

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, December 9, 2024– 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

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

AGENDA

1. Public Appearances
2. Approval of Minutes from the November 25, 2024 Regular Meeting (minutes can be found on the City's website)
3. Liability Insurance Fund Transfer (Attachment) (Rasmussen/Kahl)
4. Annexation 237, Town of Neenah, 1241 Winneconne Ave (Attachments) (Rasmussen/Kahl)
5. City Attorney Report (see item #6 on closed session below) (Rashid)
6. The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City, specifically regarding possible settlement with Walmart over multiple years' tax appeals suits.
7. The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation.
8. 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) 886-6110 or e-mail clerk@neenahwi.gov** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, November 25, 2024– 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

The meeting was called to order by Chairman Erickson at 5:31 pm.

Present: Chairman Erickson, Vice-Chair Boyette, Aldermen Steiner and Ellis, Director of Finance Rasmussen, and Clerk Nagel.

Also present: City Attorney Rashid, Community Development Director Haese, Deputy Community Development Director Schmidt, Community Development Specialist Jefferson, Public Works Director Kaiser, Aldermen Lendrum and Pollnow Jr., Citizen Flo Bruno, Scott Becher, and Frank Cuthbert.

Absent/Excused: Council President Borchardt

1. Public Appearance

Alderman Bill Pollnow, 534 S. Lake St – Questioned the process of the Vibrant Spaces Grant and why the approval did not go through Public Services and Safety Committee. He is also concerned with taking downtown parking stalls out, and if the park would limit the viability of the building for future.

Scott Becher, 1061 Green Acres Lane – Is interested in the Pocket Park because it would be a great way to get people downtown. He is interested in the cost structure between the city, Future Neenah, and Alta, and are there any donors or any other interested partnership opportunities.

2. Approval of Minutes from the November 11, 2024 Regular Meeting (minutes can be found on the City's website)

Motion by Ellis, seconded by Steiner to approve as written, all voting aye.

3. Application for WEDC Vibrant Spaces Grant (Attachments) (Haese)

Director Haese explained that this is not a park project; a pocket park is a term, not necessarily a place. The city is in a better position to write the grant as a municipality. The grant is a 50/50 match, of which match portion would be raised by Future Neenah. Maintenance would be provided by the BID. There are currently no parking spaces on this location, and on-street parking stalls could potentially increase. The agreement with Alta recognizes the use of the building could change in the future, and would need to include an opportunity for Alta to take back the drive-thru if the building were ever sold. That is Alta's only part in this agreement.

Community Development Specialist Jefferson advised the reason this is coming forth to the committee is because Council requires approval to apply for a grant. She then walked the committee through the grant proposal and concept drawings. The grant requires a shovel ready project of which the pocket park is.

Report

The Vibrant Spaces grant is a grant that is takes unused space and make it usable space for the purpose of benefiting downtowns. A municipalities is required to apply for the grant; however, the project really is a BID project.

The committee discussed the fluidness of this space being able to be changed for different downtown events. This space could also be used to display local art projects.

Motion by Ellis, seconded by Steiner to recommend Council approve Resolution No. 2024-20 authorizing the Community Development Department to prepare and submit a grant application to the Wisconsin Economic Development Corporation on behalf of the City of Neenah for a Vibrant Spaces Grant, all voting aye.

4. 2025 BID Operating Plan and Schedule of Assessments (Attachments) (Schmidt)

Report

Deputy Director Schmidt walked through the 2025 BID Operating Plan and Schedule of Assessments. The biggest change to the budget is that the BID is picking up the extra cost of snow removal for snow under two inches. This added expense is reflected in the budget.

Motion by Ellis, seconded by Steiner to recommend Council adoption of Resolution No. 2024-22, approving the Neenah Central City Business Improvement District 2025 Operating Plan and Schedule of Assessments, all voting aye.

5. Transportation Assessment Replacement Fee (TARF) Moratorium (Attachment) (Rashid)

Report

Attorney Rashid explained the Council adopted the 2025 budget with the removal of the TARF at the budget public hearing meeting of November 19, 2024 due to notice of a potential lawsuit. As there has been no permanent decision as to what to do with the TARF, the best way to handle the TARF right now is to put a moratorium on the use of TARF. A moratorium is to put a hold on the TARF, it does not rescind the TARF. This fundamentally supports Council actions taken at the budget adoption as the TARF is not funded, and we can't fund it because of the moratorium.

