



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, January 4, 2023 - 7:00 p.m.
Neenah City Hall – 211 Walnut Street
Council Chambers

- I. Roll Call and Pledge of Allegiance
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Appoint Eric Maggio to the Parks & Recreation Commission for a three year term ending December 2025. **(UC)**
 - B. Swearing in
- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of December 21, 2022 regular session. **(UC)**
- 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 – None.
- VII. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of December 27, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Meeting cancelled, no report.
 - B. Regular Finance and Personnel Committee meeting of December 26, 2022: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 1. Meeting cancelled, no report.
 - C. NMFR Joint Finance & Personnel Committee meeting of December 19, 2022: (Aldersperson Borchardt) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the purchase of a UTV, skid unit and trailer for a cost not to exceed \$50,000.00. **(RollCall-Pro)**
 2. Committee recommends Council approve the carry forward of \$9,547.00 from NMFR's 2022 All Other Equipment CIP budget (180-2481-712-8133). **(RollCall-Pro)**
 3. Committee recommends Council approve the carry forward request of \$10,000 from NMFR's maintenance of software budget (180-2301-712-0218). **(RollCall-Pro)**
- VIII. Reports of special committees and liaisons and various special projects committees

- A. Regular Plan Commission meeting of December 27, 2022: (Council Rep Steiner)
(Minutes can be found on the City web site)
 - 1. Meeting cancelled, no report.
 - B. Community Development Authority
 - 1. Report from the CDA – Director Haese
 - C. Sustainable Neenah Committee
 - 1. Report from the Sustainable Neenah Committee – Alderperson Borchardt
 - D. Bergstrom Mahler Museum
 - 1. Report from the Bergstrom Mahler Museum – Alderperson Steiner
 - E. Parks & Recreation Commission
 - 1. Report from the Park Commission – Alderperson Borchardt
- 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. Any announcements/questions that may legally come before the Council.
- XIII. Closed Session
- A. The Council may convene into closed session pursuant to Wis. Stats §19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session relating to the Southpark Industrial Park Expansion Area. **(RollCall-Pro)**
 - B. May reconvene into open session pursuant to Wis. Stats. § 19.85(2) to consider or act on closed session recommendation(s).
- XIV. 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 Proceedings
Wednesday, December 21, 2022—7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, December 21, 2022, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Borchardt, Hillstrom, Lendrum, Erickson, Weber, Skyrms, Steiner, and Stevenson. Staff present Deputy Director of Andy Kahl, Community Development & Assessment Haese, Deputy Community Development & Assessment Schmidt, Director of Public Works Kaiser, Director of Information Systems Wenninger, Director of Parks & Recreation Kading, City Attorney Rashid, and City Clerk Nagel.

Mayor Lang called the meeting to order at 7:00 PM.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderperson Skyrms led the Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Reappoint Greg Weyenberg to the Neenah-Menasha Sewerage Commission for a three year term ending 2025. **(UC)**
 - B. Swearing in – None.

There being no objections the Mayor's appointments were ordered approved by unanimous consent.

- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of December 7, 2022 regular session. **(UC)**
There being no objections the Council Proceedings of December 7, 2022 was ordered approved as written by unanimous consent.

- IV. Consent Agenda
 - A. Ratify approval of Temporary Class "B" license application to sell fermented malt beverages for Bergstrom-Mahler Museum Art after Dark on December 15, 2022. **(PSSC)**
 - B. Approve renewal Secondhand Dealer Application for Blind Tiger Games, 675 S. Green Bay Road for the 2023 licensing year. **(PSSC)**
 - C. **(UC)**

There being no objections the Consent Agenda was ordered approved by unanimous consent.

At this time, Alderpersons Erickson/Boyette motioned to move up the Special Finance and Personnel Committee Meeting to be the next item on the agenda so the Consultant may be dismissed.

