



City of Neenah
SPECIAL COMMON COUNCIL MEETING AND
BUDGET PUBLIC HEARING
AGENDA
Tuesday, November 19, 2024 at 7:00 PM
Neenah City Hall, 211 Walnut Street
Council Chambers

- I. Roll Call and Pledge of Allegiance
- II. Proclamation
 - A. Small Business Saturday, November 30, 2024
- III. Introduction and Confirmation of Mayor's Appointment(s)
 - A. None.
- IV. Approval of Council Proceedings
 - A. Approval of the Council [Minutes and Proceedings of November 6, 2024 regular session.](#)
 - B. Approval of Committee of the Whole [Minutes of November 6, 2024 Annual Security Training.](#)
 - C. Approval of the Committee of Whole [Minutes of November 11, 2024 Budget Workshop.](#)
 - D. Approval of the Committee of the Whole [Minutes of November 12, 2024 Budget Workshop.](#)
 - E. **(UC)**
- V. Public Hearings
 - A. Consider Special Use Permit to construct a gasoline station located at 1115 S. Commercial Street.
- VI. Plan Commission report pertaining to the Public Hearing
 - A. [Plan Commission meeting of November 12, 2024](#): (Ald. Steiner) (Minutes can be found on the City web site)
 - 1. Commission recommends Council deny a Special Use Permit for a gasoline station located at 1115 S Commercial Street for the following evidence: The subject property does not meet the minimum lot size for gasoline stations per the Zoning Code. A minimum lot size of 0.5 acres is required. The subject property is 0.29 acres in size. **(RollCall-Pro)**
- VII. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VIII. Mayor/Council consideration of public forum issues
- IX. Consent Agenda
 - A. Approve Change of Agent application to Walgreens #03392, 500 S. Commercial Street, Neenah WI, Adrianna Fryjoff. **(PSSC)**

- B. Receive and place on file the Police Departments 3rd Quarter Report. **(PSSC)**
 - C. Approve the Final Plat for the Fourth Addition to the Homes at Freedom Meadows subdivision. **(PC)**
 - D. Approve the Preliminary Plat for the Second Addition to Freedom Acres subdivision subject to the conditions on the preliminary plat review letter. **(PC)**
 - E. **(UC)**
- X. Reports of standing committees
- A. [Regular Public Services and Safety Committee meeting of November 12, 2024:](#) (Chairman Lendrum/Vice Chair Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the Police Department to use the remaining capital funds of \$150,360.00 from the police department building expansion, the remaining capital funds from the vehicle barriers, and \$7,600.00 from the Capital Facility fund balance to build a 40'x60' storage shed to house larger vehicles and equipment at an estimated cost of \$218,000.00. **(RollCall-Pro)**
 - B. [Regular Finance and Personnel Committee meeting of November 11, 2024:](#) (Chairman Erickson/Vice Chair Boyette) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve Ordinance #2024-24 Annexing 20.9 acres of land located west of Woodenshoe Road and south of Liberty Avenue. **(Action on this item is under Plan Commission)**
 - 2. Committee recommends Council approve the Fourth Addition to The Homes at Freedom Meadows Subdivision Development and Fee Agreement. **(Action on this item is under Board of Public Works)**
 - C. [NMFR Joint Finance & Personnel Committee meeting of October 22, 2024:](#) (Chairman Boyette) (Minutes can be found on the City web site)
 - 1. Committee recommends both the City of Neenah and City of Menasha Common Councils approve Neenah-Menasha Fire Rescue's 2025 budget as presented that include both Mayor's reductions. **(RollCall-Pro)**
 - 2. Committee recommends the City of Neenah Council approve Resolution 2025-16 to exceed the levy limit for Neenah-Menasha Fire Rescue's 2025 budget. **(RollCall-Pro)**
- XI. Reports of special committees and liaisons and various special projects committees
- A. [Regular Plan Commission meeting of November 12, 2024:](#) (Council Rep Steiner) (Minutes can be found on the City web site)
 - 1. Commission recommends Council approve the Annexation #236 (Ordinance #2024-24) and the property also receive an R-1, Single-Family Residence District zoning classification. **(RollCall-Pro)**
 - B. [Board of Public Works meeting of November 14, 2024:](#) (Vice Chair Hillstrom) (Minutes can be found on the City web site)
 - 1. Council Action Items:

- a) The Board recommends Council approve the Development and fee Agreement for Fourth Addition to The Homes at Freedom Meadows Subdivision. **(RollCall-Pro)**
 - C. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) Meeting of November 19, 2024 – Alderman Ellis
 - D. Neenah Arts Council
 - 1. Report from the Neenah Arts Council Meeting of November 14, 2024 – Alderman Erickson
 - E. Landmarks Commission
 - 1. Report from the Landmarks Commission Meeting of November 13, 2024 – Alderman Weber
 - XII. Presentation of petitions
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.
 - XIII. Council Directives
 - XIV. Unfinished Business
 - XV. New Business
 - A. Arrowhead Park Development Status Report. (Alderman Hillstrom)
 - B. Any announcements/questions that may legally come before the Council.
 - XVI. 2025 Budget Public Hearing
 - A. Public Hearing on the Proposed 2025 Operating Budget and 2025 Capital Improvements Program Budget.
 - XVII. Discussion and Consideration of Public Hearing and Other Matters Relating to the Recommended 2025 Operating Budget and 2025 Capital Improvements Program Budget.
 - A. Consideration of Resolution No. 2024-21 adopting the 2025 Operating Budget and Capital Improvements Budget. **(RollCall-Pro)**
 - B. Such Other 2025 Budget Matters as Legally Come Before the Council.
- Continued discussions has been noticed as a Council Meeting – Budget Public Hearing on Wednesday, November 20, 2024 at 7:00 p.m.**
- XVIII. Adjourn (if Budget Hearing concluded) or recess to November 20, 2024 Council Meeting – Budget Public Hearing at 7:00 p.m.

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

Common Council Proceedings
Wednesday, November 6, 2024 at 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., November 6, 2024, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Aldermen Erickson, Hillstrom, Lendrum, Weber, Pollnow, Steiner (appeared by phone), Ellis, and Council President Borchardt. Alderman Boyette was excused. 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: Director of Human Resources Fairchild, Fire Chief Teesch, Director of Information Technology Schroeder, Police Chief Olson, Police Captain Van Sambeek, Assistant Police Chief Bernice, and those noted on the attached Meeting Sign-In Sheets.

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

- I. The City Clerk called a voice roll call as the Mayor/Aldermen recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance led by Alderman Pollnow.
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. None.
- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of October 16, 2024 regular session. **(UC)**
 - B. Approve the Committee of Whole Minutes of October 29, 2024. **(UC)**
With one correction, there were no objections, the Minutes and Proceedings were ordered approved.
- IV. Plan Commission report pertaining to the Public Hearings
 - A. Plan Commission meeting of October 29, 2024: (Ald. Steiner) [\(Minutes can be found on the City web site\)](#)
 1. Commission recommends Council approve a Special Use Permit for the issuance of a Class "A" Fermented Malt Retail license for property located at 700 Main Street subject to the conditions of the Special Use Approval Letter and license approval. **(RollCall-Pro)**
MSCRP Ellis/Pollnow to approve as recommended by the Plan Commission, all voting aye.
 2. Commission recommends Council approve a Special Use Permit for the issuance of a Class "A" Fermented Malt Retail license for property located at 1013 Main Street subject to the conditions of the Special Use Approval Letter and license approval. **(RollCall-Pro)**
MSCRP Weber/Ellis to approve as recommended by the Plan Commission, all voting aye.

3. Commission recommends Council approve a Special Use Permit for the issuance of a Class “A” Fermented Malt Retail license for property located at 1305 S. Commercial Street subject to the conditions of the Special Use Approval Letter and license approval. **(RollCall-Pro)**
MSCRP Borchardt/Weber to approve as recommended by the Plan Commission, all voting aye.

