

COMMON COUNCIL MINUTES

Wednesday, August 3, 2016 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., August 3, 2016 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Aldermen Boyette, Bates, Hillstrom, Lendrum, Erickson, Lang, Pollnow, Kunz and Stevenson, City Attorney Godlewski and City Clerk Sturn.

Also Present: Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Director of Human Resources & Safety Barber, Director of Parks & Recreation Kading, Ryan Roth with Habitat for Humanity, Nicole & Jonathan Coultas, Rich Fercy, Terri Gonya, Tom & Carol Morley and Jay Schroeder.

Mayor Kaufert called the meeting to order at 7:18 pm.

Clerk Sturn called a voice roll call as the Mayor/Aldermen recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance.

Habitat for Humanity Update/Report on Neenah Event

- I. Ryan Roth indicated a little over a year ago, Mayor Kaufert attended their first Rock the Block in the valley. After looking at the success of the event and the ability to revitalize the neighborhood, Mayor Kaufert indicated to Ryan that we need to bring this to Neenah. The Habitat for Humanity Rock the Block Program is an exterior revitalization program. They do up to \$3,000 worth of work for homeowners in the neighborhood. They allow the homeowner to pay for primarily materials. They do not charge labor. The amount of work that can be done for these homeowners is incredible. Homeowners can pay through a zero interest deferred loan that does not have to be paid back until they sell their house. It is the generous support from the community, donors and volunteers that make this program work. Mr. Roth did a short presentation on the Neenah Event held this past May and answered questions from the Council.
 - A. Ald. Lang, on behalf of the Historical Society, thanked Ryan and the volunteers with Habitat for Humanity for their hard work.
 - B. Mayor Kaufert also thanked Ryan indicating this effort made a huge difference in a lot of people's lives.

Presentation of the 2016 Parade of Lights & Venetian Parade Awards

- I. Dir. of Parks & Recreation Kading introduced Rich Fercy, representing Boy Scout Troop 14. Rich presented the 2016 Parade of Lights Awards. He congratulated the winners and presented them with a plaque as follows:

- A. Parade of Lights
 - 1. Henri Miles Award - Best of Show - Neenah Ambassador Band.
Terri was present to accept the plaque and check.
 - 2. Best Non-Profit Float - Trinity Lutheran Church / School
 - 3. Best Corporate Float - Gem of the Fox Valley
 - 4. Best Non-profit Marching - VFW Post 2126
 - 5. Best Corporate Marching - Ultimate Fusion
 - 6. Best Live Music – Ms. Neenah Idol
- II. Dir. of Parks & Recreation Kading introduced Nicole Coultas representing the Neenah Nodaway Club who organized the Venetian Parade. Nicole presented the 2016 Venetian Parade Awards as follows:
 - A. Venetian Parade
 - 1. Fox Valley Sailing School - Lil Rascal
 - 2. Tom and Carol Morley - Hurricane Mom
- III. Mr. Fercy on behalf of Troop 14 thanked all the sponsors, Dir. Kading & his staff and everyone for participating. He invited others to join in next year.
 - A. Mayor Kaufert thanked everyone for their time and effort. This is what makes Neenah such a special place to live.
 - B. Council President Stevenson thanked the volunteers who made this a successful event.
 - C. Mayor Kaufert thanked the sponsors as well.

Public Forum

- I. Jay Schroeder, 1299 N. Lake Street, Village of Fox Crossing, indicated he is a candidate for the Winnebago County Register of Deeds in the Republican Party. He has 25 years mortgage experience. The Register of Deeds Office has been vacant for 212 days. For all of 2016 it will be vacant for 359 days. Anyone thinking about the taxpayers would make cuts. That position with salary and fringe benefits is \$100,000. The average salary in Winnebago County in 2014 was \$47,000. One of his main goals is to reduce that as he feels we are being over taxed. He feels changes need to be made and is the only candidate running to make that cut. When a position is vacant that long, changes need to be made. He is running in the Primary on August 9th and his local opponent is Natalie Strohmeyer and signed the Walker recall petition. He is a Republican and a Conservative. He hopes everyone takes a better look at this position.
- II. Carol Troopert, 1830 Jefferson Street, Oshkosh, spoke in favor of safety improves on CTH CB and Oakridge Road. Her daughter was killed in an accident at that intersection earlier this year. It has been her campaign for the past 5 months to get something done with the intersection to make it safer. She urge the Council to adopt Resolution No. 2016-26 supporting the Town of Neenah request for alterations to the intersection of CTH CB and Oakridge Road.