- V. Reports of standing committees
 - B. Special Finance and Personnel Committee meeting of December 21, 2022:
 1. Consideration of Committee recommendation regarding Resolution 2022-28 Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$15,690,000 General Obligation Promissory Notes, Series 2023A. **(RollCall-Pro)**
MSCRIP Erickson/Boyette to approve as recommended by the committee, all voting aye.

2. Consideration of Committee recommendation to enter into agreements with One Source Technologies and LaForce to complete controlled access at City Hall at a cost not to exceed \$35,000, funded through the Information Systems 2022 Capital Equipment budget. **(RollCall-Pro)**
MSCRP Erickson/Borchardt to approve as recommended by the committee, all voting aye.
- A. Regular Public Services and Safety Committee meeting of December 13, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Committee recommends Council approve of Ordinance 2022-22 Amending Section 13-5 Special Assessments for Street Improvements. **(RollCall-Pro)**
MSCRP Lendrum/Stevenson to approve as recommended by committee, all voting aye.
 2. Committee recommends Council approve Preliminary Resolution 2022-22: Sanitary Sewer Lateral and Water Service Construction on Burr Ave., Chestnut St., Dieckhoff St., Elm St., Laudan Blvd., and Reed St., and add Laudan Boulevard (Oak Street-Elm Street), River Street (Forest Avenue-Edna Avenue), High Street (River Street-Center Street), and Columbian Avenue (Elm Street-Congress Street) **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve as recommended by the committee, all voting aye.
 3. Committee recommends Council approve Preliminary Resolution 2022-23: Curb, Gutter, and Pavement Construction on Amendment Drive, Anthem Drive, Briggs Lane, Buser Drive, Hedgeview Drive, Highland Drive, Nation Court, Plains Avenue, Presidential Drive, and Statue Drive. **(RollCall-Pro)**
MSCRP Lendrum/ Weber to approve as recommended by the committee, all voting aye.
 4. Committee recommends Council approve Preliminary Resolution 2022-24: Curb, Gutter, Sidewalk, and Pavement Construction on Integrity Way, Respect Avenue, and Honor Street **(RollCall-Pro)**
MSCRP Lendrum/Stevenson to approve as recommended by the committee, all voting aye.
 5. Committee recommends Council approve Preliminary Resolution 2022-25: Curb, Gutter, and Pavement Construction on Amber Lane. **(RollCall-Pro)**
MSCRP Lendrum/Skyrms to approve as recommended by the committee, all voting aye.
 6. Committee recommends Council approve Preliminary Resolution 2022-26: Curb, Gutter, Sidewalk, and Pavement Construction on Cardinal Circle, Lone Oak Drive, and Paintbrush Rd. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve as recommended by the committee, all voting aye.
- VI. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of December 13, 2022: (Council Rep Steiner) (Minutes can be found on the City web site)
 1. Meeting cancelled, no report.

- B. Board of Public Works meeting of December 13, 2022: (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 3-22, Street Construction, Apple Blossom Dr., Fredrick Dr., Green Acres Ln., Honeysuckle Ln., Meadow Ln., Primrose Ln., Wild Rose Ln., Blueberry Ln., Cherry Ln., Farm Ridge Dr., Fresh Air Park, South Park Basketball Court, to Northeast Asphalt, Inc., Greenville, in the amount of \$96,393.06. **(RollCall-Pro)**
MSCRP Hillstrom/Borchardt to approve as recommended by the committee, all voting aye.
 - b. The Board recommends Council approve Final Pay Request, Contract 7-22, Winneconne Avenue Bridge Repair, to Pheifer Brothers Construction, Neenah, in an amount of \$92,379.64. **(RollCall-Pro)**
MSCRP Hillstrom/Skyrms to approve as recommended by the committee, all voting aye.
 - c. The Board recommends Council approve Final Pay Request, Contract 8-22, HMA Pavement Repair, to Northeast Asphalt, Greenville, in an amount of \$66,479.64. **(RollCall-Pro)**
MSCRP Hillstrom/Steiner to approve as recommended by committee, all voting aye.
 - d. The Board recommends Council approve final payment on Kimberly Point Phase 1 Project, Martell Construction Inc., Green Bay, in the amount of \$168,852.60 withholding \$4,221.32 retainage to be paid in 2023 once substantial turf has been observed. **(RollCall-Pro)**
MSCRP Hillstrom/Stevenson to approve as recommended by committee, all voting aye.
- C. Board of Public Works meeting of December 16, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
1. Council Action Items:
 - a. The Board recommends Council Award the Police Department Training Center Project Bid Package #1 to the recommended contractors contingent upon the completion the vetting process. **(RollCall-Pro)**
MSCRP Hillstrom/Stevenson to award bid package #1, all voting aye.