V. Public Forum

VI. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of October 29, 2024: (Chairman Lendrum/Vice Chair Hillstrom) [\(Minutes can be found on the City web site\)](#)
 1. Committee recommends Council approve the City of Neenah Police Department to enter into a five-year contract with Axon Enterprises for 10 Axon Fleet 3, in-car camera system and approve the 2025 payment in the amount of \$26,227.83. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve as recommended by the Public Services and Safety Committee, all voting aye.
 2. Committee recommends Council approve the Original the Class “A” Fermented Malt Retail License Convenience Store Application to Krist Oil Company, Krist Food Mart #56, 1305 S. Commercial Street, Neenah WI, David Stark, Agent. **(RollCall-Pro)**
MSCRP Lendrum/Weber to approve as recommended by the Public Services and Safety Committee, all voting aye.
 3. Committee recommends Council approve the Original Class “A” Fermented Malt Retail License Convenience Store Application to Deep Petroleum Inc, Neenah Mobil, 700 Main Street, Neenah WI, Jaswinder Singh, Agent. **(RollCall-Pro)**
MSCRP Lendrum/Pollnow to approve as recommended by the Public Services and Safety Committee, all voting aye.
 4. Committee recommends Council approve the Original the Class “A” Fermented Malt Retail License Convenience Store Application to Gauri Ganesh, LLC, Main Street Amoco, 1013 Main Street, Nee, Nirva Patel, Agent. **(RollCall-Pro)**
MSCRP Lendrum/Pollnow to approve as recommended by the Public Services and Safety Committee, all voting aye.
 5. Committee recommends Council institute a “NO PARKING ANYTIME” regulation on the east side of South Commercial Street between Tyler Street and Division Street and on the west side of South Commercial Street between Division Street and King Street, which shall go in effect September 1, 2025. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve as recommended by the Public Services and Safety Committee, all voting aye.
 6. Committee recommends Council approve Ordinance 2024-22 revising the Municipal Code to modify the on-street overnight parking regulations and

the penalty for parking during snow emergency proclamations. **(RollCall-Pro)**

MSCRP Lendrum/Pollnow to approve as recommended by the Public Services and Safety Committee, all voting aye.

7. Committee recommends Council approve Ordinance 2024-23 repealing and replacing Section 16-36(a)(1) of the City of Neenah Municipal Code. **(RollCall-Pro)**

MSCRP Lendrum/Weber to approve as recommended by the Public Services and Safety Committee. Motion carries in a roll call vote 7-1 with Pollnow dissenting.

Alderman Pollnow voted against this in committee because of the accumulative were a lot to process. Just because an employee is leaving the city does not warrant changes to the code.

Alderman Lendrum voted in favor of Ordinance 2024-23 as it is a housekeeping item that requires subject matter expertise and would fall onto other staff if not handled prior to our traffic engineers departure.

- B. Regular Finance and Personnel Committee meeting of October 28, 2024: (Chairman Erickson/Vice Chair Boyette) [\(Minutes can be found on the City web site\)](#)

1. Committee recommends Council approve the purchase equipment and services to upgrade network switches and wireless access points at a cost not to exceed \$135,906.00 with funding coming from the budgeted Information Systems capital equipment projects for switch upgrades wireless upgrades. **(RollCall-Pro)**

MSRP Erickson/Pollnow to approve as recommended by the Finance and Personnel Committee, all voting aye.

- C. NMFR Joint Finance & Personnel Committee meeting of October 15, 2024: (Chairman Boyette) [\(Minutes can be found on the City web site\)](#) and Committee of the Whole Meeting of October 29, 2024 (Council President Borchardt) [\(Minutes can be found on the City web site\):](#)

1. Both the NMFR Joint Finance & Personnel Committee and the Committee of the Whole recommend Council the City of Neenah and City of Menasha Common Councils approve the offer to the intended candidate for the position of Assistant Chief/Fire Marshal a salary above the midpoint at a starting rate of \$89,739.00. **(RollCall-Pro)**

MSCRP Borchardt/Ellis to approve as recommended by both NMFR Joint Finance & Personnel Committee and the Committee of the Whole. Motion failed in a roll call vote, 0-8.