- III. There being no further appearances, Mayor Kaufert declared the public forum closed.

Consent Agenda

- I. **MSCRP Pollnow/Lendrum to approve the Consent Agenda as follows:**
- A. **Approve Beverage Operator License Applications for: Nicholl M. Green, Bryanna L. Gullickson, Laura K. Hanneman, Jennifer M. Kronberg, Lori A. Masin, Taylor O. Meier, Nicole M. Nehls, Cynthia D. Peterson, Diane L. Schultz, Chelsea M. Tank and Cierra N. Ziemann. (PSSC)**
 - B. **Approve the Beverage Operator License Application (new) for Melanie A. Briggs contingent upon payment of delinquent court fines of \$160.00 and any other outstanding City fees. (PSSC)**
 - C. **Grant a temporary Class "B" retail (picnic) beer license to the Fox Valley Area Labor Council for their Labor Day Celebration to be held at 157 S. Green Bay Road, Mark Westphal, on September 5, 2016. (PSSC)**
 - D. **Approve the Street Use Permit for the Fox Valley Area Labor Council Labor Day Parade, Mark Westphal, to be held on September 5, 2016. (PSSC)**
 - E. **All voting aye.**

Public Services and Safety Committee

- I. Chairman Bates reported the regular meeting of August 3, 2016:
- A. **MSC Bates/Hillstrom to waive the 24-hour rule relative to providing minutes for Council consideration and action, all voting aye.**
 - B. Committee recommends Council adopt Resolution No. 2016-26 supporting the Town of Neenah request for alterations to the intersection of CTH CB and Oakridge Road. (Resolution to follow)
- II. Chairman Bates reported the regular meeting of July 26, 2016:
- A. Committee recommends Council approve authorization to negotiate the sale of a portion of City property along the east side of the Oak Street Bridge with the owner of 302 E. Wisconsin Avenue with the inclusion of suitable provisions to allow for City maintenance of the bridge and south approach. **MSCRP Bates/Pollnow, all voting aye.**
 - B. Committee recommends Council void the combination Class B&C license for Pagoni's Pizzeria if payment of the remaining balance of \$2,983.72 isn't satisfied by August 1, 2016, and to commence non-renewal proceedings if payment is not received by August 15, 2016. That payment agreement was fulfilled on August 1, 2016. **MSCRP Stevenson/Hillstrom to table any decision at this time, all voting aye, Ald. Pollnow voting nay.**
 - C. Committee recommends Council approve hiring SEH as the consultant to develop the Arrowhead Park Master Plan for an amount not to exceed

\$45,525, with funding from the Minergy Trust Fund. **MSCR
Bates/Hillstrom, all voting aye.**

