

COMMON COUNCIL MINUTES

Wednesday, January 6, 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., January 6, 2016 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Aldermen Lendrum, Bates, Hillstrom, Pollnow, Erickson, Lang, Ramos & Kunz, City Attorney Godlewski and City Clerk Sturn. Ald. Stevenson was excused.

Also Present: Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Scott & Morgan Randall, Lewis Zielsdorf, Lisa & Brandon Robak, Peter & Ethan Coons, Bryce & Amy Henderson.

Mayor Kaufert called the meeting to order at 7:00 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.

Introduction and Confirmation of Mayor's Appointment(s)

- I. **MSCRP Ramos/Pollnow to confirm Mayor Kaufert's reappointment of Denise Burkett and Lewis Zielsdorf to the Board of Appeals, new terms expire January 2019, all voting aye.**
 - A. Mayor Kaufert introduced Lewis Zielsdorf his recommended appointee to the Board of Appeals. Denise Burkett could not attend the meeting.
 - B. Lewis Zielsdorf advised the Council that Mayor Kaufert is an ex-student of his. Jokingly he commented that Mayor Kaufert has agreed to pay him not to make any jokes about his younger days. This will be his third term on the Board of Appeals.
 - C. City Clerk Sturn administered the oath to Lewis Zielsdorf.

Council Proceedings

- I. **MSCRP Pollnow/Bates to approve the Council Proceedings of December 16, 2015 regular session, November 17, 2015 Special Council/Budget Hearing, Committee of the Whole minutes of November 18, 2015 and Council Proceedings of November 24, 2015 Special Council, all voting aye.**

Consent Agenda

- I. **MSCRP Ramos/Pollnow to approve the Consent Agenda as follows:**

- A. **Approve Beverage Operator License Applications for: Samuel L. Arendt, Briana R. Fink, Alexia C. Gurholt, Aprille A. Hovde, Tyler J. Kabat and David L. Piehl.**
- B. **All voting aye.**

Public Services and Safety Committee

- I. Chairman Hillstrom reported the special meeting of December 21, 2015:
 - A. Committee recommends Council adopt Ordinance 2015-16 amending Code §§3-17 & 11-85 relating to trapping and bow hunting regulations. (Ordinance to follow)
 - B. Committee recommends Council approve the purchase of a 2016 Trackless MT6 with attachments from Bruce Municipal Equipment, Menomonee Falls, for a cost of \$129,723 from the 2016 capital budget. The budget for this purchase was \$135,000. **MS Hillstrom/Lendrum.**
 - 1. Dir. Kaiser advised that this machine has a lot of attachments and is capable of doing many things. It assists in clearing sidewalks & trails and has mower attachments to help with lawn mowing. It can do a host of task across the landscape of their duties throughout the year. The current machine is quite old. He advised that starting this year the purchase amount is listed when requesting dollars to purchase equipment. The old equipment will then be place on either E-Bay for an auction site.
 - 2. Dir. Easker advised that those dollars will go into a General Fund Revenue account. This account is not earmarked to a particular department proceeds from the sale of old equipment from any department will be placed into this account. He advised that \$100,000 was projected to go into that account from all equipment sales in 2016. Anything over that amount is additional revenue in that General Fund and be access revenue to that fund. The Council can utilize those dollars any way they see fit however typically they just remain in that account. This account will be tracked in the quarterly reports.
 - 3. **Motion carried, by an 8-0 RollCall-Pro System vote, all voting aye.**
 - C. Chairman Hillstrom advised that the next motion inadvertently excluded shipping costs and was changed after the Committee to reflect those costs. Committee recommends Council approve purchase of two 14-foot portable speed humps from TrafficLogix in the amount of ~~\$15,544~~ \$17,177 including shipping cost, of which \$12,000 would come from the 2015 Capital Project budget and ~~\$3,544~~ \$5,177 from the Public Infrastructure Reserve. **MS Hillstrom/Lendrum.**
 - 1. Ald. Kunz advised he will be voting against this as the traffic calming documentation is not complete yet. Traffic is a sensitive issue and He would prefer waiting until those numbers can be considered. Without that, he feels we will create more problems than we might solve.
 - 2. Dir. Kaiser advised that the reason for the high shipping cost is the weight of the 3” mat. We do not need to contract out the installation as

we have the equipment and street crews to assist in that setup. Their vision of how these would be used is more or less a lead in to the potential of a permanent installation at a location. If we get a complaint, following the protocol that we are looking to outline through the neighborhood traffic Management Program and seeing the need for some physical measure to take place on that street, these could be installed to give us a feel for the neighborhood response to the installation before doing something on a permanent basis. Street calming is temporary and once you go permanent it is expensive to backtrack. It is a calming device which he believes will change people's behavior. Their flexibility will have a positive impact.