Motion by Ellis, seconded by Steiner to recommend Council approve Resolution 2024-24 Establishing a Moratorium on the Imposition and Collection of Fees for 2025 Under the City's Transportation Assessment Replacement Fee (Article VII), all voting aye.

6. Fiscal Matters: October Vouchers (Attachments) (Rasmussen)

Motion by Ellis, seconded by Steiner to accept and place on file the October vouchers.

7. The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(e), and (1)(g) to confer with City Attorney who will convey information and/or render advice concerning: competitive or bargaining implications, strategies with respect to pending or impending litigation involving the City, and matters rendered confidential by the attorney-client privilege and attorney work product (Ref. "Wisconsin Open Meetings Law and Public Records Law Compliance Guides, AG Josh Kaul), all relative to the Arrowhead Park development.

**Motion by Ellis, seconded by Steiner for the committee to enter into closed session.
Motion carried unanimously in a voice vote.**

At 5:57 pm, the Finance and Personnel Committee entered into closed session.

At 6:39 pm, the Finance and Personnel Committee adjourned the meeting in closed session.

8. The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation.

9. Adjournment

Motion by Ellis, seconded by Steiner to adjourn, all voting aye. Meeting adjourned in closed session at 6:39 pm

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 and title.

Charlotte Nagel
City Clerk



Department of Finance
211 Walnut St. • Neenah WI, 54956
Phone: 920-886-6141 • Fax: 920-886-6150
Email: vrasmussen@neenahwi.gov

M E M O R A N D U M

TO: Chairman Erickson and Members of the Finance and Personnel Committee

FROM: Vicky Rasmussen, Director of Finance

DATE: December 9, 2024

RE: Transfer from General Fund to Liability Insurance Fund

At the May 15, 2024 City Council meeting, a budget amendment was approved that reallocated a \$70,000 transfer initially designated for the Liability Insurance fund. Instead of being directed to the insurance fund, this amount was redirected to the City Attorney's Outside Legal Services budget.

Given that the \$70,000 allocated to the City Attorney's Outside Legal Services budget was not fully utilized, with a remaining balance of \$55,000, it would be a prudent recommendation to transfer this remaining amount back to the Liability Insurance fund. This would ensure that the funds are used for their original purpose and help maintain the integrity of the budget allocation for liability coverage.

Motion to recommend that Council approve the budget transfer of \$55,000 from the City Attorney's Outside Legal Services account in the general fund to the Liability Insurance fund.



Department of Finance
 211 Walnut St. • Neenah WI, 54956
 Phone: 920-886-6141 • Fax: 920-886-6150
 Email: vrasmussen@neenahwi.gov

M E M O R A N D U M

TO: Chairman Erickson and Members of the Finance and Personnel Committee

FROM: Vicky Rasmussen, Director of Finance

DATE: December 9, 2024

RE: Annexation Impact Report – Annexation #237 (1241 W. Winneconne Avenue – Town of Neenah)

In accordance with Section 26.29(3) of the City of Neenah Municipal Code, the following information summarizes the anticipated impact of the above referenced annexation being proposed. All detailed impact reports are attached.

A. Public Improvement - Estimated Costs

1. City	\$	-	
2. Water Utility (net of current special assessments)		-	
Total Estimated Costs		<u>-</u>	<u>\$ -</u>

B. Estimated Revenues

Current

1. <u>City Fees</u>			
a. City and State Review Fees	\$	-	
b. Oversized sanitary sewer interceptor fee - 1.15 acres @ \$1,000/acre		220.00	
c. Storm Sewer fee - .26 acres @ \$5,000/acre		-	
<i>Total Current City Fees</i>		<u>220.00</u>	220.00
2. <u>Water Utility</u>			
a. Water Main/Service Laterals/Meter Equipment		-	
<i>Total Current Water Utility Fees</i>		<u>-</u>	-

Future

1. <u>Water Utility</u>			
a. Rate Revenue Annually Upon Annexation		390.00	
<i>Total Future Water Utility Fees</i>		<u>390.00</u>	390.00