Finance & Personnel Committee

- I. Chairman Pollnow reported the regular meeting of July 25, 2016:
 - A. Committee recommends Council authorize a change order with AECOM Services to remove 375 tons of lead-contaminated topsoil from the former police firearms range and transport it to a DNR-authorized disposal site for a cost not to exceed \$36,000, to be funded by the \$44,662.99 carryover remaining from the 2014 Capital Facilities Budget for the project. **MS Pollnow/Erickson.**
 1. Chief Wilkinson indicated this move should resolve the contamination issues with most of the berm left in place. The town can then use the remaining dirt to make their parking lot.
 2. Ald. Kunz indicated the goal here is to get to the point that we can apply for the DNR to do their testing.
 3. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**
 - B. Committee recommends Council accept the updated Salary Plan Policy #2014-6. **MS Pollnow/Erickson.**
 1. Dir. Barber indicated she recommended this update to the Salary Plan Policy to address some issues that came about under the previous Salary Plan. The employees previously reclassified under that plan were given no adjustment coming into the new plan. While the new Salary Plan is working well for those reclassified under it, it has left those reclassified under the previous plan falling behind. Her recommendation is that employees who have been here 10 years should be at 90% of the midpoint for their grade.
 2. Ald. Bates asked if this is assuming the employee has had satisfactory reviews.
 3. Dir. Barber clarified that the updates states if an employee has received a below average performance rating in any year, that year does not count toward the ten year seniority.
 4. Ald. Pollnow pointed out that dollars have been budgeted for this.
 5. Dir. Easker added that this will be combined with the October increases which are budgeted. There is no need for a budget for this amendment because the wage funding is sufficient in the various department budgets.
 6. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**
 - C. Committee recommends Council approve that beginning January 1, 2017, the City move its Retirement Health Savings Plan for non-Police Union employees to the Prime Choice Plan offered by Precision Retirement Group. **MS Pollnow/Kunz.**
 1. Dir. Barber indicating she is recommending a change for the vendor in our Retirement Health Savings. This is to manage accruals that

are paid out to employees upon retirement go into an account tax free for medical expenses. The administration of this plan is much simpler than our current vendor ICMA is offering us. It also has a tax savings that we did not have with ICMA through the deferred comp option where the City does not pay payroll taxes. All costs of this plan are paid for by the employees participating in the plan. It is just a change in benefits. It gives employees more flexibility and is a savings for the City.

2. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

D. Committee recommends Council approve the movement of \$2,756 from the Human Resources Temporary Wages budget to the Small Software Packages budget to purchase the Neogov Onboarding Software and pay for four months of usage (\$1,756 for the unreimbursed portion of the grant for startup and \$250 per month for September through December of 2016). **MS Pollnow/Kunz.**

1. Dir. Barber advised that this is a request to add a piece to an existing program to help with new hire orientation. As they are hiring more and become more technology driven, having sit down face to face orientations are not the way to go. This solution allows us to put those things on line to allow applicants to access a portal, watch videos, conduct training, fill out paperwork and submit it electronically for more efficient processing of new hires.
2. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

E. Committee recommends Council approve a \$250 donation to the Fox Valley Area Labor Council for the 34th Annual Labor Fest Parade and Celebration. **MS Pollnow/Kunz.**

1. City Atty. Godlewski advised Ald. Lendrum that an abstention vote is used when there is a perceived conflict of interest. They are sometimes used to indicate the person voting does not want to vote against the item being voted on but is not in support of it. Both are acceptable.
2. Ald. Boyette indicated she was in that meeting and one of the members that abstained. For her, it was a personal issue. She is prepared to vote no on this as she does not feel the city should be gifting any money to an organization as it appears that we are in support of said organization. She also feels that money could be put to a better use.
3. Mayor Kaufert advised that we do give \$600 to the Veterans Group every year for their parade as well.
4. Ald. Pollnow opposed this donation and the amount of time taken for discussion of a \$250 item. He will not bring this before the committee again.
5. Mayor Kaufert added that these items have come before the Committee for many years. In the future, it was the consensus to include these items in the budget process.

6. **Motion carried by a 6-2-1 RollCall-Pro System vote, all voting aye, Ald. Pollnow & Boyette voting nay and Ald. Stevenson abstained.**