3. Ald. Pollnow echoed the concerns of Ald. Kunz indicating he will voter against this motion.
 4. **Motion carried, by a 6-2 RollCall-Pro System vote, all voting aye, Ald. Kunz and Pollnow voting nay.**
- D. Committee recommends Council adopt Preliminary Resolution No. 2016-1 for installation of curb, gutter and HMA pavement on Franklin Avenue (Oak to Congress), Higgins Avenue (Laudan to Division), Columbian Avenue (Oak to Elm), Marathon Avenue (Fort to Castle Oak), Castle Oak Drive (Industrial Park to W. of Maple Grove), Grassy Lane (Olde School to North), Olde School Road (Marathon to Maple Grove). (Resolution to follow)
- E. Committee recommends Council adopt Preliminary Resolution No. 2016-02 for HMA resurfacing on Franklin Avenue (Walnut to Oak), Henry Street (Sherry to Adams), Lincoln Street (Third to Fourth), Limekiln Drive (Bayview to Town-South side), North Street (Green Bay to 670' West). (Resolution to follow)
- F. Committee recommends Council adopt Preliminary Resolution No. 2016-03 for sanitary sewer lateral construction on Franklin Avenue (Oak to Congress), Higgins Avenue (Laudan to Division), Columbian Avenue (Oak to Elm), Franklin Avenue (Walnut to Oak), Henry Street (Sherry to Adams), and Lincoln Street (Third to Fourth). (Resolution to follow)
- G. Committee recommends Council adopt Preliminary Resolution No. 2016-04 for concrete sidewalk construction on Castle Oak Drive (Marathon to Bruce-North Side) and (Industrial to Marathon-Both Sides). (Resolution to follow)
1. At the request of Ald. Pollnow, Dir. Kaiser summarized the process for street/sidewalk construction. He indicated this preliminary resolution directs staff to complete the Assessment Reports. Those reports will go before the Public Services & Safety Committee for approval, a notice period is followed by a public hearing and final resolution before Council. The final resolution authorized the work to proceed.
 2. Ald. Pollnow added that this year the Mayor with the assistance of Public Works sent out postcards following budget approval of these projects to notify property owners.
 3. Mayor Kaufert thanked Dir. Kaiser and Judy Larson for their help sending out these postcards.

- II. The regular Public Services & Safety Committee meeting of December 29, 2015 was cancelled.

Finance & Personnel Committee

- I. The regular Finance & Personnel Committee meeting of December 28, 2015 was cancelled.

Plan Commission

- I. The regular Plan Commission meeting of December 29, 2016 was cancelled.

Board of Public Works

- I. Vice Chairman Bates reported the meeting of December 21, 2015:
 - A. Information Only Items:
 1. Board approved Change Order No. 2 for Contract 7-15 Replacement Sidewalk Construction and Concrete Pavement Patch to Fischer Ulman Construction, Inc., in the amount of \$69,855.73.
 - a) Dir. Kaiser indicated this change order was to adjust field quantities; emergency patch work on Wisconsin Avenue and S. Commercial Street and a number of sidewalk repairs.
 - B. Council Action Items:
 1. Board recommends Council approve the Final Payment for Contract 7-15 Replacement Sidewalk Construction and Concrete Pavement Patch to Fischer Ulman Construction, Inc., in the amount of \$84,994.27. **MS Bates/Hillstrom.**
 - a) Ald. Lendrum questioned if this is a massive amount of sidewalk repair by the ERA Building.
 - b) Dir. Kaiser clarified that the work by the ERA building was actually street patch. Given the time of year, they used a higher strength concrete which is more costly. The road can be opened quicker but it is more expensive. Higher strength concrete is used on high traffic locations for good solid pavement. That work was a significant portion of the \$69,000 figure. The remainder was miscellaneous sidewalks throughout the city. He advised Ald. Lendrum that \$84,000 is the total final payment.
 - c) Mayor Kaufert advised that the breakdown was included in the Council packet.
 - d) Ald. Pollnow commented that the sidewalk construction schedule was more favorable in 2015 unlike last year when some needed to be carried over due to the weather.
 - e) Dir. Kaiser concurred indicating this year they were able to max out the budget and complete all repairs. Some of the after the fact items still need to be completed.

- f) Mayor Kaufert advised that we constantly take calls from residents regarding areas of sidewalk that are in need of repair. That list keeps building.
- g) Ald. Bates advised that the final payment brought the project to \$354,855.73 which is under the budgeted \$358,672.00.
- h) Ald. Pollnow questioned if the red brick walkways on Wisconsin Avenue are included in this budget.
- i) Dir. Kaiser indicated the stamped and colored crosswalks were part of this contract and includes work on the Market Place cross walk, Church Street and First Street.
- j) **Motion carried, by an 8-0 RollCall-Pro System vote, all voting aye.**

Bergstrom Mahler Museum of Glass

- I. Ald. Lang reported from the Bergstrom Mahler Museum of Glass:
 - A. The current exhibit "Transcending Time – A Survey of Works in Glass by Italian Maestro Lino Tagliapietra" will run through February 14th.
 - B. She invited everyone to a drop in activity on January 9-10 at 1 pm to make their own glass snow flake coaster.

