



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, November 5, 2025 at 6:00 PM
Neenah City Hall – 211 Walnut Street
Council Chambers

- I. Roll Call and Pledge of Allegiance
- II. Presentation
 - A. Presentation of 2025 First Responder of the Year Award to Police Officer Joe Benoit by State Representative Dean Kaufert on behalf of the Wisconsin State Legislature.
- 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 October 15, 2025 regular session.](#)
 - B. **(UC)**
- V. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VI. Mayor/Council consideration of public forum issues
- VII. Consent Agenda
 - A. Approve the special event permit for Neenah's Very Merry Christmas Market, sponsored by Future Neenah Inc., 135 W Wisconsin Avenue. Event to be held on Friday, December 5, 2025, from 5:00 PM to 8:00 PM, Saturday, December 6, 2025, from 10:00 AM to 8:00 PM, and Sunday, December 7, 2025, from 10:00 AM to 3:00 PM. **(PSSC)**
 - B. Temporary "Class B" License to Sell Wine to Future Neenah Inc., 135 W Wisconsin Avenue, for the Very Merry Christmas Market, to be held on Friday, December 5, 2025 from 5:00 PM to 8:00 PM, Saturday, December 6, 2025, from 10:00 AM to 8:00 PM, and Sunday, December 7, 2025, from 10:00 AM to 3:00 PM. **(PSSC)**
- VIII. Reports of standing committees
 - A. [Regular Public Services and Safety Committee meeting of October 28, 2025:](#) (Chairman Lendrum/Vice Chairman Weber) (Minutes can be found on the City website)
 - 1. Committee recommends Council approve Contract Amendment No. 2 with GRAEF Engineering in the amount of \$56,183.00 for professional services for Arrowhead Park engineering tasks and guidance. Funding to be provided by Arrowhead Park carry forward funds included in the 2025 Capital Improvement Budget. **(RollCall-Pro)**

2. Committee recommends Council approve authorize staff to raze the city-owned former bus shelter at the northeast corner of Church Street and Doty Avenue. **(RollCall-Pro)**
 - B. [Regular Finance and Personnel Committee meeting of October 27, 2025](#): (Chairman Steiner/Vice Chairman Erickson) (Minutes can be found on the City website)
 1. Committee recommends Council approve Resolution 2025-14 the 2025 Fee Schedule as presented. (Attached) **(RollCall-Pro)**
 2. Committee recommends Council authorize the movement of the utility billing system and the utility billing coordinator position from the Finance Department to the Water Utility Department. **(RollCall-Pro)**
 3. Committee recommends Council approve Resolution 2025-13 Designating Official (Director of Finance) Authorized to Declare Official Intent Under Reimbursement Bond Regulations. **(RollCall-Pro)**
 - C. [NMFR Joint Finance & Personnel Committee meeting of October 29, 2025](#): (Council President Borchardt) (Minutes can be found on the City website)
 1. Committee recommends Council the purchase and enter into contract for (1) 2025 can-am EMS-UTV and related equipment for a cost not to exceed \$60,000 and to utilize FAP carry-over funds from 2024-25 to pay for the project. **(RollCall-Pro)**
 2. Committee recommends Council approve the proposed NMFR 2026 budget. **(RollCall-Pro)**
- IX. Reports of special committees and liaisons and various special projects committees
- A. [Committee on Rules meeting of October 13, 2025](#): (Chairman Lendrum) (Minutes can be found on the City website)
 1. Committee recommend Council approve the updated Standing Rules of the City of Neenah Common Council. (Attached) **(RollCall-Pro)**
 - B. [Regular Plan Commission meeting of October 28, 2025](#): (Alderman Steiner) (Minutes can be found on the City website)
 1. Report on Neenah Housing Study and Needs Assessment Implementation. **(No Action)**
 - C. [Board of Public Works meeting of October 23, 2025](#): (Vice Chairman Lendrum) (Minutes can be found on the City website)
 1. No action items to report.
 - D. [Report from the Community Development Authority Meeting of November 3, 2025](#): (Director Nieforth) (Minutes can be found on the City website)
 - E. [Report from the Sustainable Neenah Committee Meeting of October 22, 2025](#): (Alderman Linski) (Minutes can be found on the City website)
 - F. Report from the Bergstrom Mahler Museum Meeting of October 22, 2025– Alderman Bruno
 - G. [Report from the Park Commission of October 23, 2025](#): (Alderman Weber) (Minutes can be found on the City website)
- X. Presentation of petitions
- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
- XI. Council Directives

XII. Unfinished Business

XIII. New Business

A. Any announcements/questions that may legally come before the Council.

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

FEES FOR SERVICES SCHEDULE

Res. No. 7185 adopted April 5, 2006 effective with the new Code of Ordinances of the City of Neenah, May 1, 2006.

This document contains updated fee information through October 27, 2025, Resolution No. 2025-14

	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Notary Service	No Charge		§137.01(9)	Res. No. 7170
Copies/Open Records Requests	2¢ per page		§19.35(3)	Res. No. 7170
Digital to Physical Record/Other Media	Actual Cost	Materials/Reproduction	§19.35(3)(a)	Res. No. 7170
Maps	Actual Cost of Reproduction		§19.35(3)(a)	Res. No. 7170
Mail & Shipping of Records Request	Actual Cost of Mailing		§19.35(3)(d)	Res. No. 7170
Prepayment of Records Request	Cost of reproduction	Only if total charge exceeds \$5	§19.35(3)(f)	Res. No. 7170
Cost to Locate Records	\$25.00/hr	If locate cost exceeds \$50	§19.35(3)(c)	Res. No. 7170
LICENSES				
Liquor				
Class A Malt	\$250	Annual – expires 6/30 (pro-rated)	§125.25(4)	Ord. No. 1234
Class A Liquor	\$400	Annual – expires 6/30 (pro-rated)	§125.51(2)(d)	Ord. No. 1234
Class B Malt	\$100	Annual – expires 6/30 (pro-rated)	§125.26(4)	Ord. No. 1234
Class B Liquor	\$400	Annual – expires 6/30 (pro-rated)	§125.51(3)(e)	Ord. No. 1234
Reserve Class B	\$10,000	One time Initial fee (plus annual Class B fee)	§125.51(3)(e)(2)	Ord. No. 1234
Class B (wine only) Winery	\$350	Annual – expires 6/30 (pro-rated)	§125.51	Res. No. 2015-34
Class C Wine	\$100	Annual – expires 6/30 (pro-rated)	§125.51	Ord. No. 1234
Provisional Class B	\$15	One time fee	§125.185(3)	Ord. No. 1234
Temp Class B (Picnic)	\$10	Per event	§125.51(10)	Ord. No. 1234
Temporary Extension of Licensed Premise	\$10	Per Day	§125.10	Ord. No. 2019-15 Code Sec. 4-106 Res. No. 2019-15
Publication Fee-renewal	\$22	Annual due 4/15	§125.04(3)(g)	-----
Publication Fee-new app	\$65	Initial – due upon application	§125.04(3)(g)	Res. No. 7309
Change of Agent	\$10	Due upon application	§125.04(6)(b)	-----
Late Fee – April 15 filing deadline for renewals expiring 6/30	\$50	Per Year		Res. No. 2019-17 Code Sec. 4-65(m)
Late Fee – beginning June 15 filing deadline for renewals expiring 6/30	\$20	Per Day		Res. No. 2019-17 Code Sec. 4-65(f)
Beverage Operator	\$60	Two year license – expires 6/30	§125.17(1)	Ord. No. 1234
		Includes fee for picture		Ord. No. 1345 increase to \$60 effective 1/1/2007
Duplicate Beverage Operator	\$10	Per license	§125.17	-----

