

COMMON COUNCIL MINUTES
Organizational Meeting
Tuesday, April 20, 2021 – 7:00 p.m.
Neenah City Hall
In-Person and Virtual Meeting

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in organizational session at 7:00 p.m., April 20, 2021.

Mayor Kaufert in the chair.

Present: Aldermen Lendrum, Skyrms, Boyette, Erickson, Bates, Borchardt, Lang, Stevenson, and Hillstrom, City Attorney Westbrook, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser

Also Present: NMFR Deputy Chief Voss, Director of Parks & Recreation Kading, Deputy Director of Community Development & Assessment Schmidt, Police Chief Olson, Director of Human Resources & Safety Kehl, and Director of Information Systems Wenninger.

Mayor Kaufert called the meeting to order at 7:04 p.m.

- I. City Attorney Westbrook called a voice roll call for the Mayor/Aldermen followed by the Pledge of Allegiance.

SWEARING IN CEREMONY

City Attorney Westbrook administered the oath of office to newly elected First District Alderperson John Skyrms, Second District Alderperson Brian Borchardt, Third District Alderperson Todd Stevenson for 3-year terms, which expire April 2024, and Second District Alderperson Marge Bates for 1-year term, which expires April 2022.

ORGANIZATIONAL MEETING

Election of Council President

MSC Bates/Boyette to nominate Alderman Stevenson for Council President.

MSC Bates/Boyette to close nominations and cast a unanimous ballot to elect Alderman Stevenson as Council President for the ensuing term of one year, all voting aye.

Mayor's appointments to the Standing Committees, one-year terms expire April 2022.

- Finance & Personnel
 1. Alderperson Erickson
 2. Alderperson Borchardt
 3. Alderperson Boyette
 4. Alderperson Skyrms
 5. Council President Stevenson
- Public Services & Safety – (4) Aldermen & the Council President
 1. Alderperson Bates
 2. Alderperson Lendrum
 3. Alderperson Lang
 4. Alderperson Hillstrom
 5. Council President Stevenson

- N-M Fire Joint Finance and Personnel Committee
 1. Council President Stevenson
 2. Member of Finance and Personnel Committee Alderperson Boyette
 3. Alderperson Borchardt

- **MSC Stevenson/Boyette to confirm the Mayor's appointments to the Standing Committees, all voting aye.**

Mayor Kaufert recessed the meeting at 7:10 pm to permit organizational meetings on the standing committees.

Mayor Kaufert reconvened the Council at 7:18 pm.

Organizational report of the Standing Committee and Special Council Committees

Alderman Erickson reported that the Finance and Personnel Committee elected the following members as chair and vice chair and chose the following meeting times.

- Chair Erickson
- Vice-Chair Boyette
- Meetings will be held at 6:30 pm on Mondays the week prior to Council meetings.

Alderman Bates reported that the Public Services & Safety Committee elected the following members as chair and vice chair and chose the following meeting times.

- Chair Bates
- Vice-Chair Lang
- Meetings will be held at 6:30 pm on Tuesdays the week prior to Council meetings.

Alderman Lendrum reported that the Committee on Rules ---- is made up of the following members and the committee will meet on call.

- Alderpersons Lendrum
- Skyrms and Borchardt. President Stevenson will attend when available.
- Meetings will be held on call.

Alderman Stevenson reported that the Legislative Review Committee elected the following member as chair and the committee will meet on call.

- Chair Stevenson
- Members include Alderperson Erickson and Mayor Kaufert
- Meetings will be held on call.

MSC Boyette/Skyrms to confirm the Mayor's appointments to the Special Council Committees, all voting aye.

- Mayor's appointment of:
 - Carol Kasimor as City of Neenah representative to the Fox Cities Transit Commission for a three-year term to expire in April 2024.

