is not to be construed as a zoning compliance, grading, building permit, certificate of occupancy, or a substitute for any permit or certificate required by any state or federal government entity.

Sincerely,

Brad Schmidt
Deputy Director of Community Development and Assessment
bschmidt@neenahwi.gov
920-886-6126

Plan Review Comments

**Planning - Brad Schmidt -
bschmidt@neenahwi.gov**

Approved

Review Comments:

1. Include a note on the the Final Plat which states "Access Restriction" for all lots which back up to CTH G.
 2. Prior to signing the final plat, a development and fee agreement must be approved by the Council.
-

**Engineering - Heath Kummerow - 920-886-6245
hkummerow@neenahwi.gov**

Approved

Review Comments:

**Water Utility - Anthony Mach - 920-886-6180
amach@neenahwi.gov**

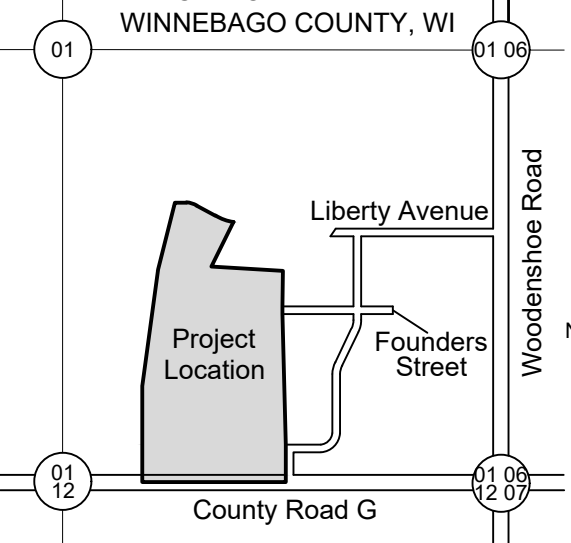
Approved

Review Comments:

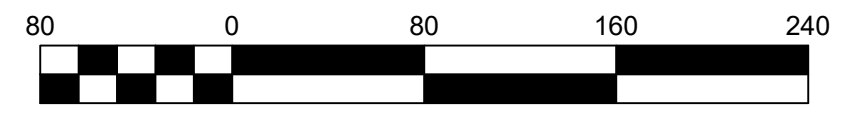
1st Addition to Freedom Acres

LOCATION MAP

SE 1/4 SEC 01, T 19 N, R 16 E,
CITY OF NEENAH,
WINNEBAGO COUNTY, WI



Part of Lot 2 Certified Survey Map 5779 being part of the Northeast 1/4 of the Southeast 1/4 and unplatted lands being part of the Northwest 1/4 of the Southeast 1/4, part of the Southeast 1/4 of the Southeast 1/4 and part of the Southwest 1/4 of the Southeast 1/4, all of Section 1, Township 19 North, Range 16 East, City of Neenah, Winnebago County, Wisconsin



Bearings are referenced to the South line of the Southeast 1/4, Section 01, T19N, R16E, assumed to bear S88°18'14"W, base on the Winnebago County Coordinate System.

LEGEND

- △ 1 1/2" Rebar Found
- 3/4" Rebar Found
- 2.3" O.D. Iron Pipe Found
- 2.3" O.D. x 18" Iron Pipe @ 3.65lbs/LF SET
- All Other Corners
- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- SF Lot Areas in Square Feet
- Delimited Wetland with 10' Protective Buffer

NOTES:

1. All linear measurements have been made to the nearest one hundredth of a foot.
2. All angular measurements have been made to the nearest 20 seconds and computed to the nearest half seconds.

LINE TABLE

Line	Bearing	Length
L1	N 22°09'06" E	6.81'
L2	S 65°26'10" E	77.41'
L3	N 24°42'18" E	87.62'
L4	S 89°35'51" W	47.55'
L5	S 07°26'21" W	58.18'
L6	N 07°26'21" E	58.47'
L7	N 24°42'18" E	87.47'
L8	S 65°26'10" E	25.70'
L9	N 89°37'05" E	63.36'

CURVE TABLE

Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle	Tangent Bearing-in	Tangent Bearing-out
C1	180.00'	S 77°54'33" E	77.75'	78.37'	24°56'45"	N 89°37'05" E	S 65°26'10" E
C2	270.00'	S 73°51'52" E	79.15'	79.43'	16°51'23"	S 65°26'10" E	S 82°17'33" E
C3	330.00'	S 72°17'03" E	78.69'	78.88'	13°41'45"	S 65°26'10" E	S 79°07'55" E
C4	70.00'	N 17°23'24" E	17.82'	17.87'	14°37'46"	N 10°04'31" E	N 24°42'18" E
C5	70.00'	N 27°41'41" W	85.75'	92.29'	75°32'25"	N 65°27'54" W	N 10°04'31" E
C6	120.00'	N 74°00'46" W	35.67'	35.81'	17°05'45"	N 82°33'39" W	N 65°27'54" W
C7	70.00'	N 86°28'54" W	9.57'	9.58'	7°50'30"	S 89°35'51" W	N 82°33'39" W
C8	130.00'	N 86°28'54" W	17.78'	17.79'	7°50'30"	S 89°35'51" W	N 82°33'39" W
C9	130.00'	S 16°00'05" W	38.71'	38.85'	17°07'28"	S 07°26'21" W	S 24°33'50" W
C10	125.00'	N 20°26'10" W	176.78'	196.35'	90°00'00"	N 24°33'50" E	N 65°28'10" W
C11	125.00'	N 61°33'42" W	16.89'	16.91'	7°44'58"	N 57°41'13" W	N 65°26'10" W
C12	125.00'	N 41°23'32" W	70.14'	71.10'	32°35'22"	N 25°05'51" W	N 57°41'13" W
C13	125.00'	N 08°31'39" W	71.30'	72.30'	33°08'24"	N 08°02'33" E	N 25°05'51" W
C14	125.00'	N 16°18'11" E	35.92'	36.04'	16°31'16"	N 24°33'50" E	N 08°02'33" E
C15	75.00'	N 12°04'52" E	32.42'	32.68'	24°57'55"	N 00°24'06" W	N 24°33'50" E
C16	125.00'	N 12°04'51" E	54.04'	54.47'	24°57'56"	N 00°24'07" W	N 24°33'50" E
C17	75.00'	N 20°26'10" W	106.07'	117.81'	90°00'00"	N 24°33'50" E	N 65°26'10" W
C18	70.00'	S 09°18'09" W	36.85'	37.29'	30°31'21"	S 24°33'50" W	S 05°57'32" E
C19	70.00'	S 48°10'50" E	94.08'	103.17'	84°26'37"	S 05°57'32" E	N 89°35'51" E
C20	130.00'	N 48°10'50" W	174.72'	191.60'	84°26'37"	S 89°35'51" W	N 05°57'32" W
C21	130.00'	N 77°15'50" W	59.10'	59.62'	26°16'38"	S 89°35'51" W	N 64°07'31" W
C22	130.00'	N 45°45'57" W	81.89'	83.31'	36°43'07"	N 64°07'31" W	N 27°24'23" W
C23	130.00'	N 16°40'58" W	48.38'	48.66'	21°26'51"	N 27°24'23" W	N 05°57'32" W
C24	130.00'	N 09°18'09" E	68.44'	69.25'	30°31'21"	N 05°57'32" W	N 24°33'50" E
C25	130.00'	N 03°12'54" W	12.45'	12.45'	5°29'15"	N 05°57'32" W	N 00°28'17" W
C26	130.00'	N 12°02'46" E	56.35'	56.80'	25°02'06"	N 00°28'17" W	N 24°33'50" E
C27	70.00'	N 16°00'05" E	20.84'	20.92'	17°07'28"	N 24°33'50" E	N 07°26'21" E
C28	180.00'	N 72°23'00" W	43.36'	43.47'	13°50'11"	N 79°18'05" W	N 65°27'54" W
C29	130.00'	N 27°41'41" W	159.25'	171.40'	75°32'25"	N 65°27'54" W	N 10°04'31" E
C30	130.00'	N 51°37'24" W	62.20'	62.81'	27°40'59"	N 65°27'54" W	N 37°46'55" W
C31	130.00'	N 17°20'47" W	90.78'	92.73'	40°52'16"	N 37°46'55" W	N 03°05'21" E
C32	130.00'	N 06°34'56" E	15.84'	15.85'	6°59'11"	N 03°05'21" E	N 10°04'31" E
C33	130.00'	N 17°23'24" E	33.10'	33.19'	14°37'46"	N 10°04'31" E	N 24°42'18" E
C34	130.00'	N 11°10'05" E	4.96'	4.96'	2°11'07"	N 10°04'31" E	N 12°15'38" E
C35	130.00'	N 18°28'58" E	28.18'	28.24'	12°16'39"	N 12°15'38" E	N 24°42'18" E
C36	120.00'	S 77°54'33" E	51.83'	52.25'	24°56'45"	N 89°37'05" E	S 65°26'10" E

South 1/4 Corner
Section 1, T19N, R16E
Berntsen Monument Found

S/L of the Southeast 1/4
S88°18'14"W 2667.49'

1333.75'
Southeast Corner
Section 1, T19N, R16E
Berntsen Monument Found

There are no objections to this plat with respect to
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20__