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE		BASIS	STATUTE NO.	ORD/RES/CODE
Temporary Beverage Operator	\$10		Per event	§125.17(4)	Ord. No. 1234
Provisional Beverage Operator	\$15		Per license	§125.185	Ord. No. 1234
Misc. Licenses					
Cigarette	\$100		Annual – expires 6/30	§134.65(2)(b)	Ord. No. 1234
Amusement Device	\$75/machine		Annual – expires 6/30		Code §4-172
					Res. No. 2023-01
Dance Hall	\$25		Annual – expires 6/30	§59.56(12)(b)	Ord. No. 858
Pawnbrokers License	\$210		Annual – expires 12/31	§134.71	Code Section 4-64
					Res. No. 7238
Secondhand Article Dealers	\$27.50		Annual – expires 12/31	§134.71(11)(b)	Code Sec. 4-64
					Res No 7238
Secondhand Jeweler Dealers	\$30.00		Annual – expires 12/31	§134.71(11)(c)	Code Sec. 4-64
					Res No 7238
Taxi Cab	1st Taxi	\$50 yearly fee	Annual – expires 6/30	§349.24	Ord. No. 1223 / Res. 2019-09
	Each additional	\$0 No fee, Report Vehicle by VIN			Ord. No. 1223 / Res. 2019-09
Escort License or Registration	\$500		Annual – expires 6/30		Code Sec. 4-65
					Ord. No. 2014-9
					Res. No. 2014-10
Escort Service Licenses	\$500		Annual – expires 6/30		Ord. No. 2014-9
					Res. No. 2014-10
PERMITS					
Blasting	No Charge		Per Project		Code Sec. 11-119
Carnival/Circus	\$25		Per day		Ord. No. 369
Christmas Tree Lot	\$25		Annual – Expires 12/26		Ord. No. 858
Fireworks Stand	\$25		Annual – Expires 7/5		Ord. No. 963
Open Burning	\$17		Annual – exp 12/31		Res. No. 2021-19
Street Use Permits-Special Events Permit	\$75 except the fee for school-sponsored events shall be \$0		Per event – plus costs per code		Ord.-No.-858-Ord. 2023-09
					Res.-No.-7353
					Res.-No.-2011-7
					Res.-No.-2011-25
					Sec.-14-129(e) & (f)
Solicitor Permit – New	\$25		1 st Year – Expires 12/31	§59.55	Ord. No. 858
Solicitor Permit - renewal	\$15		Annually – Expires 12/31	§59.55	Ord. No. 858
Mobile Food Vendor	\$100		Per Mobile Food Vendor vehicle or cart		Sec. 4-353(a)
BID Surcharge	\$50		Per Mobile Food Vendor or Transient Merchant located in the BID District		Sec. 4-64 &
					4-353(a)

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE		BASIS	STATUTE NO.	ORD/RES/CODE
Wrestling/Boxing	\$50 per wrestling event plus cost for providing two supervisors, who shall have police authority for the wrestling match. Estimated cost \$50-100 per hour per officer.		Event- Ordinance Repealed.	\$444.02	Ord. No. 980 Vol IV
					Res. No. 7309
MISC. FEES					
Voter Registration Certificate	\$5				Ord. No. 858
Voter Registration Certificate	\$2		Seniors – over age 65		Ord. No. 858
Voter Registration List	\$25.00 plus \$5 per 1,000 voters		Includes Voter History	\$6.36(6)	Set by State Elections Board
					Res. No. 7242
ASSESSMENT DEPT:					
Reports (Hard Copies)					
Street Listing	\$35.00				
Commercial Listing	\$35.00				
Alpha Property Listing By Owner	\$35.00				
Alpha Property Listing By Street Name	\$35.00				
Vacant Land Listing	\$20.00				
Multi-Unit Listing	2 Units & Up	\$35.00			
	4 Units & Up	\$20.00			
Files (emailed)					
Assessment Roll	\$50.00				
Legal Description					
Mailing Addresses	\$30.00				
FINANCE:					
Tax Roll	\$50.00				
WEIGHTS AND MEASURES					
Annual Permit Processing Fee	\$50		Annual	§ 98.04	Res. No. 2021-19
Scales 0 to 30 lbs.	\$30 (per unit)		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Scales 31 to 1000 lbs	\$40 (per unit)		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Weight Sets	\$10		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE		BASIS	STATUTE NO.	ORD/RES/CODE
Follow-up Inspection Fee (1 st)	\$100		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Follow-up Inspection Fee (2 nd)	\$200		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Penalty Nonregistered Device	Fee x 2		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Timing Devices	\$10		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Meters (Taxi)	\$50		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Electric Pill Counters	\$10		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Gas Pumps (Retail)	\$40		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
HS Pumps (Diesel)	\$55		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Vehicle Tank/Bulk Plant Meter	\$100		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Linear (Fabric, Wire, Rope Meters)	\$10		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Farmer's Market Annual Fee (includes 7 or more devices)	\$150		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35
Scanners	1 to 3 scanners (total)	\$75	Annual	§ 98.04	Sec. 4-30
	4 or more (total)	\$130			Res. No. 2011-16
					Res. No. 2012-35
Aluminum Can Recycle Machine	\$100		Annual	§ 98.04	Sec. 4-30
					Res. No. 2011-16
					Res. No. 2012-35

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Late Payment Fee	\$100	Annual	§ 98.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
Misc. Specialized Devices	\$50/Hour	Annual	§ 98.04§ATCP 92.04	Sec. 4-30 Res. No. 2011-16 Res. No. 2012-35
PLUMBING				Plumbing Code
New Plumbing: 1 & 2 Family	\$50 + \$0.03 sq ft all areas	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$30)		Ch. 21, Art. V Res. No. 2017-04
New Plumbing: Multi-family	\$50 + \$0.05 sq ft all areas	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$30)		Ch. 21, Art. V Res. No. 2017-04
New Plumbing: Commercial/Industrial	\$50 + \$0.08 per sq ft for first 5,000 sq ft and \$0.02 per sq ft over 5,000 sq ft	If no square footage available – base on fixture count: \$8 per fixture (Minimum \$50)		Ch. 21, Art. V Res. No. 2017-04
New/replacement Sanitary Sewer, Storm Sewer, or Water Services Lateral: Residential	New: \$100 Replacement: \$50			Ch. 21, Art. V Res. No. 2017-04
New/replacement Sanitary Sewer, Storm Sewer, or Water Services Lateral: Commercial	Commercial: \$50 + \$10 per inch diameter			Ch. 21, Art. V Res. No. 2017-04
Repair of Building Drain, Sanitary Sewer Lateral, Storm Sewer Lateral or Water Service	\$25			Ch. 21, Art. V Res. No. 2011-17
Repipe Basement	\$25			Ch. 21, Art. V Res. No. 2011-17
Cap Sewer	\$25			Ch. 21, Art. V Res. No. 2011-17
Well License Renewal	\$30 50			Ch. 21, Art. V Res. No. 2017-04
Replacement Water Heater	\$30	Minimum permit fee \$30 or \$8 per fixture if water Heater is included as part of the plumbing project		Ch. 21, Art. V Res. No. 2017-04
ELECTRICAL				Electrical Code
New Electrical: 1 & 2 Family and additions	\$50 + \$0.03 sq ft all areas	If no square footage available:		Ch. 21, Art. III
		\$30 for all work between \$1 and \$300 in cost		Res. No. 2017-04
		\$30 + \$5/\$100 for all work between \$301 - \$1,000 in cost		
		\$65 + \$12/\$1,000 for all work between \$1001 - \$10,000 in cost		
		\$173 + \$3/\$1,000 for all work between \$10,001 - \$100,000 in cost		
		\$443 + \$1/\$1,000 for all work over \$100,000 in cost		

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
New Electrical: Multi-family and additions	\$50 + \$0.05 sq ft all areas	If no square footage available:		Ch. 21, Art. III
		\$30 for all work between \$1 and \$300 in cost		Res. No. 2017-04
		\$30 + \$5/\$100 for all work between \$301 - \$1,000 in cost		
		\$65 + \$12/\$1,000 for all work between \$1001 - \$10,000 in cost		
		\$173 + \$3/\$1,000 for all work between \$10,001 - \$100,000 in cost		
		\$443 + \$1/\$1,000 for all work over \$100,000 in cost		
New Electrical: Commercial/Industrial and additions	\$50 + \$0.08 per sq ft for first 5,000 sq ft and \$0.02 per sq ft over 5,000 sq ft	If no square footage available:		Ch. 21, Art. III
		\$30 for all work between \$1 and \$300 in cost		Res. No. 2017-04
		\$30 + \$5/\$100 for all work between \$301 - \$1,000 in cost		
		\$65 + \$12/\$1,000 for all work between \$1001 - \$10,000 in cost		
		\$173 + \$3/\$1,000 for all work between \$10,001 - \$100,000 in cost		
		\$443 + \$1/\$1,000 for all work over \$100,000 in cost		
Electrical Service	\$50 + \$10 per 100 amp			Ch. 21, Art. III
				Res. No. 2017-04
BUILDING				Building Code
New Construction: Residential/Duplex/Condo	\$100 + \$0.18 per sq ft all areas	Minimum \$200		Ch. 21, Art. II
				Res. No. 2017-04
New Construction: Multi-family	\$100 + \$0.25 per sq ft all areas	Minimum \$200		Ch. 21, Art. II
				Res. No. 2017-04
New Construction: Commercial/Industrial	\$100 + \$0.20 per sq ft all areas	Minimum \$200		Ch. 21, Art. II
				Res. No. 2017-04
New Construction: Community Facility	\$100 + \$0.20 per sq ft all areas	Minimum \$200		Ch. 21, Art. II
				Res. No. 2017-04
New Construction: Garage	\$10 + \$0.10 per sq ft	Minimum \$50		Ch. 21, Art. II
				Res. No. 2017-04
New Construction: Residential: Accessory Building (small sheds, decks, gazebos)	\$30	Over 24" above grade		Ch. 21, Art. II
				Res. No. 2017-04
New Construction: Commercial: Accessory Building (small sheds, decks, gazebos)	\$60			Ch. 21, Art. II
				Res. No. 2017-04
Addition and Remodel: 1 & 2 Family	\$10 + \$0.10 per sq ft	Minimum \$50		Ch. 21, Art. II
		If no square footage available, based on project cost:		Res. No. 2017-04
		\$50 + \$5 per \$1000 for work between \$1 and \$5,000 in cost		
		\$60 + \$2.50 per \$1,000 for work over \$5,000 in cost		
		(minimum cost of \$50 still applies)		