Deferred Assessments

1. <u>City</u>			
a. Sanitary Sewer Main		4,291.33	
b. Sanitary Sewer Lateral		630.00	
c. Storm Sewer Lateral		-	
d. Engineering/Inspection/Contract Admin		429.13	
<i>Total City Deferred Assessments</i>		<u>5,350.46</u>	5,350.46
2. <u>Water Utility</u>			
a. Watermain		2,892.43	
<i>Total Water Utility Deferred Assessments</i>		<u>2,892.43</u>	2,892.43

Total Estimated Revenues		<u>\$ 5,960.46</u>
---------------------------------	--	---------------------------

C. Personnel, Equipment, Buildings

No department reported the immediate need for any additional personnel, equipment or buildings as a result of the proposed annexation

D. Recommendations

The following departments have expressed an opinion all recommend approval of or do not object to the proposed annexation: Community Development, Public Works, Water, Police, Fire/Rescue, Parks and Finance



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

MEMORANDUM

DATE: December 3, 2024

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

FROM: Char Nagel, City Clerk

RE: Annexation 237, Town of Neenah

Please be advised that a Petition for Annexation Pursuant to Section 66.0217(2) Wisconsin Statutes has been filed in the Clerk's Office for property in the Town of Neenah. The annexation land has a population of (4) four. In accordance with Section 26-29 of the Municipal Code.

**Please submit your report to Lorie Raddatz in the Finance Office
no later than 10:00am on Friday, December 6, 2024.**

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

Committee Approval and Recommendation to Council:

Finance and Personnel Committee meeting December 9, 2024

Plan Commission meeting December 9, 2024

Final Council Approval:

Council meeting January 8, 2025

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

cc: Lorie Raddatz, Finance

**PETITION FOR DIRECT ANNEXATION
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES**

We, the undersigned, constituting 100% all owners of the real property in the following territory of the Town of Neenah, Winnebago County, Wisconsin, petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled map (Exhibit A) to the City of Neenah, Winnebago County, Wisconsin.

Part of the Southeast ¼ of the Southwest ¼ of Section 29, Town 20 North, Range 17 East, Town of Neenah, Winnebago County, State of Wisconsin, being bounded and described as follows:

Commencing at a point that is 436.61 feet east of the Northwest corner of Said Southeast ¼ of the Southwest ¼, of said point also being 737.00 feet West of the Northeast corner of said Southeast ¼ of the Southwest ¼, to the Point of Beginning; thence S1°12'50"E, 395.03 feet to the centerline of State Trunk Highway 114 (also known as W. Winneconne Avenue); thence S69°27'38"W, 123.46 feet along said centerline of State Trunk Highway 114; thence N6°32'26"W, 214.39 feet; thence N0°30'22"W, 225.00 feet to the North line of the Southeast ¼ of the Southwest ¼ of said Section; thence N89°50'30"E along said North line 133.91 feet to the Point of Beginning.

Containing 1.26 acres, more or less.