VII. Closed Session

- A. The Council may convene into closed session pursuant to Wis. Stats §19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session relating to 600 Elm Street.
MSCRP Stevenson/Borchardt for the Council to convene into closed session pursuant to Wis. Stats §19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session relating to 600 Elm Street. The Council may reconvene into open session to take action on item discussed in closed session, all voting aye.

At 7:40 PM, the Council convened into closed session. The Council adjourned the meeting in closed session.

- B. May reconvene into open session pursuant to Wis. Stats. § 19.85(2) to consider or act on closed session recommendation(s).

VIII. Adjournment

MSC Stevenson/Borchardt to adjourn, all voting aye. Meeting adjourned at 9:08 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

Common Council Minutes
Wednesday, December 21, 2022—7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, December 21, 2022, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Borchardt, Hillstrom, Lendrum, Erickson, Weber, Skyrms, Steiner, and Stevenson. Staff present Deputy Director of Andy Kahl, Community Development & Assessment Haese, Deputy Community Development & Assessment Schmidt, Director of Public Works Kaiser, Director of Information Systems Wenninger, Director of Parks & Recreation Kading, City Attorney Rashid, and City Clerk Nagel.

Mayor Lang called the meeting to order at 7:00 PM.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderperson Skyrms led the Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Reappoint Greg Weyenberg to the Neenah-Menasha Sewerage Commission for a three year term ending 2025. **(UC)**
 - B. Swearing in – None.

There being no objections the Mayor's appointments were ordered approved by unanimous consent.

- III. Approval of Council Proceedings
 - A. Approval of the Council Proceedings of December 7, 2022 regular session. **(UC)**

There being no objections the Council Proceedings of December 7, 2022 was 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.

Deniss Malejevs, 1818 Respect Avenue – It can to Mr. Malejevs that there will be a special assessment for curb and gutter in the Integrity Acres subdivision. The assessment will be divided between all the lots within Integrity Acres. This was not what was disclosed to the buyers when purchasing the lot, which ultimately lead to the decision of what lot to buy. Based on what he was told by the city that each lot owner is assessed their own linear footage for curb and gutter, Mr. Malejevs did not choose a corner lot. Corner lots are larger and have more frontage than a mid-block lot. Mr. Malejevs heard that is going to be changing, that the assessments are going to be divided equally amongst all lots. Mr. Malejevs is opposed to assessment amongst all the lot in the subdivision considering inflation, families with young children who are struggling right now, and feels mislead by the developer as the lot owners were only told about the curb and gutter assessment, not the road assessment.

Kathy Noll-Arias, 732 Reed Street – Thanked the Council to listening to the Shattuck Middle School Neighborhood with the rezoning. Ms. Noll-Arias knows that most of the roads in that area are looking to be redone this year and with not knowing what is going to happen in that two-block radius, she urges the Council to not do anything as far as road construction until

there is a decision on that land. There may be lots of construction equipment that comes into the neighborhood and could cause damage to the new roads shortly thereafter.

Tamara Hasz, 301 E. Wisconsin Avenue – Would also like to thank the Council for the vote on the Shattuck Middle School rezoning issue and for taking the time to listen to all of the community in regard to the decision. Ms. Hasz wanted to make sure the Council know that she followed through with her intention of purchasing that Shattuck Middle School property and submitted a written offer to the School Board. The School Board has yet to make a determination on that offer. Mr. Hasz just want to reiterate that it means a lot to the Shattuck Middle School neighborhood to work together on this project.