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Addition and Remodel: Multi-family	\$100 + \$0.20 per sq ft all areas	Minimum \$200		Ch. 21, Art. II
		If no square footage available, based on project cost:		Res. No. 2017-04
		\$35 + \$5 per \$1000 for work between \$1 and \$5,000 in cost		
		\$60 + \$2.50 per \$1,000 for work over \$5,000 in cost		
		(minimum cost of \$200 still applies)		
Addition and Remodel: Commercial/Industrial	\$100 + \$0.20 per sq ft all areas	Minimum \$200		Ch. 21, Art. II
		If no square footage available, based on project cost:		Res. No. 2017-04
		\$35 + \$5 per \$1000 for work between \$1 and \$5,000 in cost		
		\$60 + \$2.50 per \$1,000 for work over \$5,000 in cost		
		(minimum cost of \$200 still applies)		
Addition and Remodel: Community Facility		Minimum \$200		Ch. 21, Art. II
		If no square footage available:		Res. No. 2017-04
		\$35 + \$5 per \$1000 for work between \$1 and \$5,000 in cost		
		\$60 + \$2.50 per \$1,000 for work over \$5,000 in cost		
		(minimum cost of \$200 still applies)		
Addition and Remodel: Garage	\$10 + \$0.10 per sq ft	Minimum \$50		Ch. 21, Art. II Res. No. 2017-04
HEATING, VENTILATION & AC				Mechanical Code
Fireplaces/Stove- wood or gas/garage heaters installation	\$30			Ch. 21, Div. IV Res. No. 2017-04
1 & 2 Family and additions	\$50 + \$0.03 sq ft all areas	If no square footage available, based on project cost:		Ch. 21, Div. IV
		\$100 for all work up to \$2,000 in cost		Res. No. 2017-04
		\$100 plus \$5 per \$1,000 for all work over \$2,000		
Multi-family and additions	\$50 + \$0.05 sq ft all areas	If no square footage available, based on project cost:		Ch. 21, Div. IV
		\$100 for all work up to \$2,000 in cost		Res. No. 2017-04
		\$100 plus \$5 per \$1,000 for all work over \$2,000		
Commercial/Industrial and additions	\$50 + \$0.08 per sq ft	If no square footage available, based on project cost:		Ch. 21, Div. IV
		\$100 for all work up to \$2,000 in cost		Res. No. 2017-04
		\$100 plus \$5 per \$1,000 for all work over \$2,000		
Replacement 1 & 2 Family	\$50 for first piece + \$10 each add'l piece (per dwelling unit)	If no square footage available, based on project cost:		Ch. 21, Div. IV
		\$100 for all work up to \$2,000 in cost		Res. No. 2017-04
		\$100 plus \$5 per \$1,000 for all work over \$2,000		
Replacement Commercial/Industrial	\$100 for all work up to \$2,000 in cost			Ch. 21, Div. IV
	\$100 plus \$5 per \$1,000 for all work over \$2,000			Res. No. 2017-04
MISCELLANEOUS PERMIT FEES				Building Code
Apiary Registration Fee	\$30.00	Per Apiary		Sec. 3-41(c) Res. No. 2017-14

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE		BASIS	STATUTE NO.	ORD/RES/CODE
Building Inspections Re-inspection Fee	\$75				Res. No. 2021-19
Code Enforcement Re-inspection Fees	2 nd notice	\$50			Res. No. 2021-19
	3 rd notice	\$100			
	4 th notice	\$100			
	etc.				
Commercial Plan Review	Building Plan	\$125			Ch. 21, Div. II
	HVAC	\$125			Res. No. 2011-17
Demolition: Garage/Shed	\$30 plus bond		\$500 Bond/Check for building <25,000 cu. Ft.		Ch. 21, Div. II
			\$1,000 Bond/Check for building 25,000-50,000 cu. Ft.		Res. No. 2017-04
			\$2,000 Bond/Check for building over 50,000 cu. Ft.		
Demolition: Residential	\$100 plus bond		\$500 Bond/Check for building <25,000 cu. Ft.		Ch. 21, Div. II
			\$1,000 Bond/Check for building 25,000-50,000 cu. Ft.		Res. No. 2017-04
			\$2,000 Bond/Check for building over 50,000 cu. Ft.		
Demolition: Commercial/Industrial	\$200 plus bond		\$500 Bond/Check for building <25,000 cu. Ft.		Ch. 21, Div. II
			\$1,000 Bond/Check for building 25,000-50,000 cu. Ft.		Res. No. 2017-04
			\$2,000 Bond/Check for building over 50,000 cu. Ft.		
Erosion Control Residential	\$175				Ch. 22, Art. IV
					Res. 7309
					Res. No. 2017-04
Erosion Control Commercial Industrial Community Facility	\$300 per acre				Ch. 22, Art. IV
					Res. No. 2017-04
Fence: Residential	\$20				Ch. 21, Div. II
					Res. No. 2017-04
Fence: Commercial	\$50				Ch. 21, Div. II
					Res. No. 2017-04
Foundation Repair	\$40				Ch. 21, Div. II
					Res. No. 2017-04
Mobile Home Park	\$100				Ch. 21, Div. II
					Res. No. 2011-17
Moving Permit	\$200 plus bond		\$10,000-\$25,000 bond and insurance required		Res. No. 2017-04
Newspaper Vending Machines Permit	\$25		Initial Fee; Permit must be renewed yearly at no charge and expires December 31st		Res. 7292
					Code §14-146
					Res. No. 2011-17
Parking Lot	\$200				Ch. 21, Div. II
					Res. No. 2017-04
Pools – Above Ground	\$30				Ch. 21, Div. II
					Res. No. 2017-04

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Pools – In Ground	\$100			Ch. 21, Div. II Res. No. 2017-04
Sandwich Board Signs	\$25-	Annual — expires March 31st-		Code Sec 4-29 Res. No. 2017-04
Signs – Wall Signs	\$75			Res. No. 2021-19
Signs – Pole/ground Signs	\$125			Res. No. 2021-19
Accessory Use (Solar, Wind, etc.)	\$10 per KW-PV			Res. No. 2017-04
	450 – Geo or HW			
	(Minimum \$30)			
Street Furniture	\$15-\$25	Annual		Ch. 14, Art. VII
				Res. No. 7367
				Res. No. 2011-17
Assessment Fees (Building Permits)				
New Construction (Single-Family/Two-Family Residential)	\$100/unit	Per Building Permit		
New Construction (Commercial/Multi-Family)	\$300	Per Building Permit		
New Construction (Industrial)	\$300	Per Building Permit		
New Construction (Community Facility/Institutional)	\$300	Per Building Permit		
New Construction (Accessory Structure)	\$25	Per Building Permit		
Addition/Renovation (Single-Family/Two-Family Residential)	\$25	Per Building Permit		
Addition/Renovation (Commercial/Multi-Family)	\$100	Per Building Permit		
Addition/Renovation (Industrial)	\$100	Per Building Permit		
Addition/Renovation (Community Facility/Institutional)	\$100	Per Building Permit		
Addition/Renovation (Accessory Structure)	\$25	Per Building Permit		
LICENSE RENEWALS				
Heating – Warm Air	\$20			
Heating – Hot Water	\$20			
Heating – Steam	\$20			
PLANNING & ZONING FEES				Zoning Code
Rezoning/Text Amendment Application	\$500	Per Application		Ch. 26/Res. No. 2017-21
Variance/Appeal Application	\$350	Per Application		Ch. 26/Res. No. 2017-21
Special Use Application	\$500	Per Application		Ch. 26/Res. No. 2017-21
Annexation Review(Not including R1 Zoning)	\$400	Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Minor)	\$200	Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Major)	\$400	Per Review		Ch. 26/Res. No. 2017-21