- Dir. of Finance Easker to Fox Cities Room Tax Commission for a one-year term to expire April 2022.
- James B. Gunz to Fox Cities Room Tax Commission for a one-year term to expire April 2022.
- Chris A. Haese to the Fox Cities Tourism and Convention Bureau for a one-year term to expire April 2022.
- Himself to the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire December 2022.
- Ald. Tami Erickson to chair the Neenah Arts Council for a one-year term to expire April 2022.
- Ald. Lee Hillstrom as a member of the Community Development Authority for a one-year term to expire April 2022.
- Ald. Marge Bates as a member of the Community Development Authority for a one-year term to expire April 2022.
- (2) members of the Public Services & Safety Committee to the Liquor Licensing Review Subcommittee for a one-year term to expire in April 2022.
 - 1. Ald. Stevenson
 - 2. Ald. Bates
- (2) members of the Public Services & Safety Committee to the Board of Public Works for a one-year term to expire April 2022.
 - 1. Ald. Bates
 - 2. Ald Hillstrom
- (1) Citizen member to the Community Development Authority (CDA) for a three-year term to expire April 2024.
 - 1. Pete Lecompte
- (1) Citizen member to the Plan Commission for a three-year term to expire April of 2024
 - 1. Betsy Ellenberger
- Mayor, Fire Chief Kloehn, City Attorney Westbrook, the City Clerk, Director of Community Development & Assessment Haese, Director of Finance Easker, Director of Public Works Kaiser, Director of the Water Utility Mach, Police Chief Olson, Director of Information Systems Wenninger, Director of Parks & Recreation Kading, Director of Library Services Raab, Director of Human Resources & Safety Kehl, Council representative Ald. Lendrum, Winnebago County Health Representative Doug Gieryn, School Superintendent Pfeiffer and a Red Cross Representative to the Emergency Government Committee for a one-year term to expire April 2022.
- (1) Alderman as his representative on the Bergstrom Mahler Museum Board of Directors for a one-year term to expire April 2022.
 - 1. Ald. Erickson
- (1) Alderman as Council representative to the Library Board for a one-year term expires April 2022.
 - 1. Ald. Erickson
- (1) Alderman as Council representative to the BID Board for a one-year term expires April 2022.
 - 1. Ald. Lang

MSC Skyrms/Stevenson to confirm the Mayor's appointments, all voting aye.

- Council appointment of:
 - (1) Alderman as Council representative to the Joint Review Board for a one-year term to expire April 2022.
 - 1. Ald. Skyrms
 - (1) Alderman as Council representative to the Water Works Commission for a one-year term to expire April 2022.
 - 1. Ald. Boyette
 - (1) Alderman as Council representative to the Plan Commission for a one-year term to expire April 2022.
 - 1. Ald. Lang
 - (1) Alderman as Council representative to the Loan Assistance Board for a one-year term to expire April 2022.
 - 1. Ald. Lendrum
 - (1) Alderman as Council representative to Park & Recreation Commission for a one-year term to expire April 2022.
 - 1. Ald. Borchardt
 - (1) Alderman as Council representative to the Landmarks Commission for a one-year term to expire April 2022.
 - 1. Ald. Lang

MSC Stevenson/Boyette to confirm the Council appointments, all voting aye.

STATE OF CITY REPORT

Mayor Kaufert gave his state of the City Report. The state of the City continues to be positive in many ways. 2020 presented many challenges, we were tasked with making many decisions that impacted the City employees and residents, and decisions were made with public and staff safety in mind. He is very proud of all the management teams for working tirelessly to revamp rules and operations to continue to meet the challenges of the pandemic. We all mourn for those taken from us this past year and pray for strength for those affected by this virus. Mayor Kaufert thanked the local front line health care workers, doctors, nurses, police officers, fire fighters, EMT's paramedics along with all the other essential health care workers, essential government workers, front line workers at grocery stores and other retail stores, our local health care facility led by Dr. Andrabi who worked closely with a coalition of community leaders on preparedness. As we cautiously wind down this pandemic, we must continue to be careful and follow CDC guidelines. The future is bright, we continue to have a strong economy in the Fox Valley with low unemployment and a general positive outlook. There is progress being made in this community with new housing developments, improvements to Arrow Head Park, a potential housing development at Bridgewood Golf course and enhancing the trail system in that same area, the City's first dog park on Byrd Avenue is closer to becoming a reality. The community is excited about the progress on the Plaza with the ice rink and community gathering facility, the long awaited completion of Lakeshore Avenue will be completed soon and the South Commercial Redevelopment Plan is approved and will begin soon. There are 5 major employers that call Neenah home for their global headquarters, many other companies employ large numbers of people in our community along with smaller companies and businesses. Thank you to all the businesses that operate in Neenah. Many small businesses have suffered financially, employees have suffered in many ways. The Community supported these businesses throughout the pandemic, and it is very much