Parcel Number - 010028402

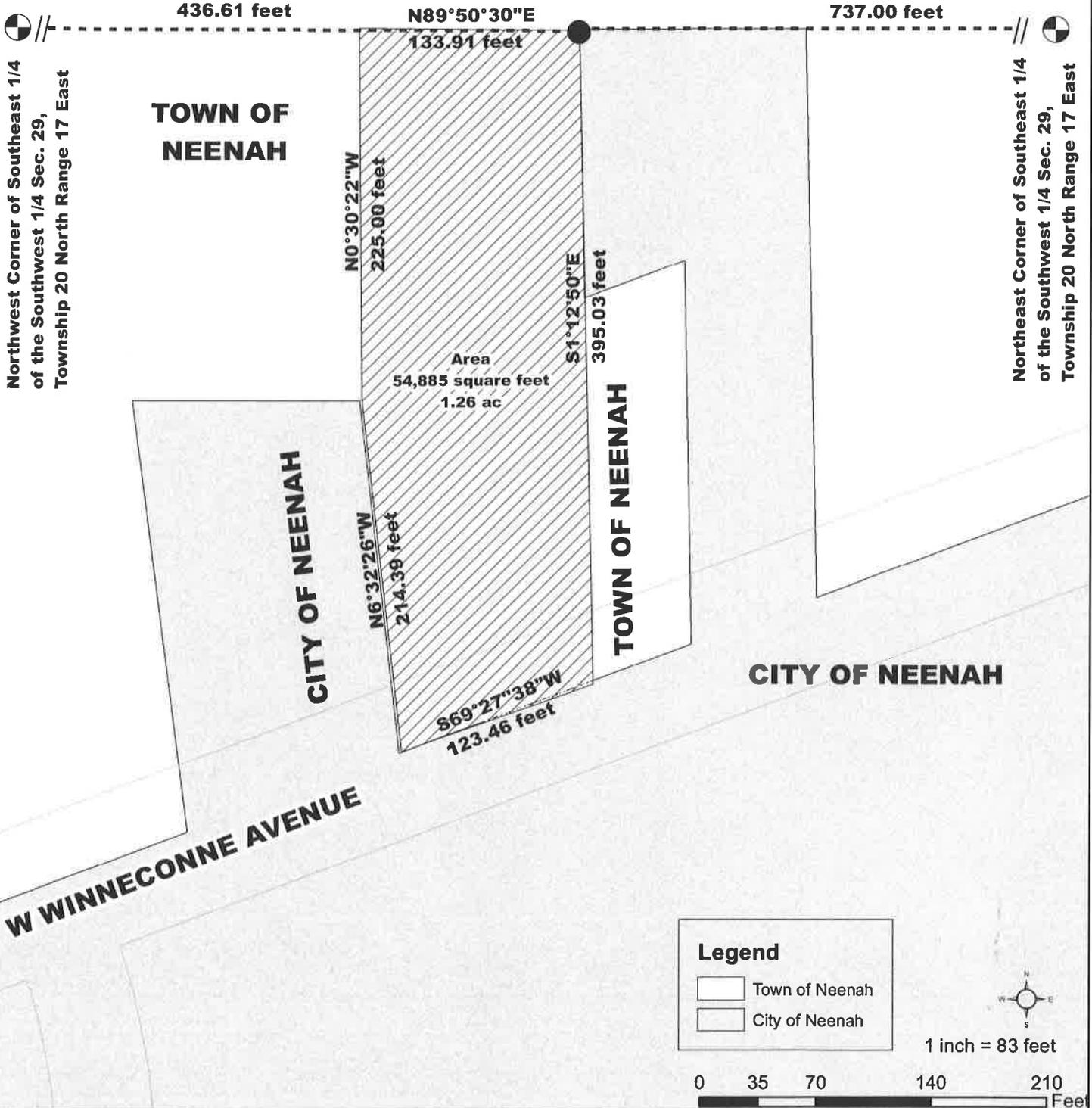
The current population of such territory is 4.

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

Signature of Petitioner	Date of Signing	Petitioner	Petitioner Address
<i>J. Lukasavage</i>	11/24/24	<u>Jeremy E. Lukasavage</u>	1241 W. Winneconne Ave Neenah, WI 54956
<i>Rachel Lukasavage</i>	11/25/24	<u>Rachel L. Lukasavage</u>	1241 W. Winneconne Ave Neenah, WI 54956

MAP OF PROPOSED ANNEXATION

MAP OF THE SE 1/4 of the SW 1/4 OF SEC. 29, T. 20N, R. 17E, TOWN OF NEENAH, WINNEBAGO COUNTY





DATE: December 9, 2024
TO: Mayor Lang, Finance Committee and Common Council
FROM: Brad Schmidt, Deputy Director of Community Development
RE: Annexation #237 (1241 W. Winneconne Avenue – T. of Neenah) – 1.26 Acres

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

- Revenues will be generated from development review fees, plan reviews and construction permits.
- The proposed annexation includes approximately 1.26 acres of land along the northside of W. Winneconne Avenue in the Town of Neenah.
- The purpose of the annexation is to connect to City water and sanitary sewer main.
- Upon annexation, the Zoning Classification will be R-1, Single-Family Residence District.
- The proposed annexation will not have any significant impact on operations of the Community Development and Assessment Department.
- The annexation area is located within the City's Growth Area as identified in the City of Neenah/Town of Neenah Boundary Agreement. Land within the City's Growth Area can be annexed to the City per the terms of the agreement.
- The City's Comprehensive Plan identifies this area as Residential Neighborhood Investment Area. The proposed use and zoning are consistent with the City's Comprehensive Plan.

Recommendation

The Department of Community Development and Assessments recommends the petition for annexation of 1.26 acres located at 1241 W. Winneconne Avenue in the Town of Neenah be accepted.