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE		BASIS	STATUTE NO.	ORD/RES/CODE
Site Plan Review (Parking Lot)	\$100		Per Review		
Site Plan Review (Change of Use)	\$150		Per Review		
Site Plan Review (Telecommunication Tower)	\$3,000		Per Review		Ch. 26/Res. No. 2017-21
Site Plan Review (Landscape Plan)	NA		Per Review		Ch. 26/Res. No. 2017-21
Certified Survey Map Review	\$150		Per Map		Res. No. 2021-19
Extraterritorial CSM	\$150		Per Review		Res. No. 2021-19
Preliminary Plat Review	\$150 + \$35/lot		Per Review		Ch. 26/Res. No. 2017-21
Final Plat Review	\$100+\$10/lot		Per Map		Res. No. 2021-19
Official Street Map Amendment/Street Vacation	\$500		Per Map		Ch. 26/Res. No. 2017-21
P.D.D. Review	\$500		Per Approval		Ch. 26/Res. No. 2017-21
T.N.D. Review	\$500		Per Approval		
Tourist Housing Permit	\$50 no annual fee		Per License		Ch. 26/Res. No. 2017-21
Home Occupational License	\$50		Per License		Ch. 26/Res. No. 2017-21
Rooming House License (Annual)	\$50				Ch. 26/Res. No. 2017-21
Flood Plain Permits:			Per Permit		Ch. 26/Res. No. 2017-21
Land Use Permit – Residential	\$100		Per Permit		Ch. 26/Res. No. 2017-21
Land Use Permit – Commercial	\$200		Per Application		Ch. 26/Res. No. 2017-21
Map Amendment Application	\$500		Per Letter		Ch. 26/Res. No. 2017-21
Waiver Letter	\$25		Per Approval		Ch. 26/Res. No. 2017-21
Project Plan Approval	\$400		Per Approval		Ch. 26/Res. No. 2017-21
PDD Review/Master Plan Approval	\$500		Per Approval		Ch. 26/Res. No. 2017-21
Comprehensive Plan Amendment	\$500		Per Amendment		Res. No. 2021-19
Zoning Verification/Research (Standard)	\$50		Per Verification (Standard)		Ch. 26/Res. No. 2017-21
Zoning Verification/Research (Enhanced)	\$100		Per Verification (Enhanced)		Ch. 26/Res. No. 2017-21
DOCUMENT SALES					
Zoning Code	\$3			§19.35	Res. No. 7170
Building Code	\$3			§19.35	Res. No. 7170
Other Codes	\$2			§19.35	Res. No. 7170
Comp Plan	\$10			§19.35	Res. No. 7170
Maps	1" = 1,000' or basemap	50¢		§19.35	Res. No. 7170
	1" = 500' map	\$2.25		§19.35	Res. No. 7170
	Any Topo map	\$1.25		§19.35	Res. No. 7170
	Other maps	15¢/sq ft		§19.35	Res. No. 7170
Photocopies					Res. No. 7170
Single Sheet	25¢			§19.35	Res. No. 7170
Multiple Sheets	25¢ plus 15¢ per sheet			§19.35	Res. No. 7170
Color Copies	\$2 per 11x17			§19.35	Res. No. 7170

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE		BASIS	STATUTE NO.	ORD/RES/CODE
LICENSES					
Cat (if spayed or neutered)	8 \$10		Annual		Res. No. 2021-19
Cat (if not spayed or neutered)	13- \$15		Annual		Res. No. 2021-19
Dog (if spayed or neutered)	8 \$10		Annual		Res. No. 2021-19
Dog (if not spayed or neutered)	13- \$15		Annual		Res. No. 2021-19
Late Fee – dog/cat	\$5		Annual After 3/31 (license fee plus a \$5 state imposed fee)		Res. No. 7309
Dangerous Animal License	\$50		Per Dangerous Animal		Sec. 3-16(b)(3)
PERMITS					
Fire Permit	17 \$20		Annual		Res. No. 2021-19
Parking – Day Pass Tier 1	\$3		Daily (Permit Locations)		Res. No. 2017-11
Parking – Day Pass Tier 2	\$6		Daily (3 Hour & 4 Hour Locations)		Res. No. 2017-11
Parking – Tier 1	\$25		Monthly (All Permit Locations		Res. No. 2017-05
			Unless Otherwise Noted)		
Parking – Tier 2	\$40		Monthly (Marketplace Lot)		Res. No. 2017-05
Parking Ramp	\$30		Monthly		
Real Estate Status Report	\$40		Per Report – normal turn around		Res. No. 2021-19
	\$60		Per Report - Rush		
Special Assessment Installment Plan	Prime Rate as of 3/1/2017 plus 3% Borrowing Rate plus 2%		Annual Rate	\$66.0715	Code Sec. 13-2
					Council Motion 03/16/22- 03/19/2025
Petroleum Tank Installation Permit	\$100		First Tank		Ch. 7
	\$50		Each Additional Tank		
	\$1,700		Maximum Fee		
Petroleum Tank Closure Permit	\$20		Per 1,000 Gallon Tank Capacity, \$240 maximum		Ch. 7
	\$80		Minimum Fee		
Fire Protection Permit (Sprinkler Permit)	Any Underground Main	\$75	Including Additions		Ch. 7
	Any Above Ground Piping (20+ Heads)	\$75			
	Each Riser	\$25			
	Each Floor Above the First Floor	\$25			
Re-inspection Fee	\$100		Per inspection starting with the 2 nd inspection		Sec. 7-34 Res. No. 2013-34
Smoke Detector Installation	\$30		Per Detector		\$101.14 & §101.145
July 2012 Consolidated with Winnebago County Health Department. All Health related fees were removed from the City of Neenah Fee Schedule. WEIGHTS AND MEASURES were moved under the jurisdiction of the Community Development Department (see above).					

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE		BASIS	STATUTE NO.	ORD/RES/CODE
Fees are established by the Library Board					
Fees are established by the Park & Recreation Commission and maintained by the Department					
Fingerprints					Res. No. 7170
Child ID	No Charge			§19.35(3)(e)	Res. No. 7170
Fingerprinting for Employment					
Neenah Resident	No Charge			§19.35(3)(e)	Res. No. 7170
Non-Resident	\$10.00			§19.35(3)(a)	Res. No. 7170
Probation & Parole Registration	No Charge			§19.35(3)(e)	Res. No. 7170
Sex Offender Registration	No Charge			§19.35(3)(e)	Res. No. 7170
Photocopy Charges				§19.35(3)(a)	Res. No. 7170
Photograph Reprints	50¢				
Digital Reprints	\$1.00/sheet				
	\$2.00/glossy sheet				
Photograph for ID	\$5.00				
Accident Reports	11 x 17 - Double Sided	\$1.00		§19.35(3)(a)	Res. No. 7170
					Res. No. 7309
	8-1/2 x 11 - Double Sided	50¢		§19.35(3)(a)	Res. No. 7170
Incident Reports				§19.35(3)(a)	Res. No. 7170
1 st Page	25¢			§19.35(3)(a)	Res. No. 7170
Additional Pages	15¢			§19.35(3)(a)	Res. No. 7170
1 Page	25¢			§19.35(3)(a)	Res. No. 7170
2 Pages	40¢			§19.35(3)(a)	Res. No. 7170
3 Pages	55¢			§19.35(3)(a)	Res. No. 7170
4 Pages	70¢			§19.35(3)(a)	Res. No. 7170
5 Pages	85¢			§19.35(3)(a)	Res. No. 7170
6 Pages	\$1.00			§19.35(3)(a)	Res. No. 7170
7 Pages	\$1.15			§19.35(3)(a)	Res. No. 7170
8 Pages	\$1.30			§19.35(3)(a)	Res. No. 7170
9 Pages	\$1.45			§19.35(3)(a)	Res. No. 7170
10 Pages	\$1.60			§19.35(3)(a)	Res. No. 7170
Other Charges					
Video (VHS or CD)	Actual Cost of Tape (estimated at \$10.00)			§19.35(3)(a)	Res. No. 7170
					Res. No. 7309
Audio Cassette	Actual Cost of Tape (Estimated at \$5.00)			§19.35(3)(a)	Res. No. 7170
					Res. No. 7309