After additional calls for comments there were no appearances. Mayor Lang closed the public forum at 7:07 PM.

- V. Mayor/Council consideration of public forum issues
Director Kaiser addressed the concern regarding Integrity Acres assessments. The current assessment practice is by the front foot. The ordinance on tonight's agenda gives the Council the option to assess by the number of lots in the subdivision. This is not a requirement but does give the Council an option from the way street assessment have been handled in the past. The gentleman is correct if he called the office prior to the ordinance on tonight's agenda because that is the only practice on the books at this time, which is by the front foot.

- VI. Consent Agenda
- A. Ratify approval of Temporary Class "B" license application to sell fermented malt beverages for Bergstrom-Mahler Museum Art after Dark on December 15, 2022. **(PSSC)**
 - B. Approve renewal Secondhand Dealer Application for Blind Tiger Games, 675 S. Green Bay Road for the 2023 licensing year. **(PSSC)**
 - C. **(UC)**

There being no objections the Consent Agenda was ordered approved by unanimous consent.

At this time, Alderpersons Erickson/Boyette motioned to move up the Special Finance and Personnel Committee Meeting to be the next item on the agenda so the Consultant may be dismissed.

- VII. Reports of standing committees
- B. Special Finance and Personnel Committee meeting of December 21, 2022:
 - 1. Consideration of Committee recommendation regarding Resolution 2022-28 Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$15,690,000 General Obligation Promissory Notes, Series 2023A. **(RollCall-Pro)**
MSCRCP Erickson/Boyette to approve as recommended by the committee, all voting aye.
 - 2. Consideration of Committee recommendation to enter into agreements with One Source Technologies and LaForce to complete controlled access at City Hall at a cost not to exceed \$35,000, funded through the Information Systems 2022 Capital Equipment budget. **(RollCall-Pro)**
MSCRCP Erickson/Borchardt to approve as recommended by the committee, all voting aye.

A. Regular Public Services and Safety Committee meeting of December 13, 2022: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council approve of Ordinance 2022-22 Amending Section 13-5 Special Assessments for Street Improvements. **(RollCall-Pro)**
MSCRCP Lendrum/Stevenson to approve as recommended by committee, all voting aye.

Aldersperson Stevenson is in support for this method that has been brought forward because it is a fair and equitable method for assessments. In full disclosure, Aldersperson Stevenson is a corner lot owner who paid an exuberant amount in assessment when the road, curb, and gutter was installed in his subdivision. Aldersperson Stevenson feels for those who asked the right questions and were given the answer that were correct at the time of asking, but the method is more fair and equitable methodology of assessments.

Director Kaiser clarified this assessment methodology will go into effect with the 2023 CIP. The ordinance, under unit bases for assessment section, allows for staff to present an assessment report to the Council on the preferred assessment methodology based on lot size, land use, number of lots in the subdivision, etc. The subdivision will have its own individual assessment report for Council to take action on.

2. Committee recommends Council approve Preliminary Resolution 2022-22: Sanitary Sewer Lateral and Water Service Construction on Burr Ave., Chestnut St., Dieckhoff St., Elm St., Laudan Blvd., and Reed St., and add Laudan Boulevard (Oak Street-Elm Street), River Street (Forest Avenue-Edna Avenue), High Street (River Street-Center Street), and Columbian Avenue (Elm Street-Congress Street) **(RollCall-Pro)**
MSCRCP Lendrum/Hillstrom to approve as recommended by the committee, all voting aye.