Department of Administration



Revision Date: Nov 10, 2023
File: 7771Final.dwg
Date: 11/10/2023
Drafted By: Jim
Sheet: 1 of 2

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

James R. Sehloff PLS 2692 Date

1st Addition to Freedom Acres

Part of Lot 2 Certified Survey Map 5779 being part of the Northeast 1/4 of the Southeast 1/4 and unplatted lands being part of the Northwest 1/4 of the Southeast 1/4, part of the Southeast 1/4 of the Southeast 1/4 and part of the Southwest 1/4 of the Southeast 1/4, all of Section 1, Township 19 North, Range 16 East, City of Neenah, Winnebago County, Wisconsin

Surveyor's Certificate

I, James R. Sehloff, professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Neenah, and under the direction of Van Sistine Homes, LLC, owner of said land, I have surveyed divided and mapped 1st Addition to Freedom Acres; that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is part of Lot 2 Certified Survey Map 5779 being part of the Northeast 1/4 of the Southeast 1/4 and unplatted lands being part of the Northwest 1/4 of the Southeast 1/4, part of the Southeast 1/4 of the Southeast 1/4 and part of the Southwest 1/4 of the Southeast 1/4, all of Section 1, Township 19 North, Range 16 East, City of Neenah, Winnebago County, Wisconsin, containing 1,245,880 Square Feet (28.6015 Acres) of land described as follows:

Commencing at the Southeast 1/4 corner of Section 1; thence, along the South line of the Southeast 1/4 of said Section 1, S88°18'14"W, 1333.75 feet to the Southwest corner of Freedom Acres said point being the point of beginning; thence, continuing along said South line, S88°18'14"W, 825.02 feet; thence, N01°26'40"W, 633.51 feet; thence, N05°31'25"E, 703.73 feet; thence, N12°32'12"E, 420.65 feet; thence, N89°37'05"E, 49.59 feet; thence, 78.37 feet along the arc of a curve to the right with a radius of 180.00 feet and a chord of 77.75 feet which bears S77°54'33"E; thence, S65°26'10"E, 163.11 feet; thence, 79.43 feet along the arc of a curve to the left with a radius of 270.00 feet and a chord of 79.15 feet which bears S73°51'52"E to the West line of Proposed 2nd Addition to The Homes as Freedom Meadows; thence, along the West line of Proposed Lot 68 of said Proposed 2nd Addition to The Homes as Freedom Meadows, S24°42'39"W, 306.16 feet to the Southwest corner of said proposed Lot 68; thence, along the South line of Lots 62-68 of said Proposed 2nd Addition to The Homes as Freedom Meadows, N89°45'44"E, 642.52 feet to a point on the West line of Lot 4 of The Homes of Freedom Meadows; thence, along the West line of Lot 1 of The Homes of Freedom Meadows, S22°09'06"W, 6.81 feet; thence, continuing along the West line of said Lot 1, S20°21'13"W, 208.94 feet to the North right-of-way line of Founders Street as platted on said The Homes of Freedom Meadows; thence, S89°35'51"W, 115.91 feet to the West right-of-way line of said Founders Street; thence, along said West right-of-way line and the West line of Freedom Acres, S00°24'51"E, 1135.77 feet to the point of beginning subject to all easements and restrictions of record.

Given under my hand this _____ day of _____, _____.

James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692

Owner's Certificate of Dedication

Van Sistine Homes, LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

Van Sistine Homes, LLC, does further certify this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Neenah
Winnebago County Planning and Zoning Department
Department of Administration

Dated this _____ day of _____, 20____.

In the presence of: Van Sistine Homes, LLC

Richard C. Van Sistine III, Managing Member

State of Wisconsin)

_____ County) ss

Personally came before me this _____ day of _____, 20____, the above owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

My Commission Expires _____
Notary Public, Wisconsin

Utility Easement Provisions

An easement for electric, natural gas, and communications service is hereby granted by

Van Sistine Homes, LLC, Grantor, to

WE Energies, Grantee,
SBC Wisconsin, Grantee,
and
Wisconsin Electric Power Company and Wisconsin Gas, LLC, Wisconsin corporations doing business as We Energies, Grantee,
TDS Metrocom, LLC, Grantee
and
Spectrum, Grantee

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantees.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Van Sistine Homes, LLC

Richard C. Van Sistine III, _____ Date
Managing Member

Mortgagee's Certificate

Nicolet Nation Bank, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, Mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this plat, and does hereby consent to the above certificate of Van Sistine Homes, LLC, owner.

IN WITNESS WHEREOF, the said Nicolet Nation Bank has caused these presents to be signed by

_____, its President, and countersigned by

_____, its Secretary or Cashier, at _____, Wisconsin, and its corporate seal to be

hereunto affixed this _____ day of _____, 20____.

President Date

Secretary or Cashier Date

State of Wisconsin)

_____ County) ss

Personally came before me this _____ day of _____, 20____, _____, President,

and _____, Secretary (cashier) of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Secretary (cashier) of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

My Commission Expires _____

Notary Public, Wisconsin

Common Council Resolution

Resolved, 1st Addition to Freedom Acres, in the City of Neenah is hereby approved by the Common Council on

this _____ day of _____, 20____.

Mayor Date

Clerk Date

Common Council Resolution

Resolved, 1st Addition to Freedom Acres, in the City of Neenah is hereby approved by the Common Council on

this _____ day of _____, 20____.

Mayor Date

Clerk Date

City of Neenah Planning Commission Approval Certificate

1st Addition Freedom Acres is hereby approved by the City of Neenah Planning Commission.

Planning Commission Representative Date

Treasurer's Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Neenah and Winnebago County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this Subdivision Plat.

County Treasurer Date

City Treasurer Date

This Plat is contained wholly within the property described in the following recorded instruments:

Owners of record: _____ Recording Information _____ Parcel No(s): _____

Van Sistine Homes, LLC. _____ Doc. No. _____ 8114000005

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration



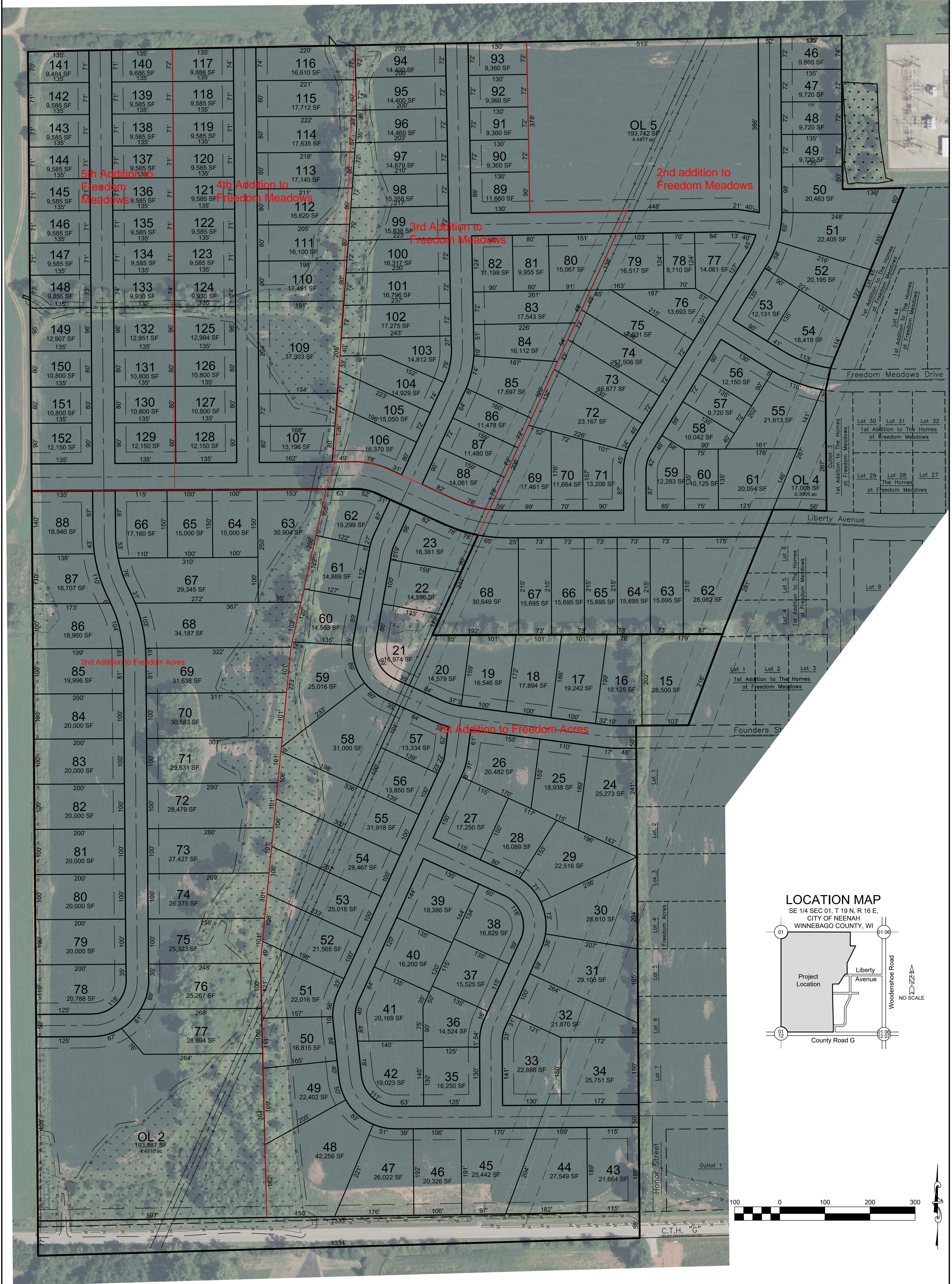
DAVEL ENGINEERING & ENVIRONMENTAL, INC.

Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Concept of

The Homes at Freedom Meadows and Freedom Acres Addition



Page 1	Last Saved by: KTSJY	Date: 04/11/2023
Author:	Flairing: 7571Concept.dwg	

The Homes at Freedom Meadows and Freedom Acres Addition
 City of Neenah, Winnebago County, WI
 For: Van Sistine Homes, LLC

Concept

Apr 11, 2023 - 12:40 PM J:\Projects\7571\van\dwg\Civil 3D\7571Concept.dwg Printed by: kristy



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-991-1866 Fax: 920-441-0804
 www.davel.pro

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, December 12, 2023, 6:30 PM

Present: Alderpersons Borchardt, Hillstrom, Lendrum, Stevenson, and Weber

Excused:

Also Present: Mayor Lang, Public Works Director Kaiser, Public Works Superintendent Radtke, City Clerk Nagel, and Public Works Office Manager Mroczkowski

Public Appearances:

NONE

Approval of Minutes of the Meeting of November 28, 2023

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of November 28, 2023. All voting aye.

Licenses

Review and make recommendation on Original “Class B” Combination Alcohol Beverage Retail License Application and Plan of Operation for Cozumel Mexican Restaurant Bar & Grill, LLC d/b/a Cozumel Mexican Restaurant at 240 1st Street, Alejandro Torres, agent.

Clerk Nagel stated that this liquor license had been applied for in October. She stated that Director Haese wanted to wait to issue the license until a site plan was submitted and reviewed. Clerk Nagel stated that has now been done.

Clerk Nagel stated that this is a Class “B” combination intoxicating liquors and fermented malt beverage license.

Aldersperson Stevenson stated that the Liquor License Review Committee recommended approval of the license.

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the Original “Class B” Combination Alcohol Beverage Retail License Application and Plan of Operation for Cozumel Mexican Restaurant Bar & Grill, LLC d/b/a Cozumel Mexican Restaurant at 240 1st Street, Alejandro Torres, agent. All voting aye.

Report

Preliminary Resolution 2023-33: Sanitary Sewer Lateral and Water Service Construction on Belmont Ave., Belmont Ct., Cedar St., E. Doty Ave., North St., Quarry Ln., Stevens St., S. Park Ave.

Director Kaiser stated that this is the first step in the assessment process.

Aldersperson Hillstrom stated that when the western part of North Street was done, there were delays. He asked if the Village of Fox Crossing is on board with the project.

Director Kaiser stated that is he currently drafting a Memorandum of Understanding (MOU) between the City of Neenah and the Village of Fox Crossing that will come back to this committee for review and approval.

Aldersperson Hillstrom asked if there was any information on the location of the bus shelter. Director Kaiser stated that the design is still being worked on. He stated that staff has not seen the final report from East Central Regional Planning Commission (ECRPC), but his understanding is that the permanent location of the bus stop will be in the same area it is now.

Report

Following Discussion: Motion/Second/Carried by Weber/Stevenson to recommend Council approve the Preliminary Resolution 2023-33: Sanitary Sewer Lateral and Water Service Construction on Belmont Ave., Belmont Ct., Cedar St., E. Doty Ave., North St., Quarry Ln., Stevens St., S. Park Ave. All voting aye.

Public Works Jetter Repairs-Cost Assignment

Director Kaiser reviewed his memo of December 6, 2023. Director Kaiser stated that the engine on our current jetter truck failed in late October. He stated that not knowing the delivery time of the replacement truck that was ordered in late June, staff opted to have the engine replaced at an estimated cost of \$35,000. He stated that the work was completed by Packer City at a final cost of \$40,409.43. Director Kaiser stated that after discussing the matter with Finance Director Rasmussen, it was suggested that this cost be taken from the capital equipment fund, which has a current balance just over \$780,000. He stated that due to the cost of the jetter repairs, the allocation of the funds requires Council action.

Aldersperson Stevenson asked if the repairs of the jetter truck had only been a few thousand dollars what funding source would have been used. Public Works Superintendent Radtke stated that smaller repairs are usually split between sanitary and storm sewer operating budget.

Following Discussion: Motion/Second/Carried by Stevenson/Weber to recommend Council approve the transfer of Capital Equipment Funds in the amount of \$40,409.43 to the repair funds in the Operating Budget. All voting aye.

Options for Fleet #40 Combo Sewer Truck

Public Works Superintendent Radtke reviewed his memo of December 8, 2023. He stated that staff is looking for guidance on what should be done with the current jetter truck. He stated that he feels the best option is to keep the truck. Public Works Superintendent Radtke stated that staff estimates to recoup the costs of the repairs, we would need to receive \$135,000.00 for the truck at auction.

Public Works Superintendent Radtke reviewed the tasks for which the jetter truck could be used if kept. He stated that the truck would be used weekly on trouble spots throughout the city and would act as a back up if there were issues with the new jetter truck. He stated that the Water Utility has expressed interest in using the hydro-excavating feature to save time on excavating water and other debris for water main breaks and water service leak repairs. Public Works Superintendent Radtke stated that the truck could be loaned and rented out to other municipalities if they ran into a similar situation like we did when Menasha helped us with sewer backups when our truck went down.

Public Works Superintendent Radtke stated that the truck would be stored at the Cecil Street Garage and after one year, staff would evaluate the use and costs and report back to the Committee to determine whether to keep the truck or send it to auction.

The Committee further discussed the use of the jetter truck, life expectancy of the truck, and loaning out to other municipalities.

The Committee's consensus was to retain the current jetter truck and use when needed and then to report back to the Committee in one year to share the results.

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. Stonework on the water feature is complete. Pumps were installed 11/15. The meter socket for the electric service is scheduled to arrive this month. A number of punchlist items remain to be completed – retaining wall staining, overseeding along Harrison Street and trail grading. Trees that have not survived will be replaced in spring 2024.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Utility work, curb/gutter installation and landscaping are complete. A binder course of asphalt has been paved. The topcoat of asphalt will be paved in spring 2024.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Work is complete. A final pay request is being prepared.

- 4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contractor has completed work. A final pay request is being prepared.
- 5) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. Patch work was completed the week of 12/4.
- 6) Contract 5-23 (New Subdivision Street Construction – Arthur Plat, Cardinal Plat, Integrity Acres, Liberty Heights): Work is complete. A final pay request is being prepared.
- 7) Contract 6-23 (Columbian Av Utility and Street Construction): Work is complete. A final pay request is being prepared.
 - a) Beaulieu Road sanitary sewer – Work is complete.
- 8) Contract 7-23 (High, River Utility and Street Construction): Utility work, curb/gutter repairs and landscaping are complete. A binder course of asphalt has been paved. The topcoat of asphalt will be paved in spring 2024.
- 9) Contract 9-23 (Epoxy Pavement Marking): Work is complete. A final pay request is being prepared.
- 10) Contract 10-23 (Marketplace Lot City Hall Lot Library Bumpouts Temporary 2-inch Streets): Work is complete. A final pay request is being prepared.
- 11) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Work is complete. A final pay request is being prepared.
- 12) City Hall Elevator: Work on the elevator upgrade started the week of 11/6. About two weeks of work remain.
- 13) S. Commercial Street Design: A Phase 2 Hazardous Materials investigation has been completed. It has identified several areas that will need to be monitored during storm sewer installation.

Director Kaiser stated that city staff and the design consultant met with representatives from Galloway to discuss staging logistics for their loading docks during the street construction. He stated that this is a unique situation and will need collaboration from all stakeholders to assure that trucks are able to access the loading docks.

Alderman Borchardt asked Director Kaiser, if more information can be made available to residents to show what the process is for the street and utility construction projects.

Alderman Lendrum stated that residents can subscribe to the construction update email.

Director Kaiser stated that Public Works Superintendent Radtke is going to give a short presentation regarding the continued work and upgrades that have been done to the HVAC equipment at various city buildings. Director Kaiser stated that the library is fully on-line. He stated the City Hall is gradually being added to the system along with the city garage and police department. He stated the presentation will be more on the operational side of the software controls that run the equipment.

Public Works Superintendent Radtke explained that with the new HVAC software users will be able to be notified of alarms and login from anywhere to see what the problem is and if further action is required. He stated that every pump, valve, blower of the HVAC system will send an alarm if they stop working properly. He stated that users will be able to control and program the digital thermostats in the buildings through this software which can help reduce energy consumption and costs. He stated that staff's goal is to get as many buildings as possible on this system.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Borchardt to adjourn at 7:25 PM.

All voting aye.