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
AUTOMATED COLLECTION CART FEES				
Change cart size (Existing Property Owner)	\$25.00 per cart	Each		Ch 12, Res 2019-06
Additional Recycling Cart (Residential)	\$25.00 per cart	Annual		Ch 12, Res 2019-06
Additional Refuse Cart (Residential)	\$220 \$245 per cart	Annual		Ch 12, Res 2023-01
NEW DEVELOPMENT				
Oversize Sanitary Interceptor Sewer Fee	\$1,000.00	Acre		Code §17-107
Public Storm Water Infrastructure	\$9,000.00	Acre		Code §13-7
Carpenter Tree Fund	\$100.00-150.00	Lot		Res. No. 7309
Stormwater Management, Erosion Control, Erosion Plan Review and Inspection, Residential	\$200.00	Subdivision plus \$150/lot		Ch. 22, Art. IV Res. No. 7309
Erosion Plan Review and Inspection, Commercial, Industrial	\$275	Up to one acre, \$200 per additional acre		Ch. 22, Art. IV Res. No. 7309
Post Construction Storm Water Plan Review and Inspection	\$500	Up to one acre, \$200 per additional acre		Ch. 22, Art. IV Res. No. 7309
Storm Water Utility Credit Review	\$200	Per Credit Application		Ch. 17, Div. 2 Res. No. 7309
ENGINEERING DESIGN & INSPECTION (RECONSTRUCTION)				
Street Reconstruction	Hourly Rate Included in Assessment Rate			
Sanitary Sewer and Storm Sewer Repair and Replacement	Charged to Utilities			
GARAGE SERVICES (EQUIPMENT ONLY)				
Equipment rates on files with the Public Works Superintendent				
CITY OF NEENAH GARAGE SERVICES (GENERAL) (LABOR & EQUIPMENT)				
Drop-Off Center One Time Use Card	\$15-10			
Drop-Off Center First Additional Card	\$30			
Drop-Off Center Second Additional Card	\$45			
Bulky Item Collection-Curbside	\$15	Per Item		
Residential Dumpster Rental (1 CY)	\$85-	Per Collection		
Residential Dumpster Collection (2 CY)	\$95-	Per Collection		
Grass & Weed Removal (1 hr minimum charge)	\$80.00	Hour + \$25 Admin. Fee		
Special Collections (1 hr minimum charge)	\$80.00	Hour + \$25 Admin. Fee		Res. No. 7309
Snow Removal (1 hr minimum charge)	\$80.00	Hour + \$25 Admin. Fee		
GENERAL LABOR ("NON-CITY" WORK)				
	Actual Hourly Rate x 1-1/2 plus 70%			
	Admin., Fringe Benefits, Overhead			

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE		BASIS				STATUTE NO.	ORD/RES/CODE
MECHANIC LABOR TO ENTERPRISE FUNDS & UTILITIES								
Small Equipment	\$68.00		Hour					Res. No. 7309
Medium Equipment	\$79.00		Hour					Res. No. 7309
Large Equipment	\$88.00		Hour					Res. No. 7309
MISCELLANEOUS PERMIT FEES								
Natural Lawn Application Fee	\$25.00		Per Event					Ord. No. 1389
								Sec. 10-5(c)(1)
								Res. No. 7334
Application for Appeal - Natural Lawn Revocation	\$25.00		Per Event					Ord. No. 1389
								Sec. 10-35(d)(f)
								Res. No. 7334
Bond for Due Process Hearing - Lawn Declared Public Nuisance	\$25.00		Per Event					Ord. No. 1389
								Sec. 10-36(f)(2)
								Res. No. 7334
STREET / RIGHT OF WAY EXCAVATION PERMIT								
Administration Fee	\$200.00		Each					Ch. 14, Div. II
								Res. No. 7309
	2023	2024	2025	2026	2027			
4" or 6" Sidewalk or Apron (Incl. Colored)	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	Sq. Ft.		Ch. 14, Div II, Res.2023-01
Curb and Gutter	\$72.50	\$75.00	\$77.50	\$80.00	\$82.50	Lin. Ft.		Ch. 14, Div II, Res.2023-01
Concrete Pavement - Final Patch	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00	Sq. Ft.		Ch. 14, Div II, Res.2023-01
Asphalt Pavement/Oil & Chip - Final Patch	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	Sq. Ft.		Ch. 14, Div II, Res.2023-01
Terrace or Grass Turf Area	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	Sq. Ft.		Ch. 14, Div II, Res.2023-01
	2023-2027							
Street Degradation Base Fee	\$4.00		Sq. Ft.					Ch. 14, Div II, Res.2023-01
Permit Fee	\$200.00		Each					Ch. 14, Div II, Res.2023-01
New Gas Service/Abandon/Maintenance	\$50.00		Each					Ch. 14, Div II, Res.2017-33
Curb Cut	\$50.00		Each					Ch. 14, Div II, Res.2017-33
Tunnel/Bore/Directional Bore	\$0.50		Lin. Ft.					Ch. 14, Div II, Res.2017-33
New Poles/Guywires/Sm Peds/Boxes	\$30.00		Each					Ch. 14, Div II, Res.2017-33
New Overhead Wires	\$0.15		Lin. Ft.					Ch. 14, Div II, Res.2017-33
New or Repl Manholes/Handholes	\$75.00		Each					Ch. 14, Div II, Res.2017-33

Resolution 2025-14 Fee Schedule
Through October 27, 2025

	FEE	BASIS	STATUTE NO.	ORD/RES/CODE
Large Cabinets/Peds/Huts/Vaults/VRADs	\$200.00	Each		Ch. 14, Div II, Res.2017-33
Trees	\$300.00	Each		Ch. 14, Div II, Res.2017-33
Marker Post/Post Mounted Signs	\$5.00	Each		Ch. 14, Div II, Res.2017-33
Failure to Obtain Permit	\$200.00	Each		Ch. 14, Div II, Res.2017-33
STREET / RIGHT OF WAY EXCAVATION PERMIT – LARGE SCALE PROJECT				
Monitoring/Inspection	Actual Cost – Total Estimate Held in Escrow at Start of Project			Ch. 14, Res.2021-13
Permit Fee	\$200	Each		Ch. 14, Res.2021-13
Tunnel/Bore/Directional Bore	\$0.10	Lin. Ft		Ch. 14, Res.2021-13
Overhead Wire	\$0.05	Lin. Ft		Ch. 14, Res.2021-13
Fees are established by the Public Service Commission of Wisconsin (PSC)				

**STANDING RULES
OF THE CITY OF NEENAH
COMMON COUNCIL**



**ADOPTED
XXXX 99, 2025**

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RULE 1 – MEETINGS

- 1) **Regular:** The regular meetings of the Common Council shall be held in the Council Chamber on the first and third Wednesdays of each month at 6:00 o'clock p.m., except Council for the second regular April Council meeting, which shall meet after the Organizational Meeting. Therefore, the regular Council meetings in April are held on the first Wednesday and the third Tuesday. If any first or third Wednesday falls on a recognized city holiday, the regular Council meeting shall be rescheduled as needed.
- 2) **Special:** Special meetings of the Common Council, including as a Committee of the Whole, may be called by the Mayor (or in his/her absence by the Council President) at such time as he/she may appoint, by written notice, indicating the purpose and time thereof to each Council member. The Clerk shall electronically deliver to each member at least (24) hours in advance or twelve (12) hours in advance in case of an emergency, before the start of the meeting. Upon petition of five (5) or more members of the Council, the Mayor (or Council President) shall call a Special Meeting of the Council.
- 3) **Committee of the Whole:** The Common Council is empowered to act as a Committee of the Whole for any Standing Committee, Commission, or Board over which it has jurisdiction, except as restricted by State law.
 - a) May be called for as per a Council Directive, according to the applicable rule therefor.
 - b) May allow more informal discussion than allowed at a regular Council Meeting.
 - c) Is advisory to the Council.
 - d) Shall have action items placed on the next Council Agenda.
- 4) **Organizational Meeting:** The Organizational Meeting shall be held annually on the third Tuesday in April at 6:00 o'clock p.m. immediately followed by the second regular April Council meeting.
 - a) Election of the President of the Council shall occur at the Organizational Meeting, and he/she shall be a member of the Standing Committees.
 - b) Mayoral appointments to the Standing Committees and Special Council Committees shall be made and confirmed by a simple majority of the Council.
 - c) There shall be a short recess allowing Standing and Special Committees to hold their own independent organizational meeting for the elections of Chair and Vice-Chair, and to determine meeting days and times, all of which shall be publicly announced after the recess.
 - d) Mayoral appointments to any other committees requiring a mayoral appointment shall be made by the Mayor and confirmed by a simple majority of the Council.
 - e) Members appointed to regional committees (non-city committees) such as the Fox Cities Chamber of Commerce shall be appointed by and confirmed by a simple majority of the Council.

RULE 2 – PRESIDING OFFICER

- 1) The Mayor shall be the Presiding Officer of Council Meetings.
- 2) In the absence of the Mayor, the Council President shall be the Presiding Officer.
- 3) In the absence of both the Mayor and the Council President, the Chair of the Finance and Personnel Committee shall be the Presiding Officer.

RULE 3 – MEETING ATTENDANCE

- 1) **Quorum:** Six (6) Council members shall constitute a quorum of the Council in which the Council may lawfully transact business. Should a quorum not be present, it is at the discretion of the Presiding Officer to request the attendance of absent members or to adjourn the meeting. This rule shall not be suspended, rescinded, or amended.
- 2) **Council Members:** Council members shall make every attempt to be at all Council meetings. Council members shall notify the Mayor and the City Clerk at least 24 hours prior to the start of the meeting if they are unable to attend. In the event of absence, a Council member may attend virtually, by any means available, at the discretion of the Mayor.
 - a) A Council member is allowed to excuse themselves in cases of emergency. Except for in the case of the use of a restroom, no member present at any meeting of the Council shall withdraw from the Council Chamber without permission from the Chair, and any member doing so may be reprimanded by the Chair.
- 3) **Staff:** The Directors of Finance, Public Works, Community Development & Assessment, the City Attorney, and the City Clerk or their respective designees shall attend all Council meetings. All department heads, excluding the aforementioned, that do not have action items on the agenda are not required to attend Common Council meetings. All other department heads shall attend if requested in advance by the Mayor. In the event of absence, staff may attend virtually or via telephone when available.