2. Both the NMFR Joint Finance & Personnel Committee and the Committee of the Whole recommend the City of Neenah and City of Menasha Common Councils provide an add rate to the assistant chief positions equivalent to a 3% differential between the highest paid assistant chief and the shift commander. **(RollCall-Pro)**

MSCRP NMFR Joint Finance & Personnel Committee and the Committee of the Whole recommend Council. Motion failed in a roll call vote, 0-8.

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

A. Board of Public Works meeting of October 17 2024: (Vice Chair Hillstrom) ([Minutes can be found on the City web site](#))

1. Council Action Items:

- a. The Board recommends Council approve Final Pay Request, Contract 9-24, Epoxy Pavement Markings, to Century Traffic, LLC, in the amount of \$111,979.95. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve as recommended by the Board, all voting aye.

B. Board of Public Works meeting of November 4, 2024: (Vice Chair Hillstrom) ([Minutes can be found on the City web site](#))

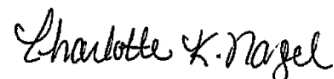
1. Council Action Items:

- a. The Board recommends Council approve Final Pay Request, Contract 10-24, Re-Roof Traffic Shop Area, to H.I.S., Waterproofing, Roofing, and Sheet Metal, Hartford, WI in the amount of \$43,127.90. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve as recommended by the Board, all voting aye.
- b. The Board recommends Council award Contract 11-24, Douglas Park Storm Water Pond, to Calvin & Goss, LLC, Appleton WI, in the amount of \$519,738.16 **(RollCall-Pro)**
MSCRP Hillstrom/Borchardt to approve as recommended by the Board, all voting aye.

VIII. Adjournment

Motion by Pollnow/Lendrum to adjourn. Motion carried in a voice vote 8-0. Meeting adjourned at 7:57 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk



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Vicky K. Rasmussen, CPA
Director of Finance

M E M O R A N D U M

DATE: November 13, 2024

TO: Council President Borchardt and Members of the Council

FROM: Vicky Rasmussen, Director of Finance

RE: Proposed Amendments to 2025 Operating and Capital Improvements Budget

1. **Operating Budget:**
Increase Alderman pay by 5%. In 2025 this will affect the three alderman seats up for re-election in April. This will increase salaries expenditure and increase the amount of Undesignated General Fund balance applied by \$620. See Pages 40 and 60. (Alderman Pollnow) **This has a \$0 effect on the proposed tax rate for next year's budget.**
2. **Capital Improvements Budget:**
Delay reconstruction of Bergstrom Road (CTH G – Breezewood) from 2025 to 2026. This will decrease capital expenditure and capital borrowing in the Public Infrastructure fund by \$1,350,000. See Page 264. (Alderman Pollnow) **This has a \$0 effect on the proposed tax rate for next year's budget. This decreases the borrowing for 2025, which in turn could have a potential effect on future debt service tax levy rates.**
3. **Capital Improvements Budget:**
Remove installation of sidewalks for Alexander Drive (Bruce-Commercial). This will decrease capital expenditure and capital borrowing in the Public Infrastructure fund by \$65,000. See Page 265. (Alderman Steiner) **This has a \$0 effect on the proposed tax rate for next year's budget. This decreases the borrowing for 2025, which in turn could have a potential effect on future debt service tax levy rates.**
4. **Capital Improvements Budget:**
Remove purchase of a Citizen Request Management System (CRM) from Information Systems budget. This will decrease capital expenditure and capital borrowing in the Capital Equipment fund by \$15,000. See Page 312. (Alderman Erickson) **This has a \$0 effect on the proposed tax rate for next year's budget. This decreases the borrowing in 2025, which in turn could have a potential effect on future debt service tax levy rates.**
5. **Capital Improvements Budget:**
Remove Undesignated Traffic Signal Upgrades. This will decrease capital expenditure and capital borrowing in the Public Infrastructure fund by \$25,000. See Page 266. (Director Kaiser) **This has a \$0 effect on the proposed tax rate for next year's budget. This decreases the borrowing in 2025, which in turn could have a potential effect on future debt service tax levy rates.**

6. **Storm Water Utility Fund Budget:**

Obtain an updated Storm Water Utility plan This will increase Storm Water Utility Outside Services expenditure and decrease Storm Water Utility fund balance by \$100,000. See Page 338. (Alderman Pollnow) **This has a \$0 effect on the proposed tax rate for next year's budget.**

7. **Debt Service Fund Budget:**

Remove Transportation Assessment Replacement Fee (TARF) and add an additional \$825,000 to debt service tax levy. This will have a net effect of nearly \$0 in the debt service fund. See Page 245.