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



RESOLUTION NO. 2023-33

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

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

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

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

- | | |
|--|---|
| 1. Belmont Ave. (Stevens St. to Cedar St.) | 2. Belmont Ct. (Belmont Ave. to Terminus) |
| 3. Cedar St. (E. Doty Ave. to Winnebago Heights) | 4. E. Doty Ave. (Commercial St. to Pine St.) |
| 5. North St. (Green Bay Rd. to Western Ave.) | 6. Quarry Ln. (Higgins Ave. to Reed St.) |
| 7. Stevens St. (Winnebago Heights to Laudan Blvd.) | 7. S. Park Ave. Utility Easement |

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

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

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

Recommended by:
Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Charlotte Nagel, City Clerk



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: December 6, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Jetter Repairs – Cost Assignment

At the November 28, 2023, meeting, I informed the Committee of repairs that were needed to the truck used for sanitary sewer jetting. The engine on our current jetter truck failed in late October. Not knowing the delivery time of the replacement truck that was ordered in late June, we opted to have the engine replaced at an estimated cost of \$35,000. That work was completed by Packer City at a final cost of \$40,409.43. After discussing the matter with Finance Director Rasmussen, it was suggested that this cost be taken from the capital equipment fund, which has a current balance just over \$780,000. Given the cost of the repair, this expenditure should be formally approved by the Council.

Staff recommends that the jetter truck repairs, in the amount of \$40,409.43, be funded through the capital equipment fund.

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, December 11, 2023 – 6:00 pm
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

The meeting was called to order by Chairman Erickson at 6:05 pm.

Present: Chairman Erickson; Aldermen Borchardt and Boyette, Mayor Lang, Director of Finance Rasmussen, Director of Public Works Kaiser, Human Resources Director Fairchild, City Attorney Rashid, and Clerk Nagel.

Absent/Excused: Aldermen Skyrms and Steiner.

Public Appearances: None.

Minutes: Motion/Second/Carried Borchardt/Boyette to approve the minutes from November 27, 2023 Regular Meeting. All voting aye.

New Position Request – Building Custodian

Report

Motion/Second/Carried Borchardt/Boyette to recommend Council create a Building Custodian position within the Municipal Building budget with an assigned grade of 7 and funded by the outlined adjustments to the 2024 operating budget. All voting aye.

Discussion: Director Kaiser along with Director Fairchild presented the proposed new Municipal Custodian position to the committee. This position would be located at City Hall and would be hybrid of custodial work and light maintenance under the supervision of the current Building Manager. This position would allow the city to have control over current contracted custodial services. The reasoning behind the new position is to reduce redundancy in the job duties between staff and contractors, and to gain flexibility covering for time-off periods, not only at city hall but with the library and the police department custodians as well. The only additional cost would be to purchase a steam cleaning equipment for the restrooms as the city currently provides cleaning supplies for the contracted custodian services. The funding of this position is outlined in the position description.

Refunds for Assessor Correction of Errors in 2023

Report

Motion/Second/Carried Borchardt/Boyette to recommend Council approve the 2023 palpable errors found and corrected by the Assessors as reported to and approved by the Board of Review.

Discussion: Director Rasmussen and Attorney Rashid presented the palpable errors and corrections to the committee. Director Rasmussen explained that the Board of Review was held late this year due to the revaluation and missed the 2023 deadline for reimbursement of palpable errors. Therefore, the city will have to apply the 2023 errors and corrections to assessment year 2024 which is reimbursed proportionally by the other three taxing entities in 2025, resulting in the city carrying their portions of the expense until 2025. Director Rasmussen wanted to make the committee and council aware of this debt carry over.

Director Rasmussen also reminded the committee that state statute dictates that errors and corrections can only be refunded for one-year prior. Meaning, if there was an error that has been carried forward for multiple years, which is the case for Void Technologies, reimbursement can only be given for the prior year.

Fiscal Matters: October Vouchers

Motion/Second/Carried Boyette/Borchardt to accept the October vouchers and place them on file as presented. All voting aye.

Motion/Second/Carried Boyette/Borchardt to adjourn the meeting 6:32 pm. All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel". The signature is written in black ink and is positioned above the typed name.

Charlotte Nagel
City Clerk



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: December 6, 2023
TO: Mayor Lang and Members of the Finance & Personnel Committee
FROM: Gerry Kaiser, Director of Public Works
RE: New Position Request – Building Custodian

During the process of filling the Police Department's Building Custodian position, staff discussed the benefits of adding a custodial position at city hall. This position would provide additional flexibility for building maintenance since it would not only be available to handle general cleaning, construction and land maintenance duties around city hall but would be available to assist at the Neenah Public Library and Neenah Police Department when their staff need assistance or are absent.

Funding for this position can be covered by reallocating 2024 operating budget line items. That breakdown is shown on the attached table. As the table shows, the position's costs are offset by a mix of outside service reductions, the elimination of a temporary position at city hall and by funding a small portion of the position with Police Department budgeted salaries. This approach is the same as the approach taken with the Building Manager's salary, which has 5% covered by the Neenah Public Library budget. Chief Olson has indicated that the Police Department also will have a cost savings in 2024 salaries due to the retirement of their current building custodian.

The proposed position description is attached. This position would report to the Building Manager, who has been working directly with Library and Police Department on their maintenance issues. The position is almost a mirror of the Building Custodian position at the Police Department, which the evaluation placed in a grade 7.

Staff requests the creation of a Building Custodian position within the Municipal Building budget with an assigned grade of 7 and funded by the outlined adjustments to the 2024 operating budget.

Custodian Cost Calculation

Costs

010-1801-709-0101	Grade 7, Step 6 ¹ :	47,763
010-1801-709-0110	Health Insurance ² :	19,500
010-1801-709-0111	Fringes (at 20%):	9,553
Total:		76,816

Budget Offsets

			Starting Budget	Remaining Budget
010-1801-709-0103	Temporary Wages	-7,500	7,500	0
010-1801-709-0236	Municipal Building Cleaning ³	-42,000	48,000	6,000
010-1801-709-0236	Municipal Building Bathroom Deep Clean ⁴	-4,200	6,000	1,800
010-2101-711-0101	Police Dept Wages for Building Manager ⁵	-3,400	4,362,580	4,359,180
010-2101-711-0101	Police Dept Wages for Custodian ⁶	-2,400	4,359,180	4,356,780
041-6205-952-0236	Training Center Cleaning ⁷	-9,600	9,600	0
044-7702-738-0219	Landscape Maint on City Hall N and W lots. ⁸	-666	16,500	15,834
044-7705-738-0236	Parking Ramp Cleaning ⁹	-10,200	31,000	20,800
Total:		-79,966		

<i>Difference:</i>	-3,150
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Note 1: Assumed placement. Actual placement will depend on position evaluation and candidate qualifications.

Note 2: For budgeting purposes, the cost of health insurance divided by the number of employees.

Note 3: Cleaning service at \$3500/mo City Hall.

Note 4: Service currently provided by Cintas. Estimate based on \$177/cleaning, 2 times per month.

Note 5: Assumes 5% of Bulding Manager annual wage using 2023 request.

Note 6: Assumes 5% of Custodian wages at \$47,763.

Note 7: Cleaning service at \$800/mo Training center/clinic.

Note 8: Service currently provided by Treeo's. Estimate is based on 33% of 2023 charges.

Note 9: Cleaning service at \$850/mo.



City of Neenah Position Description

Position:	Building Custodian	Department:	Public Works
FLSA Status/Annual Hrs:	Non-Exempt/1950	Grade:	7
Reporting Supervisor:	City Building Manager	Date:	November 2023

The City of Neenah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB SUMMARY:

The purpose of this position is to perform and oversee the maintenance, updating, and repair of the City Municipal building, employee clinic, public ramp, associated equipment, and grounds. The work is performed under the direction of the City Building Manager.

ESSENTIAL JOB DUTIES

- Perform routine building custodial and janitorial duties.
- Maintain building grounds by way of snow removal, lawn and landscaping maintenance, parking lot maintenance and repair, and pest control as needed.
- Assess, diagnose, and maintain repairs related to mechanical, electrical, fire, and security systems within the building.
- Upkeep the condition of the facility by way of painting, office remodels, general repairs, and some construction related projects.
- Assist with building aesthetics with holiday displays, furniture placement, and other related duties.
- Coordinate recycling effort for the facility.
- Order and maintain supplies relevant to custodial/janitorial needs.
- Coordinate and accept material deliveries.
- Provide input with relation to building maintenance budget and capital improvement needs.
- Work with City Building Manager to oversee contractors/vendors on maintenance/custodial related projects or repairs.
- Assist with development and the maintenance of building maintenance specifications and schedules.
- Assist with maintaining maintenance records, reports, inventory, and operation manuals.
- Assist building custodian with other city facilities during periods of absence or for larger projects as needed.
- Respond to after-hours emergency repair work, snow removal, or other building needs in a timely manner.
- Assist the general public as needed.
- Adhere to provided schedule and attendance requirements.
- Adhere to City and departmental policies and procedures.
- Adhere to safety standard practices.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent
- Valid Driver's License
- 3 years technical training in building maintenance and;
- 3 years experience in building maintenance
- Or a combination of training and experience

KNOWLEDGE/SKILLS/ABILITIES:

- Ability to process, calculate, compute, and/or tabulate data and/or information.
- Ability to persuade, convince, influence, train, and monitor in favor of a desired outcome.
- Ability to lead and direct in various situations.
- Ability to read and interpret various data sources
- Ability to communicate orally and in writing.
- Ability to problem solve and provide appropriate solutions to a variety of subjective criteria.
- Knowledge of a variety of operating systems relevant to building maintenance
- Skill in the use of a variety of hand and power tools.
- Skill in the use of a variety of small equipment such

SUPERVISORY CONTROLS:

- The City Building Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES:

- Guidelines include city policies and procedures, department standard operating procedures, and OSHA safety standards. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY:

- The work consists of maintenance and custodial related duties. The variety of projects add to the complexity of the position.