Director Kaiser advised the preliminary resolution is the first step in the assessment process which identifies the city's desire to exercise its police power to issue special assessment and directs staff to design plan specifications and estimates for the project. The preliminary resolution started out with projects approved in the Capital Improvement Project (CIP) which included the streets around Shattuck Middle School. Given the action at the last Council Meeting, Water Utility Director Mach and staff met to develop a Plan B. If those streets around Shattuck were pulled from the project, where the efforts were for 2023 be redirected. There was not issue with finding projects, the issue was finding projects that fit into the borrowing amount that the Council had approved at budget. The discussions with committee last week, Plan B street were laid out, and the Committee decided to include the streets around Shattuck in the preliminary resolution so the process is going on said group of street and adjustments can be made as needed. In other words this is a place holder for now. If street improvements are adjusted, then a budget amendment would have to be brought to the Council.

3. Committee recommends Council approve Preliminary Resolution 2022-23: Curb, Gutter, and Pavement Construction on Amendment Drive, Anthem Drive, Briggs Lane, Buser Drive, Hedgeview Drive, Highland Drive, Nation Court, Plains Avenue, Presidential Drive, and Statue Drive. **(RollCall-Pro)**

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

4. Committee recommends Council approve Preliminary Resolution 2022-24: Curb, Gutter, Sidewalk, and Pavement Construction on Integrity Way, Respect Avenue, and Honor Street **(RollCall-Pro)**
MSCRP Lendrum/Stevenson to approve as recommended by the committee, all voting aye.
5. Committee recommends Council approve Preliminary Resolution 2022-25: Curb, Gutter, and Pavement Construction on Amber Lane. **(RollCall-Pro)**
MSCRP Lendrum/Skyrms to approve as recommended by the committee, all voting aye.
6. Committee recommends Council approve Preliminary Resolution 2022-26: Curb, Gutter, Sidewalk, and Pavement Construction on Cardinal Circle, Lone Oak Drive, and Paintbrush Rd. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom 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 December 13, 2022: (Council Rep Steiner) (Minutes can be found on the City web site)
 1. Meeting cancelled, no report.
- B. Board of Public Works meeting of December 13, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Information Only Items:
 - a. The Board approved Change Order No.3, Contract 3-22, Street Construction, Apple Blossom Dr., Fredrick Dr., Green Acres Ln., Honeysuckle Ln., Meadow Ln., Primrose Ln., Wild Rose Ln., Blueberry Ln., Cherry Ln., Farm Ridge Dr., Fresh Air Park, South Park Basketball Court, to Northeast Asphalt, Inc., Greenville, in the amount of \$9,534.25.
 - b. The Board approved Change Order No.1, Contract 7-22, Winneconne Avenue Bridge Repair, to Pheifer Brothers Construction, Neenah, in an amount of \$55,831.57.
 - c. The Board approved Change Order No.1, Contract 8-22, HMA Pavement Repair, to Northeast Asphalt, Greenville, in an amount of \$61,715.36.
 - d. The Board approved Change Order No. 1, Arrowhead Park Phase 1B Contract, Prairie/Path Construction, to Vinton Construction, Two Rivers, in the amount of \$2,060.00.
 - e. The Board approved Pay Request No. 1, Arrowhead Park Phase 1B Contract, Prairie/Path Construction, to Vinton Construction, Two Rivers, in the amount of \$425,806.89.
 - f. The Board approved Change Order No. 1, Kimberly Point Phase 1 Project, Martell Construction Inc., Green Bay, in the amount of \$3,183.60.
 2. Council Action Items:
 - a. The Board recommends Council approve Final Pay Request, Contract 3-22, Street Construction, Apple Blossom Dr., Fredrick Dr., Green Acres Ln., Honeysuckle Ln., Meadow Ln., Primrose Ln., Wild Rose Ln., Blueberry Ln., Cherry Ln., Farm Ridge Dr., Fresh Air Park, South Park Basketball Court, to Northeast Asphalt, Inc., Greenville, in the amount of \$96,393.06. **(RollCall-Pro)**

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

Director Kaiser explained the additional costs were related to the removal and replacement of the asphalt on Armstrong Street from a different contractor which reached in to the \$40,000 range.

