



SPECIAL COMMON COUNCIL MEETING AGENDA

Wednesday, April 30, 2025 - 6:00 PM

- A. Call to Order & Roll Call
- B. New Business
 - 1. Discussion and possible action to approve a contract for services with Community Security Solutions. (Neitzke)
 - 2. Discussion and decision to approve a Facility Use Agreement with Adoration Lutheran Church to provide a polling location for 2026-2027 elections. (Goergen)
 - 3. Approve the transfer of \$55,000 from the general fund account 010-1910-530.5900 to a capital equipment project to upgrade light fixtures in the Public Works Building with LED fixtures. (Katz)
 - 4. Approval of mileage reimbursements in the amount of \$26.18. (Schafer)
 - 5. Approval of schedules of disbursements in the amount of \$1,202,194.57. (Schafer)
 - 6. Accept investments and reinvestments for March 2025. (Schafer)
- C. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Department of Human Resources at 329-5208, (FAX) 543-6158, TDD 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Director of Human Resources/ADA Coordinator at Greenfield City Hall, 7325 West Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances.

CITY OF GREENFIELD
FACILITY USE AGREEMENT
WITH ADORATION LUTHERAN CHURCH
FOR USE OF FELLOWSHIP HALL AREA FOR VOTING

NOW THEREFORE, IT IS AGREED BY AND BETWEEN THE CITY AND ADORATION LUTHERAN CHURCH AS FOLLOWS:

This rental agreement shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed. The Lessor, Adoration Lutheran Church, and the Lessee, City of Greenfield (hereinafter "the City") wish to rent out rooms at Adoration Lutheran's facility on Election Days for voting. As consideration for this agreement, Adoration Lutheran Church to lease to the City the Fellowship Hall area located in Adoration Lutheran Church, 3840 W. Edgerton Ave., Greenfield, WI 53221, on each Election Day as set forth below.

1. Premises Leased

- a. Upon the terms and conditions of this lease ("Lease"), Adoration Lutheran Church has granted and the City has accepted a right for use and occupancy of the Fellowship Hall area and portions of the Building as needed for the City to use the rooms for voting during Election Days, as set forth in Section 4, Term, herein.
- b. This Lease is made with the understanding that the City and the public who participate in voting shall have reasonable rights of ingress and egress through the lobby and hallway of the building and access to its public restrooms subject to the terms and conditions of this Lease. However, the City shall acquire no other rights in any portion of the building other than in the portions described above.

2. Purpose of Lease

- a. The City represents that the premises described above are to be used by the City exclusively for voting and associated activities.
- b. Access to the Fellowship Hall area is needed beginning at 9:00AM prior to Election Day for setup, beginning at 5:30AM on each Election Day and until the end of the evening for Election Day, and until 11:00AM following Election Day for take down and removal of equipment.
- c. The parking lot will be made available for voter parking on Election Day.

3. Consideration/Rental

- a. Adoration Lutheran Church will charge the City \$300 rent per election for the above described premises which is an amount that covers costs incurred by the church to accommodate voters with a polling location on Election Days.

4. Term

- a. The term of this lease shall be for a two-year period, beginning on January 1, 2026 and ending on December 31, 2027, unless sooner ended as provided herein.
- b. This Agreement shall automatically renew for two terms. The agreement may not be renewed if requested in writing by either party no later than August 1 prior to the end of the term of the lease.
- c. The days for the facilities rental shall be as follows:
 - i. 2026: February 17, April 7, August 11, November 3
 - ii. 2027: February 16, April 6

These days are the third Tuesday in February, the first Tuesday in April, the second Tuesday in August, and the first Tuesday after the first Monday in November, for purposes of providing advance notice of the election days for any renewals.

- d. In addition, room rental shall be required by the City for any special elections that may be called on the local, county, state or federal level. City shall give written advance notice of such to Adoration Lutheran Church as soon as possible in the event a special election is held.

5. Condition of Premises

- a. The City represents that it has inspected and examined the premises and accepts them in their present condition and agrees to keep the premises safe and in good order and condition at all times during the term, and upon expiration of this lease, or at any sooner termination, the City will quit and surrender possession of the premises peaceably and in as good order and condition as the premises were at the commencement of the term.
- b. Adoration Lutheran Church shall be responsible for maintaining and repairing all room and common areas. The City shall provide snow plowing and salting to parking areas and sidewalks as needed on Election Day.
- c. City shall provide polling equipment and other furniture as necessary and shall be allowed access the day before each Election Day as identified in sec. 4 above to install and set up such and shall be allowed access the day following each Election Day to remove such equipment.
- d. Adoration Lutheran Church may make available tables and chairs to the City for polling at no additional expense.