PERSONAL CONTACTS:

- Contacts are typically with contractors, co-workers, other city personnel, citizens, and the general public

PURPOSE OF CONTACTS:

- Contacts are typically to give or exchange information, to resolve problems, and to provide services

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to alternate between sitting, standing, bending, stooping, crawling, lifting, pushing, pulling, twisting, climbing, balancing, and walking.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, textures, and sounds associated with job-related objects, materials, and tasks.
- Ability to lift 50 pounds regularly, up to 75 pounds on occasion, push/pull objects up to 150 pounds without wheels, and push/pull objects up to 400 pounds on wheels.
- Ability to work safely in small spaces or on uneven terrain.
- Ability to operate various forms of equipment for extended periods of time.
- Ability to climb stairs and ladders while carrying up to 40 pounds.
- Ability to work in extreme weather conditions

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is performed in both indoor and outdoor environments
- Moderate exposure to loud noises or equipment
- Moderate travel to various job sites exists.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

- None

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in the job description sheet. AT ANY TIME, AN EMPLOYEE MAY BE ASKED TO ASSIST ANOTHER DEPARTMENT WHERE NEEDED AND IN PERIODS OF DOWN TIME.



Dept. of Legal & Administrative Services
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DAVID C. RASHID, CITY ATTORNEY

MEMORANDUM

DATE: December 6, 2023
TO: Chairman Erickson, Members of the Finance and Personnel Committee, City Council Members
FROM: David C. Rashid, City Attorney
RE: Refunds for Assessor Correction of Errors 2023

DESCRIPTION OF BASIS FOR REFUND

This memo deals with two personal property files and one real estate property file that are subject to refunds due to palpable errors discovered during open book this year. The errors found this year also affected last year's assessment. Pursuant to the authority found at Wis. Stat. §70.43, the assessor may correct the error, report the error to the Board of Review and if approved by the board, the taxpayer is eligible for either a refund, if the error resulted in a decrease in assessed value, or additional tax if the error involved an increase in assessed value.

Astar/Cardinal Capital Management: Astar/Cardinal Capital Management was the property management company for WHPC Dominion, owner of low-income apartment located at 210 Haylett St. Astar/Cardinal did not file a Statement of Personal Property for tax year 2022. Assuming they were still managing the property for 2023, Astar/Cardinal was doomed based on their filing for 2021. In February 2023, it was learned that WHPC Dominion took over managing the property, thus Astar did not own the personal property on January 1, 2022. WHPC Dominion is an exempt entity resulting in their personal property being exempt and should not have been assessed for 2022.

This is a palpable error - 74.33(1)(c) property is exempt from taxation – which can be corrected for the prior year. It is appropriate to process the chargeback associated with this palpable error.

Void Technologies Limited: VOID Technologies Limited has operated a Research & Development facility in Neenah since 2019. Department of Revenue does not assess this company as a manufacturer.

During discussions with the Chief Financial Officer (CFO) it was learned that their tax preparation company reported their machinery as personal property prior to 2023. As of the 2018 assessment year, these assets (machinery) are exempt personal property per Wis Stats 70.111(27)(b) and should not have been assessed.

VOID Technologies paid their 2022 tax bill in full and on time (1/20/2023)

This is a palpable error - 74.33(1)(c) property is exempt from taxation – which can be corrected for the prior year (i.e., 2022). It is appropriate to process the refund. (approx. \$35,000) associated with this palpable error.

715 Wilderness Court: A discrepancy between the assessed square footage and the actual square footage was brought to the homeowner's attention by their insurance agent. The assessment record showed a finished attic. As a result of an onsite visit, the assessor determined that the attic was not finished.

This is a palpable error under Wis. Stat. §74.33(1)(b) improvements which did not exist – which can be corrected for the prior year. It is appropriate to process the refund associated with this palpable error.

STATUTORY CLAIM REQUIREMENTS

Under Wis. Stat. §70.43, the Assessor is empowered to make corrections to the tax roll and relay those corrections to the Board of Review. The assessor in this case did make the corrections of tax-exempt property for Astar/Cardinal Capital Management and Void Technologies Limited. The assessor also made corrections by removing improvements that had not been done for the 715 Wilderness Court property. These errors and corrections were reported to the Board of Review. The Board of Review approved those changes referring the refunds to the Council for approval as provided by statute. Based on the revised values and the tax rate for 2022, Aster/Cardinal Capital Management is entitled to a refund of \$149.01, Void Technologies is entitled to a refund of \$35,349.25 and the property owners at 715 Wilderness Court are entitled to a refund of \$703.08 Said amounts were calculated by the Finance Director.

An appropriate motions would be to recommend Council approve the 2023 palpable errors found and corrected by the Assessors as reported to and approved by the Board of Review.

2023

(Year)

CORRECTIONS OF ERRORS BY ASSESSORS (SEC. 70.43, WIS. STATS.)

Note: Assessor should complete columns (a) through (e) and forward to the clerk as part of the assessment roll. Send to clerk electronically as well, if possible. The clerk will complete columns (f), (g), and totals.

	(a) Parcel / Account Number Property Location & School Code Owner's Name, Street Address, City, State, Zip (1)	(b) Previous Year's Assessed Value	(c) Corrected Value	(d) Real Property Amount of Adjustment (c-b)	(e) Personal Property Amount of Adjustment (c-b)	(f) Previous Year's Net Mill Rate (2)	(g) T – Tax net school credit L – Lottery credit F – First Dollar credit N – Net Tax (3)
1	09-0434-00-00-00 210 Haylett St Astar/Cardinal Capital Mgt 901 S 70th St West Allis WI 53214	7,100	0		-7,100		T – 0.00 L – F – N – 0.00
2	02-1340-00-00-00 2433 Progress Ct Void Technologies Limited 2433 Progress Ct Neenah WI 54956 WI 54956	1,804,000	119,700		-1,684,300		T – 0.00 L – F – N – 0.00
3	01-0852-00-00 715 Wilderness Ct. Roger & Denise Johnson 715 Wilderness Ct. Neenah WI 54956	519,500	486,000	-33,500			T – 0.00 L – F – N – 0.00
4							T – 0.00 L – F – N – 0.00
5							T – 0.00 L – F – N – 0.00
6							T – 0.00 L – F – N – 0.00

2023

(Year)

CORRECTIONS OF ERRORS BY ASSESSORS (Continued)

	(a) Parcel / Account Number Property Location & School Code Owner's Name, Street Address, City, State, Zip (1)	(b) Previous Year's Assessed Value	(c) Corrected Value	(d) Real Property Amount of Adjustment (c-b)	(e) Personal Property Amount of Adjustment (c-b)	(f) Previous Year's Net Mill Rate (2)	(g) T – Tax net school credit L – Lottery credit F – First Dollar credit N – Net Tax (3)
7							T – 0.00 L – F – N – 0.00
8							T – 0.00 L – F – N – 0.00
9							T – 0.00 L – F – N – 0.00
10							T – 0.00 L – F – N – 0.00
Grand Totals . . →				-33,500	-1,691,400		0.00

- (1) Enter Property and Owner Information in order listed.
- (2) Net Mill Rate – see Publication PA-502, Assessment and Tax Roll Instructions for Clerks at www.revenue.wi.gov/html/pubs.html.
- (3) T – Enter total tax less school levy tax credit.
L – If Principal Residence, enter amount of Lottery & Gaming Credit adjustment, if any.
F – If Real Estate includes an improvement, enter amount of First Dollar Credit adjustment, if any.
N – Enter net amount (T minus L and F)

↑
Real Property
Total enter on
line 23c1 of the
Statement of
Assessment

↑
Personal Property
Total enter on
line 23c2 of the
Statement of
Assessment

↑
Total of code "N" entries.
Enter on Line I
of the Statement
of Taxes.

**Minutes of the Board of Public Works Meeting
Tuesday, December 19, 2023 at 10:00 AM**

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

ALSO PRESENT: City Clerk Nagel.

CALL TO ORDER: Mayor Lang called the meeting to order at 10:05 AM.

I. Approval of the minutes of the November 28, 2023 meeting. (Minutes can be found on the city website)
MSC Hillstrom/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. Final Pay Request, Contract 5-23, Street, Curb & Gutter, Sidewalks, and Apron Construction for Arthur Plat, Cardinal Plat, Integrity Acres, and Liberty Heights, to MCC, Inc., in the amount of \$752,615.65.

MSC Kaiser/Haese to recommend Council approve Final Pay Request, Contract 5-23 as presented, all voting aye.

Discussion: The project came in below contract. The main reason was the level of excavation was less than what was expected in the new subdivision. The special assessments will be affected due to the cost savings.

2. Final Pay Request, Contract 11-23, Street Construction on Brookwood Dr., Fairwood Dr., Hunt Ave, to Northeast Asphalt, Inc., in the amount of \$71,239.02.

MSC Kaiser/Lendrum to recommend Council approve Final Pay Request, Contract 11-23 as presented, all voting aye.

Discussion: The project came under the contract amount mainly because the subgrade was in better condition than expected and less replacement of curb and sidewalk was required. The city engineer inspects the road pavement with the assistance city crew to determine what areas need to be replaced. Do to the inspection results, less areas needed to be replaced than originally thought. The same process is used for curb and gutter.