- b. The Board recommends Council approve Final Pay Request, Contract 7-22, Winneconne Avenue Bridge Repair, to Pheifer Brothers Construction, Neenah, in an amount of \$92,379.64. **(RollCall-Pro)**
MSCRP Hillstrom/Skyrms to approve as recommended by the committee, all voting aye.

Director Kaiser advised that this item has a significant overage on the budget amount because of unanticipated repairs that needed to be completed once the bridge was opened up.

- c. The Board recommends Council approve Final Pay Request, Contract 8-22, HMA Pavement Repair, to Northeast Asphalt, Greenville, in an amount of \$66,479.64. **(RollCall-Pro)**
MSCRP Hillstrom/Steiner to approve as recommended by committee, all voting aye.

- d. The Board recommends Council approve final payment on Kimberly Point Phase 1 Project, Martell Construction Inc., Green Bay, in the amount of \$168,852.60 withholding \$4,221.32 retainage to be paid in 2023 once substantial turf has been observed. **(RollCall-Pro)**
MSCRP Hillstrom/Stevenson to approve as recommended by committee, all voting aye.

There was discussion regarding the amount of retainage to withhold. Director Kading advised that the project was dormant seeded so he would like to make sure that there grass had a chance to grow before full payment is made on the project. The retainage amount withheld per the contract was 5% of project costs, however, retainage was lowered because 2.5% based upon the satisfactory work that is completed.

- C. Board of Public Works meeting of December 16, 2022: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

- 1. Council Action Items:

- a. The Board recommends Council Award the Police Department Training Center Project Bid Package #1 to the recommended contractors contingent upon the completion the vetting process. **(RollCall-Pro)**
MSCRP Hillstrom/Stevenson to award bid package #1, all voting aye.

Aldersperson Stevenson advised the mechanicals in the locker room was that the contract was a better designed scope of work and is not included in the contract work 23.00. This work would be done in a final bid of package 1. Miron is hoping to refine the HVAC to a better number. See Attachment A for the Bid Package #1 Budget Update Summary.

- D. Reports on neighborhood groups.

- 1. Business Improvement District Board (BID Board) – Aldersperson Skyrms
 - a. Cookie Crawl
 - b. Very Neenah Christmas

- c. Luminary Night
 - d. All very well attended and successful events.
 - E. Library Board
 - 1. Report from the Library Board – Alderperson Erickson
 - a. Hidden History of Doty Island Driving Park is being held January 19, 2023 at 7:00 PM.
 - b. The Library After Dark Genealogy Lock-In on January 13, 2023 at 6:30 PM.
 - c. Speed Puzzling will take place in February but sign up takes place January 1, 2023 via the library website.
 - d. Retro Video Game Competition feature Frogger, Pac-Man on January 15, 2023. Details is on the library website.
 - F. Neenah Arts Council
 - 1. Report from the Neenah Arts Council – Alderperson Erickson
 - a. Did not meet in December, however, participated in the Very Neenah Christmas on December 1, 2022 which was a highly successful event. There were over 250 people making ornaments.
 - G. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderperson Steiner
 - a. No report, did not meet this month.
- IX. Presentation of petitions
 - A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
 - 1. None.
- X. Council Directives
 - A. None.
- XI. Unfinished Business
 - A. None.
- XII. New Business
 - A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
The latest Arrowhead Park Task Force Meeting was held December 12, 2022. Representatives from RDG were the host. Each member was given an opportunity to give their thoughts and ideas as to what they would like to see in the park. As ideas transform into concepts there will be time for public input. The next meeting will be February 1, 2023 at 8:00 AM in Council Chambers.
 - B. Any announcements/questions that may legally come before the Council.
- XIII. Closed Session
 - A. The Council may convene into closed session pursuant to Wis. Stats §19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session relating to 600 Elm Street.
MSCRP Stevenson/Borchardt for the Council to convene into closed session pursuant to Wis. Stats §19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session relating to 600 Elm Street. The Council may reconvene into open session to take action on item discussed in closed session, all voting aye.

At 7:40 PM, the Council convened into closed session. The Council adjourned the meeting in closed session.