December 9, 2024





Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: December 4, 2024

TO: Hon. Mayor Lang, Chairperson Erickson, and Members of the Finance and Personnel Committee

FROM: Anthony L. Mach

RE: Annexation 237 – Town of Neenah Parcel No. 010028402
(Commonly known as 1241 W. Winneconne Ave., Neenah, WI)

In accordance with Section 26-29 (3) of the City of Neenah Municipal Code, the following information summarizes the anticipated impact upon the Water Utility of the proposed annexation of 1.26 acres of property currently located in the Town of Neenah.

1. Adding additional properties and water main to the system will require additional personnel in the future.
2. Upon establishment of Water Utility service, one (1) 5/8" water meter unit will be installed at an estimated cost of \$230. This cost will be recovered through quarterly base meter charges.
3. No additional buildings will be required.
4. The water main and service for this property are installed.
5. The estimated annual cost to treat and deliver water to these properties is \$110. The user will be billed for water usage through the quarterly utility bill.
6. The estimated direct Water Utility cost is \$230 for the purchase of the meters and endpoints.
7. The estimated annual Water Utility revenue is \$230 for water, \$80 for meter base charges, and \$80 for fire protection, for a total revenue of \$390 per year. Sewer and storm water revenues are not included in these estimates. In addition to establishment of City water service, if the property owner decides to keep their existing well, the well must be tested per Neenah Water Utility requirements and a \$50 licensing fee per well will be due to the Water Utility. Within this annexation, the water main deferred assessment due is calculated to be \$2,892.43.
8. We recommend approving this annexation.



Memorandum

To: Lorie Raddatz
From: Fire Chief Travis Teesch
Date: December 4, 2024

Subject: Annexation 237 - 1241 Winneconne Avenue

This memo is reference to the proposed annexation 237 – 1241 Winneconne Avenue to the City of Neenah.

I found that this annexation would have no impact to the operations of Neenah-Menasha Fire Rescue.

If you have any questions or concerns, please let me know.



NEENAH POLICE DEPARTMENT



Chief Aaron L. Olson

Memo

To: Neenah City Council and Mayor Jane Lang

From: Chief Aaron L. Olson

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

Date: 12/4/2024

Re: Annexation 237, Town of Neenah

The Neenah Police Department has received a copy of the petition for Annexation 237, which is located the Town of Neenah, 1241 W. Winneconne Avenue, Neenah, WI, Winnebago County, Wisconsin.

We review annexation requests based on the following criteria:

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

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

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

Anticipated Use: No known law enforcement concerns currently.

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

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

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



*Department of
Parks & Recreation*

DATE: 5 December 2024

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

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

RE: ANNEXATION IMPACT REPORT
Annexation 237, Town of Neenah

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

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

This property falls within an area that is served by Memorial Community Park.

Additional Personnel – No future consideration.

Additional Equipment – No future consideration.

Additional Improvements – No new improvements proposed at this time

The annexation is recommended.

Creating Community Through People, Parks & Programs

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

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



M E M O R A N D U M

DATE: December 5, 2024
TO: Mayor Lang, Chairman Erickson, Members of the Finance and Personnel Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Annexation AX237 – 1241 W. Winneconne Avenue

In response to City Clerk Nagel's note of December 3, 2024, relative to the above annexation, I submit the following in accordance with Section 26-29, City of Neenah Code of Ordinances.

- A. Additional Personnel: Although this annexation by itself will not require additional personnel, please be advised that the aggregate effect of several small annexations such as this one will eventually require additional personnel to maintain streets and infrastructure, collect garbage and recyclables, and continue to provide the current level of service.
- B. Additional Equipment: No additional equipment will be required.
- C. New Buildings: No new buildings would be required.
- D. Additional Public Improvements and Costs:\$0
 - 1. None.
- E. Miscellaneous Costs:\$0
 - 1. None.
- F. Estimated Revenues:\$5,570.46
 - 1. Fees
 - a. Oversized existing sanitary sewer interceptor fee at \$1,000/acre. \$ 220.00
 Est. Actual size = 1.15 acres
 Size per Ordinance = 0.22 acres
 - 2. Deferred Assessments:\$ 5,350.46
 - a. Sanitary Sewer Main = \$ 4,291.33
 - b. Sanitary Sewer Lateral (main – property line) \$ 630.00
 - c. Engineering/Inspection/Contract Administration = \$ 429.13
- G. Recommendation: This annexation is recommended. It provides for collection of deferred assessments.