RULE 4 – SEATING CHART

- 1) **Staff:** The Mayor shall be seated in the center position at the dais. The City Attorney shall occupy the seat to the Mayor's left. The City Clerk shall occupy the seat to the Mayor's right. The Director of Finance shall occupy the seat immediately to the right of the City Clerk and to their right the Council President shall be seated. The Director of Community Development & Assessment shall occupy the seat immediately to the left of the City Attorney and to their left the Director of Public Works shall be seated.
- 2) **Council Members:** Beginning with the seat immediately to the left of the Director of Public Works, the Council shall be seated sequentially in Aldermanic District order (1-2-3, 1-2-3, etc.) alphabetically within each district. Accommodation for ADA requirements shall be met and approved by the City's ADA Coordinator and the Mayor.

RULE 5 – ELECTRONIC VOTING EQUIPMENT

- 1) **Council Members:** Council members shall cast their vote via electronic voting device for public display. Should a Council member be attending the meeting virtually, the vote shall be cast with the Clerk or other computer operator who will cast said vote via electronic device for public display. Council members attending the Council meeting via telephone shall cast their vote orally with the Clerk casting said vote via electronic device for public display.
- 2) **Electronic Voting System Non-Operational:** Should the electronic voting system become non-operational, the Clerk shall call each vote orally by roll call vote of each Council member, and record each vote on paper. Immediately upon completion of the vote, the Clerk shall announce the result of the vote.

RULE 6 – AGENDAS AND MINUTES

- 1) **Agendas:** The agenda for all matters to be considered in regular session of the Council shall be delivered to all Council members, staff, and interested parties per Wisconsin Statute § 19.84(3), twenty-four (24) hours prior to the start of the meeting via electronic posting on the city website.
- 2) **Minutes:** The minutes of the meeting shall be delivered to all Council members, staff, and interested parties within five working days following the meeting via electronic posting on the city website.
- 3) **Closed Session:** Minutes of closed sessions need only record motions made, seconds received, and votes taken, and are to be placed on file within seven working days following the closed session.

RULE 7 – ORDER OF BUSINESS

- 1) The order of business shall be set by the Mayor and posted per Wisconsin Statute § 19.84(3), 24 hours prior to the start of the regular or special Council meeting. Except in the case of Special Meetings, where such shall be determined by the Mayor, the order of business shall include:
 - I. Roll Call and Pledge of Allegiance
 - II. Introduction and Confirmation of Mayor's Appointments
 - III. Approval of Council Proceedings
 - IV. Public Hearings
 - V. Plan Commission, Public Services & Safety Committee or Finance & Personnel Committee report pertaining to the Public Hearings
 - VI. Public Forum
 - VII. Mayor/Council consideration of Public Forum issues
 - VIII. Consent Agenda
 - IX. Reports of standing committees
 - X. Reports of special committees and liaisons and various special project committees
 - XI. Presentation of Petitions
 - XII. Council Directives
 - XIII. Unfinished Business
 - XIV. New Business
 - XV. Closed Session (if necessary)
 - XVI. Adjournment

RULE 8 – CALL TO ORDER

- 1) The Presiding Officer shall, at the hour appointed, call the Council meeting to order.
- 2) When the Presiding Officer calls the Council to order, attendance shall be recorded by each Alderman present responding to a voice roll call by the Clerk while simultaneously selecting “present” on their electronic voting device, after which the public display will indicate those present and those absent.

RULE 9 – PLEDGE OF ALLEGIANCE

- 1) At the beginning of every Council meeting, after the meeting has been called to order and after Roll Call, the Presiding Officer of the meeting will call for the Pledge of Allegiance to be led by an Alderman of his/her choosing, and recited collectively before moving onto any other business.

RULE 10 – PUBLIC FORUM

- 1) Unless dispensed with by the Mayor and confirmed by simple majority vote of the Council, there will be a public forum at each Council meeting.
- 2) Upon opening the Public Forum and prior to recognizing the first speaker, the Mayor shall announce the forum procedures.
 - a) Those wishing to speak must state their name and residential address for the record.
 - b) There will be a five-minute time limit per speaker on any topic. The Clerk shall keep time.
 - c) The Mayor has the discretion to extend the time limit for any speaker and to respond to any speaker’s question or comment immediately following each speaker.
 - d) While the forum is in session the Mayor, Council, and all those in attendance shall refrain from conversing, whispering, commenting, texting, or moving about the Council Chamber while the speaker holds the floor.
- 3) After all speakers have been heard, the Mayor shall declare the Public Forum closed.
- 4) Mayor/Council Consideration of Public Forum issues: At the conclusion of the Public Forum, the Mayor shall call for Mayor/Council consideration of Public Forum issues. Before responding or recognizing an Alderman wishing to speak, the Mayor shall announce the procedures governing this portion of the agenda. The Mayor and Council may answer questions, refer consideration to appropriate committees, and upon majority vote to a staff member, or comment on Public Forum issues but shall refrain from discussion. Speakers will not be permitted to engage in dialogue but rather will be asked to call their Alderman, the Mayor, or the appropriate Department Head after the conclusion of the meeting, and/or to attend the appropriate committee meeting.

RULE 11 – CONSENT AGENDA

- 1) The Consent Agenda shall consist of items that are routine in nature (such as licenses and certified survey maps) that usually do not result in discussion by the Common Council.
- 2) Any member may request an item in the Consent Agenda be removed and reported out under the appropriate committee reports prior to the final vote on the Consent Agenda.

RULE 12 – STANDING COMMITTEES

- 1) The Standing Committees shall be appointed by the Mayor and confirmed by the Council. The Standing Committees shall include:
 - a) Finance & Personnel
 - b) Public Services & Safety
 - c) Neenah-Menasha Fire Rescue Joint Finance & Personnel
- 2) Committee chairs may make a brief report to the Council on any matters pertaining to their committees they feel pertinent to Council business as long as the item has been noticed on the agenda.
- 3) Standing Committees agendas, meeting minutes, and packets shall be available on the city website for inclusion on the Council agenda.

RULE 13 – SPECIAL COUNCIL COMMITTEES

- 1) The Special Council Committees shall be appointed by the Mayor and confirmed by the Council. The Special Committees shall include:
 - a) Legislative Review Committee
 - b) Committee on Rules
- 2) Committee chairs may make a brief report to the Council on any matters pertaining to their committees they feel pertinent to Council business as long as the item has been noticed on the agenda.
- 3) Special Committees agendas, meeting minutes, and packets shall be available on the city website for inclusion on the Council agenda.

RULE 14 – LIAISON AND VARIOUS SPECIAL PROJECT COMMITTEES AND GROUPS

- 1) Liaison and Various Special Project Committees shall be appointed by the Mayor and confirmed by the Council.
- 2) Appointed Council Members may make a brief report to the Council on any matters pertaining to the committee which they feel pertinent to Council business as long as the item has been noticed on the agenda.
- 3) Liaison and Various Special Project Committee agendas, meeting minutes, and packets shall be available on the city website for inclusion on the Council agenda.
- 4) **Ad Hoc Committees:** Ad Hoc committees may be appointed whenever the Council shall so order and shall be selected by the Mayor or presiding officer, unless otherwise specifically ordered. The three (3) Council standing committees have the authority to establish ad hoc subcommittees and to have ad hoc committee members who may be citizen members. Ad hoc committees may also be established by the Council and/or Mayor with membership confirmed by the Council that may report directly to the Council. All ad hoc recommendations or actions must be brought back to the appropriate standing committee before being brought to the Council for approval. All referrals to standing committees by the Council shall be reported back to the Council on a timely basis with committee recommendations. All ad hoc committees established by the Council or established by the standing committees shall comply with OPEN MEETINGS LAW, Wis. Stats. Subch. V (§19.81 et seq.) Ad hoc committees shall cease to exist upon completion of the assigned task that led to the ad hoc committee's creation.
- 5) **Ad Hoc gatherings or groups:** The Mayor may from time-to-time institute a loosely constituted group of citizens, staff and local officials to discuss and advise on various

issues related to any proper subject. As so instituted, such do not constitute a governmental body or subunit of government and the proceedings of which are not subject to open meetings laws of the state.