Plan Commission

- I. Ald. Lang reported the regular Plan Commission meeting of July 26, 2016:
 - A. Commission recommends Council approve Ordinance #2016-10 granting approval of Project Plan #1-16 for the Calvary Bible Church Planned Development District to allow the placement of a storage shed and to repave a parking lot subject to the following conditions: the location of the storage shed shall have a minimum setback of 10 feet from any property line; and future building additions, parking lot expansions, and road extensions within the Calvary Bible Church Planned Development District require Project Plan approval and are not being reviewed as part of this project plan request. (Ordinance to follow)
 - B. Commission recommends Council approve the Preliminary Plat for the Woodside Green Estates Subdivision subject to the following conditions: rezone land from PDD to R-1, Single-Family Residence District; amend the City's Official Road Map and provide a future alignment of Dogwood Lane to the west and Dell Court to the north; amend the "Winnebago County" notes on the face of the plat, specifically paragraph 2, to state that "...repairs shall be equally charged" instead of "...repairs shall be equally assessed"; add the Wetland Rules on the face of the plat; Minor storm sewer utility and drainage adjustments affecting lots 10-18 as per Engineering Division correspondence; the Developer shall make a physical connection between the proposed Terra Cotta Drive within the Woodside Green Estates subdivision to the Terra Cotta Drive in the Town of Neenah; on Page 5 of the Engineering Plan, the sanitary pipe slope shall be decreased to 0.30% and the depth of manhole 5 shall be increased; Prior to approval of the Final Plat, the developer and the City shall finalize a Developers Agreement which outlines the responsibilities of each party in regards to the proposed subdivision; Developer and engineers determine and agree on adequate access to the storm water pond; and change either Dogwood Lane or Dogwood Court to remove the duplication of "Dogwood". **MSCRP Lang/Pollnow, all voting aye.**

Committee of the Whole

- I. Council President Stevenson reported the Committee of the Whole meeting of July 20, 2016:
 - A. Committee recommends Council approve utilizing the sidewalk criteria, as presented, for the 2017 budgetary process with the caveat that Dir. Kaiser & City Atty. Godlewski review and make necessary changes to the current sidewalk ordinance and bring those changes back to the Council. **MS Stevenson/Pollnow.**

1. City Atty. Godlewski clarified for Ald. Pollnow that unless it is directed to go to the Committee of the Whole, it would go back to the committee of jurisdiction who would make a recommendation to the Council.
2. Ald. Stevenson advised that the intent was to bring it back to the Council. That means we bring it back through normal channels, which is through the committee of jurisdiction.
3. Ald. Bates questioned the timeframe for this. She hopes these changes are done before we hit the budget process.
4. Dir. Kaiser indicated he has not discussed these items with the City Atty. so it will depend on both of their schedules.
5. City Atty. Godlewski indicated they will make sure the Council receives it in time for the budget process.
6. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee

- I. Council President Stevenson reported the Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee meeting of July 26, 2016:
 - A. Committee recommends the City of Neenah and City of Menasha Common Councils approve Neenah-Menasha Fire Rescue's 2017 Cost Distribution Formula with the City of Neenah's weighted share at 0.5929% and the City of Menasha's weighted share at 0.4071. **MSCRP Stevenson/Pollnow, all voting aye.**

Board of Public Works

- I. Vice Chairman Hillstrom reported the meeting of July 26, 2016:
 - A. Information Only Items:
 1. The Board postponed awarding Contract 5-16 HMA Pavement Repair to give Dir. Kaiser time to review the bid in light of the market conditions. The bids came in at \$152,320. The budgeted amount was \$84,000.
 - B. Council Action Items:
 1. The Board recommends Council award Contract 4-16 Concrete Pavement & Sidewalk Repair to the low bid from Fischer-Ulman Construction, Appleton in the amount of \$293,270. **MSCRP Hillstrom/Bates, all voting aye.**

Landmarks Commission

- I. Ald. Lang reported from the Landmarks Commission:
 - A. The Vintage Adventure will be held September 17, 2016.
 - B. A newly confirmed event takes place at the same time, the Voyager Canoe Rides including a Menomonee Pow Wow at Shattuck Park starting at 1 pm.

Bergstrom Mahler Museum

- I. Ald. Erickson reported from the Bergstrom Mahler Museum:
 - A. On Friday August 19th from 4:30-5:30 pm at the Neenah Library the Museum will sponsor a documentary film, Homecoming – The Conversations with Combat PTSD, exploring how US Marines experience Post Traumatic Stress Disorder. Following the movie there will be a gallery walk at the museum.
 - B. Visit the Bergstrom Mahler Museum website to view a variety of classes, dates and times.