V. Any announcements/questions for the Board.
Special assessment calculations will be complete and mailed in the next couple of weeks. First payment will be due on the 2024 taxes.

VI. Adjournment.

MSC Hillstrom/Kaiser to adjourn, all voting aye. Meeting adjourned at 10:13 AM.

Respectfully Submitted,

Charlotte K. Nagel

Charlotte Nagel
City Clerk

Report

Report

**City of Neenah
Department of Public Works
Contractor Request for Payment**

Contractor Name: MCC Inc.		Contract No. 5-23	
Address 2600 Roemer Rd		Contract Amount \$2,776,445.00	
City Appleton WI 54911			
Name of Project	Street Construction, Curb & Gutter, Sidewalk, and Apron		
Location of Project	Arthur Plat, Cardinal Plat, Integrity Acres, and Liberty Heights		
Pay Request No.	FINAL	For Period	August 28, 2023 to November 3, 2023

CONTRACT SUMMARY

Original Contract Amount		\$2,776,445.00
Net Amount of Change Order	1 & 2	\$212,690.00
Adjusted Contract Amount		<u>\$2,989,135.00</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$2,640,213.91
Less Retainage of 5%. If different indicate here	\$0.00
Net Amount Earned to Date	\$2,640,213.91
Less Previous Payments	\$1,887,598.26

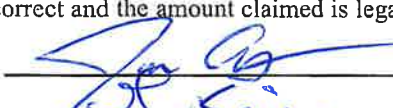

BALANCE DUE THIS PAYMENT \$752,615.65

CONTRACT BREAKOUT

	Account Numbers	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Street Construction-Arthur Plat	012-4629-743-0236	\$129,000.00	\$94,093.00	\$5,963.34	\$76,191.63
Street Construction-Cardinal Plat	012-4630-743-0236	\$363,000.00	\$272,842.00	\$17,502.99	\$188,916.72
Street Construction-Integrity Acres	012-4628-743-0236	\$743,000.00	\$479,047.00	\$46,317.36	\$400,089.64
Street Construction-Liberty Heights	012-4627-743-0236	\$2,031,000.00	\$1,765,463.00	\$479,195.40	\$1,098,605.81
Sidewalk Construction-Integrity Acres	012-5351-743-0236	\$118,000.00	\$118,000.00	\$3,926.30	\$74,599.62
Sidewalk Construction-Cardinal Plat	012-5352-743-0236	\$47,000.00	\$47,000.00	\$2,589.20	\$49,194.84
CO#1 Oakridge Rd Overlay	012-4346-743-0236	\$29,250.00	\$29,250.00	\$29,250.00	\$0.00
CO#2 Sidewalk Freedom Acres	012-0000-313-1503	\$80,600.00	\$80,600.00	\$76,580.52	\$0.00
CO#2 Sidewalk Homes at Freedom Meadows	012-0000-313-1603	\$105,000.00	\$102,840.00	\$91,290.54	\$0.00
		<u>\$3,645,850.00</u>	<u>\$2,989,135.00</u>	<u>\$752,615.65</u>	<u>\$1,887,598.26</u>

CERTIFICATION OF CONTRACTOR:

I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits

Certified by Engineer		Date: 12/15/23
Certified by Public Works		Date: 12-18-2023
Certified by Water Utility		Date:
Certified by Contractor	Ridge Siebert - MCC pm	Date: 12/5/2023
	Approved BPW	Date:
	Approved Common Council (Final Payments Only)	Date:

City of Neenah Contract 5-23
Street, Curb Gutter, Sidewalk, Apron
Arthur Plat, Cardinal Plat,
Integrity Acres and Liberty Heights

Item Code	Item Description	UofM	QTY	Unit Price	Contract Total	Change Order 1 & 2		New Contract Total	Quantity Completed to Date	Pay Request No 4				Pay Request FINAL				
						Add/Delete	Unit Price			Contractor Completed This Period	Retainage Due this Period	Due this Estimate	Contractor Completed This Period	Retainage Owed this Period	Due this Estimate			
										QTY	\$			QTY	\$			
1	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	1,200	\$1.65	\$1,980.00	0.00	\$0.00	\$1,980.00	1,210.00	400.00	\$660.00	\$33.00	\$627.00	0.00	\$0.00	\$99.83	\$99.83
2	402.2.6.1	Pulverize existing 2-inch HMA pavement	Sq. Yd.	31,000	\$0.50	\$15,500.00	0.00	\$0.00	\$15,500.00	31,000.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$775.00	\$775.00
3	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	80	\$4.00	\$320.00	0.00	\$0.00	\$320.00	40.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$8.00	\$8.00
4	404.4.4	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	70,000	\$0.41	\$28,700.00	0.00	\$0.00	\$28,700.00	60,463.19	2,463.19	\$1,009.91	\$50.50	\$959.41	0.00	\$0.00	\$1,239.50	\$1,239.50
5	402.1.7.4	Unclassified Excavation	Cu. Yd.	6,650	\$12.40	\$82,460.00	0.00	\$0.00	\$82,460.00	107.00	0.00	\$0.00	\$0.00	\$0.00	7.00	\$86.80	\$62.00	\$148.80
6	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	2,000	\$2.00	\$4,000.00	0.00	\$0.00	\$4,000.00	200.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$20.00	\$20.00
7	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	18,250	\$13.00	\$237,250.00	0.00	\$0.00	\$237,250.00	5,151.30	0.00	\$0.00	\$0.00	\$0.00	1,601.30	\$20,816.90	\$2,307.50	\$23,124.40
8	403.2.1.7	Furnish & Install 30-inch Concrete Curb and Gutter (continuous)	Lin. Ft.	30,000	\$14.60	\$438,000.00	0.00	\$0.00	\$438,000.00	29,179.95	1,535.95	\$22,424.87	\$1,121.24	\$21,303.63	0.00	\$0.00	\$21,301.36	\$21,301.36
9	404.4.1	Furnish & Install 4-inch Concrete Sidewalk Repair	Sq. Ft.	19,000	\$6.57	\$124,830.00	22,000.00	\$6.57	\$269,370.00	35,666.13	-1,545.20	-\$10,151.96	-\$507.60	-\$9,644.37	21,211.33	\$139,358.44	\$4,748.40	\$144,106.84
10	404.4.2	Furnish & Install 6-inch Concrete Sidewalk/Driveway Apron Repair	Sq. Ft.	77,000	\$7.78	\$599,060.00	5,000.00	\$7.78	\$637,960.00	78,513.20	5,217.19	\$40,589.74	\$2,029.49	\$38,560.25	3,832.81	\$29,819.26	\$29,050.67	\$58,869.93
11	105.2	Adjust sewer manhole	Each	155	\$725.00	\$112,375.00	0.00	\$0.00	\$112,375.00	158.00	63.00	\$45,675.00	\$2,283.75	\$43,391.25	0.00	\$0.00	\$5,727.50	\$5,727.50
12	203.1.6	Adjust Water Valve Box	Each	55	\$100.00	\$5,500.00	0.00	\$0.00	\$5,500.00	54.00	13.00	\$1,300.00	\$65.00	\$1,235.00	0.00	\$0.00	\$270.00	\$270.00
13	306.6	Furnish and install Chimney Seal	Each	73	\$835.00	\$60,955.00	0.00	\$0.00	\$60,955.00	73.00	0.00	\$0.00	\$0.00	\$0.00	73.00	\$60,955.00	\$0.00	\$60,955.00
14	305.7	Adjust Storm Catch Basin	Each	82	\$550.00	\$45,100.00	0.00	\$0.00	\$45,100.00	80.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$2,200.00	\$2,200.00
15	308.2.3	Install & Maintain Catch Basin Protection Type C	Each	88	\$55.00	\$4,840.00	0.00	\$0.00	\$4,840.00	77.00	0.00	\$0.00	\$0.00	\$0.00	42.00	\$2,310.00	\$96.25	\$2,406.25
16	9999	Fine grade road base	Sq. Yd.	48,000	\$1.30	\$62,400.00	0.00	\$0.00	\$62,400.00	48,033.00	30,033.00	\$39,042.90	\$1,952.15	\$37,090.76	0.00	\$0.00	\$3,122.15	\$3,122.15
17	402.2.3.1	Furnish & Install HMA Pavement (4-inch)	Ton	10,550	\$70.00	\$738,500.00	0.00	\$0.00	\$738,500.00	10,732.66	2,710.00	\$189,700.00	\$9,485.00	\$180,215.00	3,747.66	\$262,336.20	\$24,447.50	\$286,783.70
18	402.1.5.1	Furnish and Install 1/2-inch rods	Lin. Ft.	2,100	\$1.50	\$3,150.00	0.00	\$0.00	\$3,150.00	2,000.00	-400.00	-\$600.00	-\$30.00	-\$570.00	575.00	\$862.50	\$106.88	\$969.38
19	403.2.4.7	Furnish & Install Detectable Warning Fields (Furnished by City)	Each	30	\$100.00	\$3,000.00	0.00	\$0.00	\$3,000.00	24.00	-3.00	-\$300.00	-\$15.00	-\$285.00	0.00	\$0.00	\$120.00	\$120.00
20	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	40,000	\$4.95	\$198,000.00	0.00	\$0.00	\$198,000.00	34,311.77	9,600.00	\$47,520.00	\$2,376.00	\$45,144.00	21,711.77	\$107,473.26	\$3,118.50	\$110,591.76
21	706.1	Install and Maintain Traffic Control	LS	1	\$10,525.00	\$10,525.00	0.00	\$0.00	\$10,525.00	1.00	0.30	\$3,157.50	\$157.88	\$2,999.63	0.00	\$0.00	\$526.25	\$526.25
CO#1	CO #1	Oakridge Rd Mill But Joints and Overlay	LS				1.00	\$29,250.00	\$29,250.00						\$29,250.00	\$0.00	\$29,250.00	
Total Bid						\$2,776,445.00			\$2,989,135.00			\$380,027.95	\$19,001.40	\$361,026.55		\$653,268.36	\$99,347.28	\$752,615.65