Reports on Neighborhood Groups

- I. Ald. Erickson reported from the Business Improvement District Board (BID Board):
 - A. The BID did not have a meeting in December.
 - B. Saturday February 6th from 11 am to 3 pm the BID will host the 2nd Annual Warm Your Heart event. Businesses will offer samples of warm soups, beverages and snacks. The cost is \$10 and includes warm samples and a made in Neenah Sunset Hill Stoneware mug to take home. Pick up your mug after 10:30 am on February 6th.

Ordinance

- I. **Ordinance No. 2015-16** amending Code §§ 3-17 & 11-85 relating to Trapping and Bow Hunting Regulations was presented.
 - A. **MSCRП Bates/Hillstrom to adopt Ordinance No. 2016-30, all voting aye.**

Resolutions

- I. **Resolution No. 2016-01** for the installation of curb, gutter and HMA (blacktop) pavement on Franklin Avenue (Oak to Congress), Higgins Avenue (Laudan to Division), Columbian Avenue (Oak to Elm), Marathon Avenue (Fort to Castle Oak), Castle Oak Drive (Industrial to Maple Grove), Grassy Lane (Olde School to North End) and Olde School Road (Marathon to Maple Grove) was presented.
 - A. **MSCRП Bates/Ramos to adopt Resolution No. 2016-01, all voting aye.**

- II. **Resolution No. 2016-02** for the installation of HMA (blacktop) resurfacing on Franklin Avenue (Walnut to Oak), Henry Street (Sherry to Adams), Lincoln Street (Third to Fourth), North Street (Green Bay to 670' West) and Limekiln Drive (Bayview to Town-South side) was presented.
 - A. **MSCRП Ramos/Pollnow to adopt Resolution No. 2016-02, all voting aye.**
- III. **Resolution No. 2016-03** for the installation of sanitary sewer laterals on Franklin Avenue (Oak to Congress), Higgins Avenue (Laudan to Division), Columbian Avenue (Oak to Elm), Franklin Avenue (Walnut to Oak), Henry Street (Sherry to Adams) and Lincoln Street (Third to Fourth) was presented.
 - A. **MSCRП Ramos/Pollnow to adopt Resolution No. 2016-03, all voting aye.**
- IV. **Resolution No. 2016-04** for the installation of concrete sidewalk on Castle Oak Drive (Marathon to Bruce) – north side and Castle Oak Drive (Industrial to Marathon) – both sides was presented.
 - A. **MSCRП Ramos/Pollnow to adopt Resolution No. 2016-04, all voting aye.**

New Business


- I. Mayor Kaufert advised of the need for Council ratification of the December 28, 2015 Mayoral Proclamation No. 2015-01 declaring a snow plow emergency beginning at 1:00 am on December 29th until 3:00 pm on December 29th and Mayor Proclamation No. 2015-01 Extended to Noon on December 30, 2015. **MSCRП Bates/Ramos to ratify Mayoral Proclamation No. 2015-01 and 2015-01 Extended declaring a snow plow emergency beginning 1:00 am on December 29th and ending at noon on December 30, 2015, all voting aye.**
- II. Mayor Kaufert noticed his appointment to fill the unexpired term of Lori Kiel on the Park & Recreation – term expiration December 2017 will be made at the January 20, 2016 Council meeting.
- III. Mayor Kaufert noticed his appointment of Wayne Streck as Fox Cities Room Tax Commissioner for the City of Neenah for a term to begin January 4, 2016 and expire the third Monday in April 2017 will be ratified at the January 20, 2016 Council meeting.
 - A. Mayor Kaufert advised that this is an additional position on the Room Tax Commission based on how much money we collect in room tax. Under the new Room Tax Commission we will have two representatives. Finance Dir. Easker is the current member and Wayne will be added as the second member.
- IV. Mayor Kaufert noticed his appointment of himself to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority (ARA) for a term to expire the third Monday in April 2017. (To be ratified at the January 20, 2016 Council meeting)
- V. Mayor Kaufert thanked the Public Works Department, snow plow drivers and Park & Recreation Department for their work in the past snow storm. He reminded citizens

that someone has to be first and someone has to be second. An average storm takes 8 hours to complete the plowing, this storm took 12 hours due to the volume of snow. He feels they did a great job.

- VI. Mayor Kaufert thanked the Finance Department for their work on another successful tax collection season. Dir. Easker and his staff did an excellent job servicing the citizens along with the tax collection outlets throughout the City. Citizens were pleased because their tax bill sent down this year plus they got a cookie.
- VII. Ald. Lendrum thanked the Mayor for the cookies she enjoyed when she came in to pay her taxes. She reminded citizens on corner lots to shovel the entire corner to clear a path for walked to cross the street. She also reminded those property owners that have fire hydrants to shovel them out so fire vehicles can access them in an emergency.

Adjournment

- I. **MSC Pollnow/Ramos to adjourn at 8:00 p.m., all voting aye.**


Patricia A. Sturn, WCPC/MMC