This change in debt levy will increase the assessed tax rate (after TIF) by an additional \$.29, equating to a total tax increase of \$.45 per \$1,000 of assessed value. The overall Assessed Tax Rate (After TIF) will be \$7.02 per \$1,000 of assessed value. See chart below for details. See page 5. (Alderman Lendrum)

	2025 Budget	2024 Budget	Increase	Tax Increase on \$275k Home	Removal of TARF	Net Effect on Taxpayer
Mayor Proposed Budget Tax Rate	\$ 6.73	\$ 6.57	\$ 0.16	\$ 44		\$ 44
Tax Rate with TARF Amendment	7.02	6.57	0.45	124	(40)	84
Difference	<u>\$ 0.29</u>		<u>\$ 0.29</u>	<u>\$ 80</u>	<u>\$ (40)</u>	<u>\$ 40</u>



RESOLUTION NO. 2024-21

RESOLUTION FOR ADOPTION OF THE 2025 OPERATING AND CAPITAL IMPROVEMENTS BUDGET

BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN, BE IT RESOLVED:

That it does hereby adopt the following as the Operating and Capital Improvements Budget of the City of Neenah for the year 2025 to-wit:

	Proposed Expenditure Appropriation	Non-Property Tax Revenue / Use of Reserves	Tax Levy
General Fund	\$ 30,996,510	\$ 16,023,750	\$ 14,972,760
Community Development Block Grant Fund	200,000	200,000	-
Housing Fund	63,750	63,750	-
Small Business Loan Fund	5,450	5,450	-
Industrial Development Fund	25,000	25,000	-
Recycling Fund	697,510	697,510	-
Other Miscellaneous Special Revenue Funds	1,350,570	1,350,570	-
Debt Service Fund	13,170,710	9,170,710	4,000,000
Capital Improvement Fund (non-utility)	20,638,220	20,638,220	-
Sanitary Sewer Utility Fund	7,194,220	7,194,220	-
Storm Utility Fund	3,792,060	3,792,060	-
Water Utility Fund	10,188,580	10,188,580	-
Information Systems Internal Service Fund	801,270	801,270	-
Fleet Maintenance Fund	819,990	819,990	-
Liability Insurance Fund	100,000	100,000	-
Benefit Accrual Fund	10,580,000	10,580,000	-
Expendable Trust Funds	28,500	28,500	-
Total City Budgets	\$ 100,652,340	\$ 81,679,580	\$ 18,972,760
City as Agent for:			
Business Improvement District	\$ 150,000	\$ 150,000	\$ -
Municipal Court Fund	414,910	414,910	-
Neenah-Menasha Fire Rescue	10,481,020	10,481,020	-

and that City General Operating Purpose Expenditures are further appropriated according to the major breakdown in the budget book.

Be it further resolved that the total sum of \$18,972,758 is hereby levied on all taxable property in the City for paying general operating expenses and debt service for the year ending December 31, 2025.

Be it further resolved that the Tax Incremental District Special Revenue Fund appropriation is \$5,290,469, that the estimated total TIF tax levy is \$4,351,915 and that the estimated City allocation of the TIF tax levy is \$1,675,384.

Be it further resolved that the City Finance Director is authorized and directed to make any minor changes in the tax levy that might come about through computation of Tax Incremental District allocations.

Be it further resolved that the City Finance Director shall place the City levy plus properly estimated levies in the amount of \$32,986,701 received from the County, School District and Vocational, Technical and Adult Education District #2 on the tax roll for collection pursuant to law, including Tax Incremental Finance District allocations.

Adopted, approved and recorded this 19th day of November 2024 by a vote of ____ for and ____ against.

Recommended by: Common Council

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane B. Lang, Mayor

Passed: _____

Charlotte K. Nagel, City Clerk