- B. May reconvene into open session pursuant to Wis. Stats. § 19.85(2) to consider or act on closed session recommendation(s).

XIV. Adjournment

MSC Stevenson/Borchardt to adjourn, all voting aye. Meeting adjourned at 9:08 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

**Neenah Police Station - Addition
Bid Package #1 / Budget Update - Summary
12/21/2022**

Contract 3.30 - Building Cast-In-Place Concrete

DD Budget	\$ 350,828.00
Contractor	Bid Amount
Miron Construction	\$ 348,690.00
Lewis Construction	\$ 361,100.00

Contract 5.00 - Steel Fabrication and Erection

DD Budget	\$ 287,854.00
Contractor	Bid Amount
Nimsgern Steel	\$ 277,000.00
Mathfab	\$ 277,134.00
Endres Manufacturing	\$ 300,000.00

Contract 7.51 - Roofing (including voluntary alternates)

DD Budget	\$ 274,050.00
Contractor	Bid Amount
Northern Metal & Roofing	\$ 274,485.00
W&L Insulation & Roofing	\$ 283,841.00

Contract 23.00 - HVAC Equipment

DD Budget	\$ 147,000.00
Contractor	Bid Amount
Access Inc.	\$ 150,400.00
Masters / Vyron	\$ 165,570.00
Trane / Vyron	\$ 230,176.00

Contract 26.00 - Electrical Equipment

DD Budget	\$ 28,000.00
Contractor	Bid Amount
Werner Electric Supply	\$ 25,594.00

Design Development Budget	\$ 5,938,503.00
90% Budget including BP 1	\$ 5,972,156.00
Variance	\$ 33,653.00
<u>Budget variance items</u>	
Added sidewalk North side	\$ 3,132.00
Added acoustical ceiling panels	\$ 6,000.00
Added wall protection in corridors	\$ 4,349.00
Existing locker room mechanical work	\$ 33,000.00
Site utilities plan	\$ 5,735.00
Utility connection allowance update	\$ (7,000.00)
BP 1 bid results	\$ (11,563.00)
Total variance	\$ 33,653.00

NMFR Joint Finance & Personnel Committee Meeting

December 19, 2022 – 5:15 p.m.

City of Menasha – Room #133

Present: Ald. Sevenich, Stevenson, Grade, and Eisenach

Excused: Ald. Borchardt & Boyette

Also Present: DC Krueger, Director Sassman and MA Ellis

Ald. Sevenich called the meeting to order at 5:15 p.m.

Public Forum: No members of the public were present.

Minutes: The Committee reviewed the November 22, 2022 meeting minutes. **MSC Stevenson/Grade approved the meeting minutes with a correction to add Ald. Sevenich to the attendance, and place on file, all voting aye.**

November and Year-to-Date Calls: The Committee reviewed the November and year-to-date activities. **MSC Stevenson/Eisenach to accept the November and year-to-date activity reports, and place on file, all voting aye.**

Purchase of UTV, Trailer and Skid Unit: The Committee reviewed the request to purchase a UTV, trailer and skid unit with the EMS Flex Grant funds. Deputy Chief Krueger said that 50% of the funds have been put into our account and the remainder will be paid out as funds are spent. He noted there are three different categories for this grant. The one brought forth is one separate category. Once we have the expense needs ready to go for the other two categories we will bring this forward to request to spend the remaining funds. Ald. Stevenson asked when the current UTV was scheduled to be replaced. DC Krueger noted it's scheduled in 2028. He also noted he continues to obtain pricing and may purchase the UTV from a different vendor than noted as he has found one that will meet our needs and is cheaper. **MSC Stevenson/Grade recommend the City of Neenah and City of Menasha Common Councils approve the purchase of a UTV, skid unit and trailer for a cost not to exceed \$50,000.00, all voting aye.**