Ordinance

- I. **Ordinance No. 2016-10** Project Plan approval #1-16 for Calvary Bible Church PDD to allow the construction of a storage shed and repaving of the east parking lot with the conditions that the location of the storage shed have a minimum setback of 10 feet from any property line and future building additions, parking lot expansions, and road extensions within the Calvary Bible Church Planned Development District require Project Plan Approval and are not being reviewed as part of this project plan request was presented.
 - A. **MSCRP Pollnow/Erickson to adopt Ordinance No. 2016-10, all voting aye.**

Resolution

- I. **Resolution No. 2016-26** supporting the Town of Neenah request for alterations to the intersection of CTH CB and Oakridge Road with changes made in committee was presented.
 - A. **MS Bates/Stevenson to adopt Resolution No. 2016-26.**
 - B. City Atty. Godlewski advised that the NOW THEREFORE BE IT RESOLVED be change to read as follows: by the City of Neenah, Winnebago County, that we support the Town of Neenah request to Winnebago County Highway Commission and Board of Supervisors to work with the D.O.T. to keep the intersection of C.T.H. CB and Oakridge Road open, and expend reasonable funds on the intersection in order to increase the public safety for all residents.
 - C. Ald. Kunz expressed concern over the word “reasonable” as everyone’s idea of reasonable is different.
 - D. Ald. Boyette indicated she has done her homework on this and unfortunately whatever is done will be the County’s vision. She agrees that we should support this as many Neenah residents utilized that intersection.
 - E. Ald. Pollnow indicated when he was on the County Board in 2007 he remembers this intersection being an issue and he fully supported a study at that time. He supports the concerns however is troubled with the process. He does not have enough information to weigh in on this therefore will not support the resolution.

- F. Mayor Kaufert commented that historically this Council has weighed in on many state issues. This is nothing more than a show of support. It is important for us to act before they meet on August 16th.
- G. Ald. Pollnow commented that in the future he would advocate inviting County Board Supervisors to our meeting or reach out to the County Executive to get a face to face discussion.
- H. **Motion carried, by an 8-1 RollCall-Pro System vote, all voting aye, Ald. Pollnow voting nay.**
- I. Mayor Kaufert advised that this resolution will be sent to the County Board, County Executive Harris and the County Highway Commission.

New Business

- I. Ald. Bates reminded that due to the Fall Primary on Tuesday August 9th the Public Services & Safety Committee meeting has been cancelled. She urged everyone to get out and vote.
- II. Mayor Kaufert advised that the issues with Pokémon Go and usage of the park has taken up a tremendous amount of staff time. He put out a statement indicating he is excited to see people of all ages participating in the game. In many evenings hundreds of people gather throughout our city, mostly Kimberly Point, Riverside Park and the cemetery. He has asked the Pokémon Company to take the cemetery off their list due to issues with people walking on graves and being disrespectful. He asked everyone participating to have fun but obey the rules and pick up after themselves. He advised everyone that all City of Neenah parks are closed to the public at 10:00 pm. Rules regarding curfew, parking and litter will be enforced. People are allowed to fish in the park 24-hours a day.
 - A. Ald. Boyette asked participants of Pokémon Go to respect people's private front yards
- III. Mayor Kaufert reminded everyone the Riverside Players 60th Anniversary of Musical Highlights show will be held Tuesday thru Saturday at 8 pm and Sunday 7 pm. The cost is \$15 for adults, \$10 for children.
- IV. Mayor Kaufert asked those watching to complete a survey monkey on the website regarding Theda Clark Hospital. The survey can be found at www.surveymonkey.com/r/mayorseeksinput.

Adjournment

- I. **MSC Pollnow/Stevenson to adjourn at 9:00 p.m., all voting aye.**

Patricia A. Sturn, WCPC/MMC