RULE 15 – PARLIAMENTARY PROCEDURES

- 1) **Robert's Rules of Order:** Council meetings shall be conducted according to Robert's Rules of Order, on Parliamentary Procedure, current edition, except as specifically amended or altered by the presiding Rules of Common Council or State Statutes. The City Attorney or designee shall serve as parliamentarian and legal advisor.
- 2) **Suspension of Rules:** No rule shall be suspended, rescinded or amended without the vote of two-thirds of the Common Council members present. An Alderman requesting a suspension of the Rules will state the reason for the suspension in their motion and the vote will reflect the suspension only for said purpose. Note: A suspension of the rules is not debatable per Robert's Rules of Order.
- 3) **Call the Question:** The motion to Call the Question cannot be used when the speaker yields to another and then regains the floor. No member can Call the Question while speaking to the issue. Note: The motion to Call the Question is not debatable per Robert's Rules of Order. The motion to Call the Question will be allowed during deliberations. At the time the question is called, the Mayor will announce how many Aldermen are in line to speak. When a motion to Call to Question is made, the previous question may only be voted upon if the motion to Call to Question passes by majority vote. Debate continues should a motion to Call the Question fails.
- 4) **Point of Order:** A Point of Order may be raised at any time for the purpose of clarifying a particular point or item. To raise a Point of Order, obtain the floor and clearly state your point. If you are not satisfied with the explanation, you may request additional information. If your point of order deals with procedure and you are not satisfied, you can appeal the decision of the Chair.

RULE 16 – MOTIONS

- 1) **General:** Any motion that receives a second shall be presented to the Council with the recommendation made by the committee of jurisdiction.
- 2) **Lack of a Second:** A motion that fails to receive a second is considered dead.
- 3) **Amending a Motion:** In parliamentary procedure, an amendment to a motion refers to a change to a motion that is proposed and accepted by the original mover and seconder, requiring a discussion. An amendment adjusts the meaning of the original motion requiring discussion and formal vote passed by the majority of the Council.
- 4) **Withdraw a Motion:** There is no such action as to withdraw a motion. Once the motion is seconded, it belongs to the body and must be dealt with on the floor. If the intention is to withdraw the motion, the motion should be voted down. Once the motion is voted down, another motion may be made.
- 5) **Unanimous Consent:** For motions that are noncontroversial, and when law does not require a roll call vote, the Mayor may request Unanimous Consent to approve a motion. The Mayor may state "If there is no objection (insert action to be taken)." If any Council member objects, the normal approval procedure for approval shall take place, (i.e. a motion, second, debate, and vote). If there is no objection, the action is approved without a motion, second, debate, or vote. Such approval shall be reflected in the minutes as "approved unanimously" or "approved without objection" or "seeing no objections, the item was ordered approved as written."

- 6) **Multiple Committees:** When multiple committees take up the same issue, the Council will not take final action until all committee recommendations have been reported to the Council.
- 7) **Reconsider:** A motion to reconsider must be made by an Alderman who voted with the prevailing side at the present or immediately succeeding meeting or by one who was excused from the preceding meeting. Such a motion requires a majority vote of the total members of the Council. No item can be reconsidered twice unless a suspension of the rules is called for.
- 8) **Table:** This motion takes a second and takes precedence over another motion, is not debatable, and cannot be amended. It removes the subject from consideration until the Council or Committee votes to take it from the table for further action.
- 9) **Postpone to a Certain Day:** The effect of this motion is to postpone the entire question to a specified time. Until that time it cannot be taken up except by a two-thirds vote of those present. When that time arrives, it is entitled to be taken up in preference to other motions.
- 10) **Close Debate:** In order to close debate on a subject one would say, "I Call the Question," "I move to close debate," or "I call the previous question." If the call is seconded, the presiding officer must immediately call for a vote on the motion. A two-thirds vote is required.
- 11) **Refer Back:** To refer an item back to the committee of jurisdiction for a second time, requires a regular motion and requires a majority vote of the Council. A second request for a refer back is debatable.
- 12) **Adjourn:** A motion to adjourn is always in order, and always requires a second and a simple majority vote.

RULE 17 – DISCUSSION AND DEBATE

- 1) When any Council member wishes to speak in discussion, debate or deliver any matter to the Council they shall first obtain recognition from the Mayor and then respectfully address themselves to the question under consideration. Non-speaking Council members should avoid making comments, and should not interrupt the member who has the floor, except by appropriate action according to rule.
- 2) When any Council member is called to a Point of Order they shall cease speaking until it is determined by either the Chair or parliamentarian whether they may be out of order or not, with the notable exception of being permitted by the Chair to explain.
- 3) All requests for extensive research to a Department Head by a Council member shall be directed first to the Mayor and if not approved thereby, only then may be made the subject of a Council Directive pursuant to Rule 22 hereof. The request for the drafting of any resolution or ordinance must be approved by the committee of jurisdiction prior to City staff proceeding with the actual drafting of the document. All drafts of resolutions or ordinances must be reviewed and approved by the City Attorney before presentation for Committee and Council consideration.
- 4) Department Heads or their designees present at Council meetings shall be permitted to address the Council upon request by any individual Alderman or the Mayor without need for a vote of the entire Council. Except as and when directed to do so by the Mayor, any Department Head or designee present may decline to address the Council.
- 5) Before the Common Council takes action on an annexation petition, applicable impact reports and a recommendation of the Finance and Personnel Committee shall be submitted to Council in accordance with Section 26-29 of the Municipal Code of Ordinances.

RULE 18 – VOTING

- 1) **Every Member to Vote:** Every Council member present, when the question is put to the body, shall vote “aye”, “nay”, or “abstain”.
- 2) **Majority Vote of All Members Required:** All laws, ordinances, rules, and resolutions shall be passed by an affirmative vote of a simple majority of all the members of the Common Council, except as and where otherwise required.
- 3) **Conflict of Interest:** An Alderman who either has a conflict of interest that plans to abstain from a vote, or plans to abstain for any other reason, shall refrain from debating such issue. At the request of the Chair, any abstaining Alderman shall excuse themselves from the dais during discussion, debate and voting on the subject at hand. Aldermen who may have a conflict of interest may seek an advisory opinion from the City Attorney. When the City Attorney determines that an Alderman has a conflict of interest that requires abstention on the part of such member, he or she shall so inform the body on the record of the proceedings and accordingly instruct the Council member to refrain from participation and voting in the circumstance.
- 4) **Tie Vote:** A tie vote is when members present vote equally “aye” or “nay”. An abstention does not count as a “no” for the purpose of a tie vote, but rather as though the member were not present for the vote. The Mayor may only vote in the event of a tie vote of the Aldermen, but may in such case elect not to vote. If the Mayor elects not to register a tie-breaking vote, the motion or other matter under consideration will fail for lack of a majority of votes cast.

RULE 19 – PETITIONS

- 1) All petitions, or other communications shall be in writing with a brief statement of their contents endorsed thereon, together with the name of the author presenting the petition. The committee or staff member to whom any matter is referred shall report thereon in writing at the first stated meeting after such reference, unless there is no objection by the Council for a later time. Any member of the Common Council may request that an item of business be placed on an agenda for the appropriate Standing Committee or placed on the agenda for the Common Council. Such requests shall be delivered to the City Clerk, who shall coordinate with the appropriate Committee Chair, Mayor, and affected City Staff members to place the item on the identified agendas. The person or persons responsible for issuing such agendas shall place the item upon the appropriate agenda in a manner which satisfies the requirements of Chapter 19, Wisconsin Statutes, as determined by the City Attorney.

RULE 20 – RESOLUTIONS

- 1) All resolutions under consideration shall have first been considered by the appropriate committee of jurisdiction which shall make any action recommendations on the matter to Council.
- 2) **Committee of Jurisdiction:** The committee of jurisdiction may request or instruct staff to prepare a resolution on topics under their jurisdiction.
- 3) **Legal Review:** The Council may not vote on any resolution unless the resolution language has first been reviewed and its enforceability attested to by the City Attorney.

- 4) **Affirmative Rule:** All resolutions under consideration shall be written in the affirmative whereby the Council votes upon the measure by voting either “aye” for approval, or by voting “nay” for non-approval.

RULE 21 – ORDINANCES

- 1) All ordinances under consideration shall have been first considered by the committee of jurisdiction who shall make an action recommendation on the matter to Council.
- 2) **Committee of Jurisdiction:** The committee of jurisdiction may request or instruct staff to prepare an ordinance on topics under its jurisdiction.
- 3) **Legal Review:** The Council may not vote on any ordinance unless the ordinance language has first been reviewed and its enforceability attested to by the City Attorney.
- 4) **Affirmative Rule:** All ordinances under consideration shall be written in the affirmative whereby the Council votes upon the measure by voting either “aye” for approval, or by voting “nay” for non-approval.