Report

Mobile Data Computer and Radio Replacement: The committee reviewed the memo requesting to carry forward funds to purchase a MDC and radio for a new vehicle. DC Krueger noted due to the lead times of how long it is taking to receive these two items we are asking to carry forward the funds. **MSC Stevenson/Grade to recommend the City of Neenah and City of Menasha Common Councils approve the carry forward of \$9,547.00 from NMFR's 2022 All Other Equipment CIP budget (180-2481-712-8133), all voting aye.**

Report

Software Budget Carry Forward: The committee reviewed the request to carry forward \$10,000 from the software budget to purchase station alerting software. DC Krueger noted this is a planned budgeted item. However, due to the amount of time, and challenges, it has taken to switch from one records management program to three, we have not had time to move forward with this software purchase. **MSC Grade/Stevenson recommends the City of Neenah and City of Menasha Common Councils approve the carry forward request of \$10,000 from NMFR's maintenance of software budget (180-2301-712-0218), all voting aye.**

Report

MSC Stevenson/Eisenach to adjourn at 5:25 p.m., all voting aye.

Respectfully Submitted,

Tara A. Ellis

Tara Ellis

Management Assistant



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Deputy Chief Krueger

DATE: December 19, 2022

RE: UTV Vehicle Purchase approval

NMFR applied and received a grant from the State of Wisconsin named EMS Flex Grant. The grant has several categories including PPE, Training, and Vehicles. The focus of the grant is to provide assistance to departments that render EMS care.

The vehicle category was awarded a total of \$50,000 to be applied for an off road vehicle to assist in patient care.

Multiple products were reviewed and the best payload offering is available from Bob Cat. The vehicle is rated for industrial use and has a reduced operating speed when compared to vehicles like Polaris. The Bob Cat does use Polaris driveline and running gear however suspension is specific to the Bob Cat product. Caroline Motorsports LLC was selected as a UTV specific dealer that sells Bob Cat and Polaris where as other Bob Cat Dealers are selling specific to agriculture and less familiar with the recreational market. A 2022 grant had EVS selected to provide an EMS unit for the back of the UTV and a trailer required for the heavier capacity of today's side by side vehicles is available from Mirsberger Sales & Service. All expenses shall remain under \$50,000.

The grant has submitted a 50% pre-payment for all 3 categories and upon expense submission no later than 9-1-23 will make total payments to reimburse the full expenditures.

We are asking for consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve the purchase of a UTV from Caroline Motor Sports, UTV skid unit from Emergency Vehicle Services and a trailer from Mirsberger Sales & Service for a cost not to exceed \$50,000.

Thank you for your consideration. If you have any questions, please feel free to call me at 886-6202.



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Deputy Chief Shane Krueger

DATE: December

RE: Mobile Data Computer (MDC) and Radio Replacement

Updated equipment for Car 32 has been on order. However, due to delays, it's not projected to arrive until February 2023. The purchase and delivery of items has to be within the same calendar year for payment. Therefore, Deputy Director Kahl has suggested we submit a request to carry forward these funds from our All Other Equipment CIP Budget.

I am requesting consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve the carry forward of \$9,547.00 from NMFR's 2022 All Other Equipment CIP Budget (180-2481-712-8133).

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

Thank you for your consideration.

SK/te



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: DC Shane Krueger

DATE: December 13, 2022

RE: 2022 Software Budget Carry Forward

This year we had budgeted funds for several different software changes. As you know, due to our records management software being obsolete we had to replace this with several different ones to carry out the functions that one did. Due to the amount of work it has taken to learn three new software programs, the challenges in getting our data switched over, training, etc. we were not able to implement the station alerting software we budgeted and planned to implement this year. There is a required down payment for this software and then an annual maintenance fee. Since we are not able to purchase this, and get it up and running within the same budget year, we are requesting to carryforward \$10,000 from our 2022 maintenance of software budget line item (180-2301712-0218) since there is not enough budget funds in 2023 to cover the required down payment and annual maintenance fee.

If you have any questions, please feel free to call me at 886-6202. Thank you for your consideration.

SK/te