6. Management

- a. In renting the Premises, Adoration Lutheran Church does not relinquish the right to control the management of the Premises, and to enforce all necessary and proper rules for the management and operation of same. Reasonable notice shall consist of attempting telephone contact with a designated representative.
- b. Nothing contained in this Agreement shall limit or interfere with or be construed to limit or interfere with any of the City's rights or powers, including the City's authority in enforcement of its municipal ordinances and state/federal election laws.
- c. The room rental is for purposes of polling and is considered a polling place under state law, subject to state election rules. Adoration Lutheran Church acknowledges that the City must enforce and abide by the state election laws and it must cooperate in that effort.
- d. On Election Day, there shall be no materials publicly posted within 100 feet of the entrance of Adoration Lutheran Church either in support of, or in opposition to, any candidate or issue on the ballot.
- e. There shall be no gatherings within 100 feet of the entrance of the rooms used for voting in support of, or in opposition to, any candidate or issue on the ballot.
- f. Election related material at the polling place or near is prohibited by state law.
- g. On Election Day, no person may post or distribute any election-related material during polling hours at the polling place. The municipal clerk, election inspector, or law enforcement may remove any election related material posted in violation of the law and may confiscate election related material which has been distributed or posted in violation of the law.

7. Liability and Indemnity

- a. The City shall save Adoration Lutheran Church harmless from any loss, cost or damage that may arise in connection with this Lease or the City's use of the Premises by the City, or their agents, members, guests, or employees, or any other person using the Premises with the City's consent or authorization. The City agrees to indemnify and defend the City, its authorized agents and representatives, from any claims or liability for damages to any person, or personal injury and/or death of any person, or loss or damaged property occasioned by or in connection with the use of the Premises rented, character, acts and conduct of all persons admitted to the Premises, or by or with the consent of the City's members or employees or any person acting for the City, and the City agrees to have on hand at all times a responsible adult member, acceptable to Adoration Lutheran Church, to maintain order and protect persons and property.
- b. The City assumes no responsibility for any property placed in the premises and the City is expressly released and discharged from any liability for any loss, injury

or damage to persons or property that may be sustained by reason of the occupancy under this Lease.

- c. All indemnification obligations of the City under this Lease shall survive the expiration or earlier termination of this Agreement.
- d. No provision of this Agreement is intended, or shall be construed, to be a waiver for any purpose by the City of the provision of Section 893.80 of the Wisconsin Statutes or other applicable limits on municipal liability.
- e. The City shall provide Adoration Lutheran Church with a Certificate of Liability Insurance in the amounts of \$100,000/\$300,000/\$10,000 with an endorsement to the effect that Adoration Lutheran Church shall be indemnified and held harmless from any and all claims, damages or judgements, arising from the use of Adoration Lutheran Church as set forth in this agreement.

8. Termination

- a. This agreement shall terminate upon the expiration of the terms of the lease with no extensions or default by the City without cure.
- b. Either party may terminate the lease by giving written notice of such no less than 90 days in advance.

9. Waiver

- a. Waiver by either party of any default in performance by the other of any of the terms, covenants, or conditions contained here, shall not be deemed a continuing waiver of the default or any subsequent default.

10. No Assignment

- a. The City may not assign this Lease to any other entity without the consent of Adoration Lutheran Church.

11. Notice

- a. Any notice required to be sent shall be in writing and shall be either personally delivered, mailed or emailed to the respective parties as follows:

As to the City: Greenfield City Clerk's Office
 Jennifer Goergen, City Clerk
 7325 W. Forest Home Ave., Room 102
 Greenfield, WI 53220
 JenniferG@Greenfieldwi.us

As to Adoration Lutheran Church:

Adoration Lutheran Church
Crystal Roider, Office Administrator
3840 W. Edgerton Ave.
Greenfield, WI 53221
adorationlutheran@gmail.com

12. Applicable Law and Severability

- a. This Lease and any interpretation thereof shall be interpreted under the laws and in the courts of the State of Wisconsin. If one or more of the terms hereof are found to be void or invalid, those terms shall be deemed inoperative and null and void, and shall be deemed modified to conform to such rule of law, all without invalidating any of the remaining provisions of this Lease or the enforceability thereof, which shall continue in full force and effect.