RULE 22 – COUNCIL DIRECTIVES

- 1) Potential Council Directives shall be addressed with the Mayor prior to formal presentation to Council for consideration.
- 2) **Definition:** Council Directives are instructions issued by the Council directing a specific task such as developing plans for the city, establishing and/or modifying municipal programs, the development and/or the changing of policies of the city, or the undertaking by Department Heads or other staff of significant research on a topic or matter.
- 3) Council directives may be issued to the following:
 - a) Department Heads
 - b) Committees, Boards, or Commission of Jurisdiction
 - c) Staff Members
 - d) Other sections of the City’s Government
- 4) Establishment of Directives
 - a) Council Directives must be specific as to the topic of research, the desired outcome, and timeframe for any expected progress report, and target date for completion.
 - b) Any Alderman may propose a Directive during the Council Directives portion of the meeting.
 - c) Directives shall be proposed in the form of a motion and shall require a second.
 - d) Any discussion, debate and the vote by the Council shall take place at the next meeting following its initial proposal. This delay is for two purposes:
 1. To allow other Aldermen to familiarize themselves with the issues involved
 2. To allow the Aldermen proposing the Directive and the Department Head (or others) to develop target dates and a reporting schedule.
 - e) Upon receiving a simple majority affirmative vote of the Council, the Directive is established, assigned the specific Department Head or others as aforementioned in paragraph 3, and shall be monitored by the Clerk.
 - f) Periodic progress reports are expected from the party responsible for working on the Directive, and shall be given upon the request of a Council member.
- 5) **Removal of Directives:** Council Directives may be removed from the current listing by the majority vote of the Council that the Directive has been satisfactorily completed and/or is deemed no longer necessary.

RULE 23 – REQUEST FOR INFORMATION

- 1) Requests for information from Department Heads (and others in city government) may be granted for the following:
 - a) The study of issues of general interest
 - b) The review of existing ordinances, statutes, regulations, or policies
 - c) The monitoring of progress on city topics

No second or Council action is required for such requests even if made from the Council floor. All requests for extensive research made to a Department Head by an individual Council member shall be made according to Rule 22 hereof.

RULE 24 –OPEN MEETINGS LAW AND QUORUMS

- 1) **Definition:** Members of a governmental body can violate the open meeting law by communicating regarding city business if there is communication amongst a sufficient number of the members. The Wisconsin Supreme Court has held that the open meeting law applies whenever members of a governmental body “meet” to engage in government business, whether for purposes of discussion, decision or information gathering, if the number of members present are sufficient to positively determine or negate the parent body's course of action regarding the proposal discussed at the meeting.
- 2) **Walking Quorum:** In the *Showers* case, the Supreme Court of Wisconsin recognized that members of a governmental body can violate the open meeting law by participating in what is called a "walking quorum." A walking quorum is a series of gatherings among separate groups of members, each less than quorum size, who agree, tacitly or explicitly, to act and vote in a certain manner in numbers sufficient to reach a quorum. *State ex rel. Newspapers, Inc. v. Showers*, 135 Wis.2d 77, 398 N.W.2d 154 (1987) And see 69 Op. Attorney Gen. 143 (1980); and League opinion Governing Bodies 339. walking quorum can also result from the use of e-mail or other electronic communication applications.
- 3) **Negative Quorum:** A gathering of less than one-half of the members of a governmental body with sufficient numbers to negate action on a particular matter.
- 4) **Quorum by Electronic Communication:** Electronic communications to the entire Council constitutes a quorum and a walking quorum. According to the League of Wisconsin Municipalities there are only two recommended options for dissemination of information through electronic communications:
 - a) The information should be emailed only to the Clerk and the Clerk, as a third-party neutral, may in turn forward the email to the entire Council; or
 - b) A Council member should email themselves using the “To” address field and include the other Council members using the “BCC” (blind carbon copy) address field, so as to avoid violating open meetings laws by giving Council members the possibility of responding to the entire group.
- 5) **Post Council/Committee Meetings:** Due to quorum concerns, there shall be no loitering of Council/Committee members in the meeting room or in/around City Hall upon and after the adjournment of the meeting.

RULE 25 – DECORUM AND ORDER IN COUNCIL CHAMBERS

- 1) Know and comply with the Council Rules of the City of Neenah as approved by the Council.
- 2) Meetings should be as efficient as possible; Aldermen should come prepared to have meaningful discussion and take action.
- 3) Be respectful by giving the meeting your undivided attention and listen intently.
- 4) Silence cell phones or other electronic devices before meetings.
- 5) Agree to disagree in a civil manner, refraining from personal attacks.
- 6) Keep an open mind to all viewpoints.
- 7) Meet with staff to understand the items on the agenda, when possible, prior to the meeting.
- 8) Treat everyone with respect and dignity.
- 9) Any person in the Chambers engaging in disruptive behavior, unreasonably loud noises, or otherwise failing to abide the orders of the Presiding Officer, may be expelled from the meeting and meeting chambers, or arrested by a city police officer acting in the capacity of the Sergeant-at-Arms under direction of the Presiding Officer or majority of the Common Council.

RULE 26 – STANDARDS OF CONDUCT.

- 1) No official shall use his or her public position, office, or title to obtain financial gain, unlawful benefits, or any other thing of value for the private benefit of himself or herself or his or her immediate family, or for an organization with which the official is associated.
- 2) No official shall solicit or accept from any person, directly or indirectly, anything of value, if it could reasonably be expected to influence the official's vote, official actions or judgments, or could reasonably be considered as reward for any official action or inaction on the part of the official. This subsection does not prohibit an official from engaging in outside employment or his or her normal course of business.
- 3) No official shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City. This includes information protected by attorney-client privilege or discussed in closed session. No official may intentionally use or disclose information gained in the course of or by reason of his or her official position or activities in any way that could result in the receipt of anything of value for himself or herself, for his or her immediate family or for any other person, if the information has not been communicated to the public or is not public information.
- 4) No official and no organization in which an official or a member of his or her immediate family is associated shall enter into a contract with the City, without first disclosing it at a public meeting of the appropriate governmental body and entering it into the minutes of said meeting of body. Any contract or lease entered into in violation of this subsection may be voided by the City in an action commenced within three years of the date on which the board or the department or official acting for the City, in regard to the allocation of City funds from which payment is derived, knew or should have known that a violation of this subsection occurred. This subsection does not affect the application of Wis. Stats. § 946.13, Private interest in public contract prohibited.
- 5) An official may appear on behalf of and may make inquiries for information for a person before any city employee, department, board, commission or other agency, only if the official receives no compensation, therefor beyond the salary and other compensation or other reimbursement due to which the official is entitled by law.

- 6) No official shall engage in or accept private employment or act in regard to any financial interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties, if it could reasonably be expected to influence the official's vote, official actions or judgment or could reasonably be expected to influence the official's vote, official actions or judgment or could reasonably be considered as a reward for any official action or inaction on the part of the official, unless otherwise permitted by law and unless disclosure is made, as hereinafter provided.
- 7) No official shall, for compensation, act on behalf of any person other than the City, in connection with any judicial or quasi-judicial proceeding or matter which might give rise to a judicial or quasi-judicial proceeding in which the official has at any time participated personally in his official capacity.
- 8) No official shall vote on any matter when the official or the official's immediate family has a personal financial interest.
- 9) No official shall in his or her official capacity do any act or use his or her official title in performing any act, which he or she knows is in excess of his or her lawful authority or which he or she knows he or she is forbidden by law to do in his or her official capacity.
- 10) No official, without Common Council authorization, shall use or permit the use of any City property for personal convenience, use or profit.
- 11) No former official shall, for compensation, for 12 months following the date on which he or she ceases to be an official, act on behalf of any person other than the City in connection with any judicial or quasi-judicial proceeding or matter which might give rise to a judicial or quasi-judicial proceeding in which the former official participated personally and substantially as a City official.
- 12) No official shall grant special consideration, treatment or advantage to any person, beyond that which is available to every other person.
- 13) This section does not prohibit an official of the City from taking any action concerning the lawful payment of salaries or reimbursement of actual necessary expenses, or prohibit an official from taking official action with respect to any proposal to modify City ordinances or resolutions.

RULE 27 – FILLING VACANCIES OF THE COMMON COUNCIL

- 1) When vacancies on the Common Council occur, the Mayor shall inform the public and all Council members of the open seat.
- 2) Applications for Appointment as Alderman to a vacant seat shall be available at the City Clerk's Office and on the city website.
- 3) Aldermanic Applications shall be filed with the City Clerk.
- 4) The City Clerk shall make available to the Mayor and the Council the names of those who applied for the appointment as Alderman for the vacancy.
- 5) Applicants for the appointment to the vacant seat shall have an opportunity to present to the Council at a Common Council meeting why they are qualified for appointment to fill the aldermanic vacancy.
- 6) Once all applicants have had an opportunity to present their candidacy to the Council, final selection shall be made upon motion and affirmative vote of a simple majority of the Common Council.