City of Neenah
Department of Public Works
Contractor Request for Payment

Contractor Name: Northeast Asphalt, Inc.		Contract No.	11-23
Address: W6380 Design Dr		Contract Amount	\$486,851.00
City Greenville WI 54942			
Name of Project	Street Construction		
Location of Project	Brookwood Dr, Fairwood Dr and Hunt Ave		
Pay Request No.	FINAL	For Period	September 30, 2023 to November 3, 2023

CONTRACT SUMMARY

Original Contract Amount	\$486,851.00
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$486,851.00</u>

WORK PERFORMED TO DATE



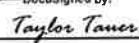
Work Performed to Date	\$416,237.08
Less Retainage of 5%. If different indicate here	\$0.00
Net Amount Earned to Date	\$416,237.08
Less Previous Payments	\$344,998.06

BALANCE DUE THIS PAYMENT**\$71,239.02****CONTRACT BREAKOUT**

	Account Numbers	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Storm Sewer Various	049-5203-743-0236	\$227,000.00	\$9,784.00	\$5,800.00	\$3,800.00
Sanitary Sewer-Variou Repairs	046-5001-743-0236	\$180,000.00	\$7,252.00	\$3,780.80	\$8,451.20
Street Constr-Brookwood Dr	012-4345-743-0236	\$95,900.00	\$94,000.00	\$ 12,136.42	\$66,575.57
Street Constr-Fairwood Dr	012-4344-743-0236	\$174,200.00	\$174,000.00	\$ 22,465.29	\$123,235.64
Street Constr-Hunt Ave	012-4343-743-0236	\$200,500.00	\$201,815.00	\$ 27,056.51	\$142,935.65
		<u>\$877,600.00</u>	<u>\$486,851.00</u>	<u>\$71,239.02</u>	<u>\$344,998.06</u>

CERTIFICATION OF CONTRACTOR:

I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits

Certified by Engineer		Date: 12/18/23
Certified by Public Works		Date: 12-18-2023
Certified by Water Utility		Date:
Certified by Contractor	<small>DocuSigned by:</small>  <small>EFAC1837DB28494</small>	Date: 12/18/2023
	Approved BPW	Date:
	Approved Common Council (Final Payments Only)	Date:

Contract 11-23
Street Construction
Brookwood, Fairwood and Hunt Ave

Original Bid							Qty To Date Completed	Pay Request No.2			Pay Request FINAL				
Item Code	Item Description	UofM	QTY	Unit Price	Extension	Contractor Completed This Period QTY		Retainage Due this Period \$	Due to Contractor This Period \$	Contractor Completed This Period QTY	Retainage Owed this Period \$	Due to Contractor This Period \$			
11	105.2	Adjust sewer manhole	Each	16	\$556.00	\$8,896.00	22.00	16.00	\$8,896.00	\$444.80	\$8,451.20	6.00	\$3,336.00	\$444.80	\$3,780.80
Sanitary Total						\$8,896.00			\$8,896.00	\$444.80	\$8,451.20		\$3,336.00	\$444.80	\$3,780.80
12	203.1.6	Adjust Water Valve Box	Each	4	\$250.00	\$1,000.00	4.00	0.00	\$0.00	\$0.00	\$0.00	4.00	\$1,000.00	\$0.00	\$1,000.00
Water Total						\$1,000.00			\$0.00	\$0.00	\$0.00		\$1,000.00	\$0.00	\$1,000.00
13	306.6	Furnish and install Chimney Seal	Each	7	\$480.00	\$3,360.00	10.00	0.00	\$0.00	\$0.00	\$0.00	10.00	\$4,800.00	\$0.00	\$4,800.00
14	305.7	Adjust Storm Catch Basin	Each	10	\$400.00	\$4,000.00	12.00	0.00	\$0.00	\$0.00	\$0.00	2.00	\$800.00	\$200.00	\$1,000.00
15	308.2.3	Install & Maintain Catch Basin Protection Type C	Each	12	\$65.00	\$780.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Storm Water Total						\$8,140.00			\$0.00	\$0.00	\$0.00		\$5,600.00	\$200.00	\$5,800.00
1	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	200	\$0.90	\$180.00	100.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$4.50	\$4.50
2	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	9500	\$1.90	\$18,050.00	9,500.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$902.50	\$902.50
3	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	300	\$3.50	\$1,050.00	207.50	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$36.31	\$36.31
4	404.4.4	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	3000	\$1.50	\$4,500.00	715.46	0.00	\$0.00	\$0.00	\$0.00	114.00	\$171.00	\$45.11	\$216.11
5	402.1.7.4	Unclassified Excavation	Cu. Yd.	5900	\$10.00	\$59,000.00	4,212.13	212.13	\$2,121.30	\$106.07	\$2,015.23	0.00	\$0.00	\$2,106.07	\$2,106.07
6	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	9500	\$2.10	\$19,950.00	9,816.44	316.44	\$664.52	\$33.23	\$631.29	0.00	\$0.00	\$1,030.73	\$1,030.73
7	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	8000	\$14.80	\$118,400.00	6,819.82	286.37	\$4,238.28	\$211.91	\$4,026.37	1,533.45	\$22,695.06	\$3,911.91	\$26,606.97
8	403.2.1.8	Furnish & Install 30-inch Concrete Curb and Gutter (repair)	Lin. Ft.	300	\$71.55	\$21,465.00	207.50	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$742.33	\$742.33
9	404.4.1	Furnish & Install 4-inch Concrete Sidewalk Repair	Sq. Ft.	2000	\$9.80	\$19,600.00	254.40	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$124.66	\$124.66
10	404.4.2	Furnish & Install 6-inch Concrete Sidewalk/Driveway Apron Repair	Sq. Ft.	1000	\$12.80	\$12,800.00	356.06	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$227.88	\$227.88
17	402.2.3.1	Furnish & Install HMA Pavement (4-inch)	Ton	2100	\$77.30	\$162,330.00	2,061.05	1,800.00	\$139,140.00	\$6,957.00	\$132,183.00	261.05	\$20,179.17	\$6,957.00	\$27,136.17
18	402.1.5.1	Furnish and Install 1/2-inch rods	Lin. Ft.	300	\$2.00	\$600.00	300.00	0.00	\$0.00	\$0.00	\$0.00	50.00	\$100.00	\$25.00	\$125.00
19	403.2.4.7	Furnish & Install Detectable Warning Fields (Furnished by City)	Each	4	\$400.00	\$1,600.00	1.00	-6.00	(\$2,400.00)	(\$120.00)	(\$2,280.00)	0.00	\$0.00	\$20.00	\$20.00
16	9999	Fine grade road base	Sq. Yd.	9500	\$2.40	\$22,800.00	9,500.00	9,500.00	\$22,800.00	\$1,140.00	\$21,660.00	0.00	\$0.00	\$1,140.00	\$1,140.00
20	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	200	\$18.00	\$3,600.00	105.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$94.50	\$94.50
21	706.1	Install and Maintain Traffic Control	Lump Sum	1	\$2,890.00	\$2,890.00	1.00	0.50	\$1,445.00	\$72.25	\$1,372.75	0.00	\$0.00	\$144.50	\$144.50
Street Total						\$468,815.00			\$168,009.10	\$8,400.46	\$159,608.64		\$43,145.23	\$17,513.00	\$60,658.22
Total Bid						\$486,851.00			\$176,905.10	\$8,845.26	\$168,059.84		\$53,081.23	\$18,152.80	\$71,239.02



Dept. of Legal & Administrative Services
Office of the Mayor
211 Walnut St. | P.O. Box 426 | Neenah WI, 54957-0426

Phone 920-886-6104 | Fax 920-886-6109
jlang@neenahwi.gov
JANE B. LANG
MAYOR

December 20, 2023

Members of the Common Council:

Pursuant to law, I hereby submit the following nominations for appointment as members of the 2024-2025 Elections Board of the City of Neenah for the term of two years:

DEMOCRATIC NOMINATIONS:

Last Name	First name	Street Address	City
Alexander	Margaret	910 Westfield Ln	Neenah
Altenburg	Lynn	745 Manchester Rd	Neenah
Anderson	Carol	1239 Dogwood Tr	Neenah
Bolinger	Daniel	200 Stevens St	Neenah
Bowen	Sharon	525 Pembroke Ct	Neenah
Brigham	Margaret	965 Sund St	Neenah
Bucholtz	Jeralin	310 Ninth St #8	Menasha
Callaway Dey	Sally	1562 Secretariat Ln	Neenah
Cayce	Scott	1015 S Commercial St	Neenah
Direnzo	Charles	905 Congress St	Neenah
Draves	Susan	710 Division St	Neenah
Duckert	Cindy	229 Berkeley Dr	Neenah
Dunn	Angela	943 Reddin Ave	Neenah
Eckrich	Margaret	1051 Appleblossom Dr	Neenah
Ellis	Mary	635 S Lake St	Neenah
Eparvier	Diane	669 Elm St	Neenah
Gilling	Loretta	954 Reddin Ave	Neenah
Gonya	Teresa	317 Sherry St	Neenah
Hayward	Kathryn	1555 Lyon Dr #229	Neenah
Heling	Mary	724 Maple St	Neenah
Henderson	William	411 Lowell Pl	Neenah
Hiroskey	Jill	1085 Memorial Court	Neenah
Holtz	Susan	701 Kensington Rd	Neenah
Howman	Catherine	1135 Manor Dr #30	Neenah
Hunt	Tynah	138 Law St	Neenah
Huxley	Oksanna	969 Grove St	Neenah
Huxtable	Cynthia	2533 Bishops Lane	Neenah

Kraus	Ann	985 Babcock St #4	Neenah
Kropidlowski	Bernadette	508 W North Water St	Neenah
Krueger	Kaye	2520 Bishops Ln	Neenah
Kunz	Ellen	1093 Pendleton Pkwy #134	Neenah
Layton	Judith	135 Curtis Ave	Neenah
Ludwig	Gail	2428 Marathon Ave	Neenah
Matowitz	Barbara	931 Bridgewood Dr	Neenah
McCann	Kevin	671 Elm St	Neenah
McClone	Joyce	1135 Manor Dr Apt #30	Neenah
McGuire	Jennifer	1185 Skyview Dr	Neenah
Miller	Audre	741 Oak St	Neenah
Miller	Carol	210 Haylett St #107	Neenah
Netzel	Debra	112 Plummer Ct	Neenah
Neuman	Mark	509 Chatham Ct	Neenah
Olsen	Amy	2245 Meadow Heights Cir	Neenah
Palmeri	Donna	1057 Pendleton Pkwy	Neenah
Perkins	Susan	613 S Park Ave	Neenah
Piepkorn	Diane	1040 Hunt Ave #8	Neenah
Pike	Cheryl	845 Zemlock Ave.	Neenah
Potter	Tierney	229 E Franklin Ave	Neenah
Rambert	Michael	122 Whitlow St	Neenah
Reimer	Brenna	1848 Hedgeview Dr	Neenah
Robinson	Eric	1705 Margeo Dr	Neenah
Schuelke	Michael	1171 Park Village Dr	Neenah
Schulz	Teresa	1426 Baytree Ln	Neenah
Schwartz	Barbara	1056 Pendleton Rd	Neenah
Schwartz	Larry	1056 Pendleton Rd	Neenah
Sirola	Gloria	624 Cedar St	Neenah
Slayton	Frank	423 Van St.	Neenah
Sloan	Hugh	311 W Peckham St	Neenah
Spiegelberg	David	1941 Henry St	Neenah
Walbrun	Daniel	1546 Whitetail Dr	Neenah
Wiegert	Sally	210 Haylett St #208	Neenah
Wiersgalla	Caroline	2540 Wallace Avenue	Neenah
Williams	Roselyn	161 Denhardt Ave	Neenah

REPUBLICAN NOMINATIONS:

Albers	Susan	319 E Wisconsin Ave	Neenah
Antonneau	Susan	401 Ninth St	Neenah
Bauer	Jennifer	1329 Blueberry Ln	Neenah
Bautch	Steven	1206 Primrose Lane	Neenah
Bean	Sandra	1955 Harrison St #9	Neenah
Bretall	Sarah	918 Zemlock Ave	Neenah
Casper	Mary Helen	1355 Nature Trail Dr	Neenah
Christensen	Mary C	970 Grove St	Neenah
Cotter	Jacquelynn	419 E Forest Ave	Neenah
Dickson	Scott	1338 Whittier Dr	Neenah
Eilers	Vicki	1082 Dogwood Trail	Neenah
Flanagan	Tammy	1029 Sterling Ave	Neenah
Galston	Marian	1013 W Cecil St	Neenah
Griffith	Deborah	108 Regent Pl	Neenah
Hesson	Julie	1197 Skyview Dr	Neenah
Hill	Margaret	1581 Redwing Dr	Neenah
Holey	Sarah	132 King St	Neenah
Horan	Katherine	324 Ninth St	Neenah
Hudak	Edward	1207 Skyview Dr	Neenah
Janikowski	Colleen	1351 CAMPBELL ST	Neenah
Johns	Theodore	1333 Commercial St	Neenah
Julius	Patti	141 Andrews St	Neenah
Kaun	Frederick	316 Thomas Ct.	Neenah
Koziczowski	James	104 Lexington Ct	Neenah
Le Compte	Kristina	1051 Pilgrim Rd	Neenah
Le Compte	Teresa	120 Byrd Ave #308	Neenah
Lemanski	Joyce	215 Alcott Dr	Neenah
Liesse	Gary	987 Stuart St	Neenah
Liesse	Mary	987 Stuart St	Neenah
Long	Chari	126 Law St	Neenah
Marcy-Smoll	Deborah	441 E. Franklin Ave	Neenah
Mather	Carol	813 Hewitt Street	Neenah
Maurice	Richard	629 Knight St	Neenah
Maurice	Judith	629 Knight St	Neenah
Meyer	Jennifer	1041 Hunt Ave	Neenah
Moore	Donna	1555 Lyon Dr #249	Neenah
Nack	Gary	949 GAIL AVE	Neenah
Reuter	David	1087 Laurel Ct	Neenah
Schaller	Gregory	300 Stanley Ct	Neenah
Smith	Richard D	130 Wright Ave	Neenah

Smoll	Lee	441 E Franklin Ave	Neenah
St. Pierre	Susan	205 Joseph Ct Unit 14	Neenah
Streck	Ruth	516 E Forest Ave	Neenah
Stevenson	Todd	1341 Blueberry Ln	Neenah
Streck	Ruth	516 E Forest Ave	Neenah
Swanek	Janice	603 Oak St	Neenah
Swanson	Nancy	1743 Harrison St, Apt 1	Neenah
Thoren	Judy	648 Stevens St	Neenah
Werch	Jill	1529 Meadowbreeze Cir	Neenah
Weyenberg	Roger	1135 Manor Dr #24	Neenah
Zastrow	Carrie	871 Maple St	Neenah

UNAFFILIATED NOMINATIONS:

Alarie	Trish	656 Hansen St	Neenah
Andrews	Gerry	1608 Lone Oak St	Neenah
Ann	Emi	2021 Henry St	Neenah
Bazile	Mary Ann	1482 Whitetail Dr	Neenah
Baird	Daniel	245 Stevens St	Neenah
Beahm	Rebecca	1211 Maple St	Neenah
Beirl	Richard	334 Seventh St	Neenah
Blaha	Kimberly	111 S. John St	Neenah
Breining	Jennifer	1030 Oak St	Neenah
Buss	Michael	617 Quarry Ln	Neenah
Clochesy	Michael	629 Jefferson St	Neenah
Dohr	Lisa	765 Reed St	Neenah
Egan	Mary	429 Lowell Pl	Neenah
Falck	Shannon	115 Professional Plz #328	Neenah
Gallatin	Tabitha	1355 Green Acres Ln	Neenah
Gebert	Norbert	1379 Mulberry Ln	Neenah
Geiger	Renee	542 Chatham Ct	Neenah
Grindstaff-Abbott	Diana	546 Fairview Ave	Neenah
Gonya	Teresa	317 Sherry St	Neenah
Harding	Cindy	112 5th St	Neenah
Hartlaub-Degeneffe	Carol	1113 Jule St	Neenah
Henderson	Richard	343 Bellin St	Neenah
Hopfensperger	Ron	426 W. Northwater St	Neenah
Irish	Elizabeth	929 Reddin Ave	Neenah
Knutson	Meribeth	303 Bellin St	Neenah
Koslowski	Mary	954 Gay Dr #2	Neenah
Kramer	Audrey	109 S Lake St	Neenah

Kraus	Margaret	773 Reed St	Neenah
Krautkramer	Cynthia	111 S Park Ave	Neenah
Kropidowski	Thomas	508 W Northwater St	Neenah
Lakomy	Ann	626 Haylett St	Neenah
Lashua	Jehna	224 Kraft St	Neenah
Lendrum	Cari	419 11 th St	Neenah
Mahdik	Rebecca	1471 Tullar Rd #1	Neenah
Mayer	Adina	1125 Higgins Ave	Neenah
Mooney	David	230 Stevens St	Neenah
Nelson	Elliott	2021 Henry St	Neenah
Peterson	Kathleen	129 5th St	Neenah
Ramaeker	Katie	522 Pembroke Ct	Neenah
Rasmussen	Clyde	333 Parkwood Dr	Neenah
Schaefer	Margaret	1115 Daniel Ct #39	Neenah
Salzbrun	Katherine	1977 Harrison St	Neenah
Voges	Ann	615 Monroe St	Neenah
Wood	Ruth	613 Chestnut St	Neenah

Dated at Neenah, Wisconsin this 20th day of December, 2023.


Jane B. Lang, Mayor