13. Entire Agreement

- a. This Lease constitutes the entire agreement and understanding of the parties, and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modifications of or amendment to this Lease must be in writing and executed by both parties. Adoration Lutheran Church and the City represent that each has full right, power and authority to sign this Lease.

This Lease and all provisions shall be binding to the benefit of both parties.

Executed this 10th day of April, 2025.

For Adoration Lutheran Church:

Kathleen Wakefield
Kathy Wakefield
Congregational President

Date: 4-10-25

Crystal Roider
Crystal Roider
Office Administrator

Date: 4.10.2025

For City of Greenfield:

Michael Neitzke
Mayor

Date: _____

Jennifer Goergen
City Clerk

Date: _____

Chris Geary
City Attorney

Date: _____

Paula Schafer
Finance Director

Date: _____

Common Council Approval Date: _____



Committee: Finance & Human Resources

Item Number:

Introduced By: Jennifer Goergen

Date Introduced: April 30, 2025

RELATING TO:

Discussion and decision to approve a Facility Use Agreement with Adoration Lutheran Church to provide a polling location for 2026-2027 elections.

SUMMARY:

We have requested to renew our facility use agreement with Adoration Lutheran Church, 3840 W. Edgerton Avenue for the 2026-2027 election cycle. The agreement was approved by the church April 10, 2025, but the City still has to approve it. This agreement allows the city to lease the Fellowship Hall areas at the church to use as a polling location for voting for all elections in 2026 and 2027. Details are outlined in the agreement.

Adoration Lutheran Church was a new polling location to the City beginning with the 2022-2023 election cycle. The church facility has served the community well during the last two election cycles, as it has met our needs and requirements for voting. The location is conveniently located for voters within their Aldermanic District 5 neighborhood and offers sufficient parking. Renewal is recommended.

Adoration Lutheran Church is excited to continue to work with the City of Greenfield, as they believe facilitating voting by offering residents a place to vote is important and they are happy to be a part of it.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ☒ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Finance and Human Resources Meeting

Item Number:

Introduced By: Public Works (Katz)

Date Introduced: April 30, 2025

RELATING TO:

Approve the transfer of \$55,000 from the general fund account 010-1910-530.5900 to a capital equipment project to upgrade light fixtures in the Public Works Building with LED fixtures.

SUMMARY:

There is a need to upgrade light fixtures in the Public Works Building with LED fixtures.

Replacement of the lighting fixtures will reduce costs through energy savings and reduced maintenance. The improved light quality and more even light distribution can improve safety.

Fixtures will be upgraded throughout the entire building.

A portion of funds approved in the 2025 budget for general street repairs will be shifted to purchase the energy saving lighting upgrade which is a high priority.

FINANCIAL:

Quotes were obtained for the light fixtures and installation. The lowest quote will be selected.

RECOMMENDATION:

Approve the transfer of \$55,000 from the general fund account 010-1910-530.5900 to a capital equipment project to upgrade light fixtures in the Public Works Building with LED fixtures.

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____

PACKETS FOR WEDNESDAY, 4 / 30 / 2025 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	4/11/2025	\$	187,493.19
AP CHECKS	4/17/2025	\$	227,058.27
AP CHECKS	4/25/2025	\$	622,534.95
AP CHECKS		\$	
WIRE TRANSFERS -		\$	
P-CARDS - MARCH		\$	165,108.16
		TOTAL \$	1,202,194.57

CC: PAULA

CC: FINANCE FOLDER

MARCH 2025
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$2,185,919.36	12/31/2001	variable		\$92.83	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$7,208,429.75	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$0.00					
Ehlers Investment Partners X- GRD 2021B	\$0.00	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$619,537.12					
Ehlers Investment Partnes X - 2022A X-3025	\$134,864.16					
Associated Bank Investments	\$6,832,974.22	3/15/2022	variable			
Totals	\$16,981,724.61				\$92.83	

LOCAL GOVERNMENT INVESTMENT POOL

March 2025 Statement

February Ending Balance	\$	40,611,000.49
1 Deposit (s) in March		1,992,696.92
3 Withdrawal(s) in March		1,581,792.45
March Interest Earnings @ 4.39%		151,313.29
TOTAL	\$	41,173,218.25