appreciated by all the businesses. The City is in a great position to prepare for our future, the entire Common Council led by President Stevenson continue to be diligent to work for this community, our dedicated Department heads and staff continue to contribute to our successes. Our goals remain the same for strong economic development opportunity and fiscal responsibility to ensure the wonderful quality of life in our community. The 2021-2025 CIP continues to show the need for additional funding for a new parking ramp, a police station expansion, and a new or renovated fire station will require an increased need for borrowing. Debt continues to be below allowable State limits and the Standard and Poor's bond rating is AA/stable. Soon the City will receive an allocation of approximately \$5.4 million in stimulus dollars, the challenge will be to find the best use of these funds and we are still learning to determine the rules regarding use of these funds. These funds will give the City an opportunity to help may outlets in our community and to help regain the momentum lost due to the pandemic. The TIF Districts are financially strong. Mayor Kaufert indicated he would continue his open door policy, the WHBY radio show office hours, visibility throughout the community and 24/7 access. Mayor Kaufert thanked Kathy Keene, host of the WHBY Good Neighbor Show and wished her the best of luck on her upcoming retirement. He and the Council will strive each and every day to improve the way that government provides services to our residents, indicating he is proud of the direction the Council, staff and community is headed. He advised citizens to visit the website, contact him or their alderpersons with suggestions and concerns. Thank you for listening.

II. Introduction and Confirmation of Mayor's Appointment(s). **(None)**

III. Approval of Council Proceedings.

A. Approval of the Council Proceedings of April 7, 2021 regular session, and Special Council Proceedings of April 14, 2021 and Committee of the Whole Proceedings of April 14, 2021.

MSC Lendrum/Hillstorm to approve the Council Proceedings of April 7, 2021, all voting aye, Ald. Skyrms abstained.

IV. Public Hearing **(NONE)**.

V. Report pertaining to the public hearing **(NONE)**.

VI. Public Forum.

A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic. **(NONE)**

VII. Mayor/Council consideration of public forum issues.

VIII. Consent Agenda.

A. Approve the Street Use Permit for the Memorial Day Parade, sponsored by the Nicolet VFW Post 2126, 546 Third Street, Menasha WI, to be held on May 31, 2021.

B. Approve the Street Use Permit for Relay for Life of the Fox Cities, sponsored by the American Cancer Society, Pewaukee WI, to be held on June 11, 2021.

C. Approve the Street Use Permit for the Sole Burner 5K Walk/Run, sponsored by the American Cancer Society, 2616 S Oneida Street, Appleton WI, to be held on August 21, 2021.

- D. Approve the Street Use Permit for the WI Streetball Neenah 3-on-3, sponsored by Ballhawk Basketball, Paul Bradshaw, 1406 W. Oakcrest Dr., Appleton WI, to be held on August 14, and August 15 2021.
- E. Approve the Street Use Permit for Boogie Downtown, sponsored by Future Neenah, 135 W Wisconsin Ave, Neenah WI, to be held on August 25, 2021.

F. (UC)

MSRC Stevenson/Lang called for unanimous consent. There being no objections, motion passes.

IX. Reports of standing committees.

- A. Regular Public Services and Safety Committee meeting of April 13, 2021: (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve the site plan for the outdoor patio at 116 S. Commercial Street (Lions Tail Brewing Company) (To be acted on during the report out of Plan Commission).
 - 2. Committee recommends Council approve the Revocable Occupancy Permit to Investment Creations, LLC (owner of 116 S. Commercial Street.)

MSCRP Bates/Lendrum;

Alderman Bates made an amendment to the motion that approval is predicated on approval of site plan by Plan Commission

MSCRP Bates/Lendrum Voice roll call vote, 9-0 Motion passes

- 3. Committee recommends Council approve the purchase of 12 ballistic vests from the Uniform Shoppe in the amount of \$27,563.00 with CIP funds.
No Discussion

MSCRP Bates/ Skyrms; Voice roll call vote 9-0 Motion passes

- 4. Committee recommends Council authorize the Neenah Police Department to remodel the partially enclosed area of the police department lobby to create a soft interview room and turn the current soft room into a multipurpose room for a total not to exceed \$10,000.00.
No Discussion

MSCRP Bates/Hillstrom; Voice roll call vote 9-0 Motion Passes

- 5. Committee recommends Council NOT adopt an ordinance (Ord. 2021-10) with the provisions recommended from the Sustainable Neenah meeting of April 21, 2021 relating to "No Mow May."

Motion failed at Committee Level, there was no motion and vote by Council.

- B. Regular Finance and Personnel Committee meeting of April 12, 2021: (Minutes can be found on the City web site)

- 1. Committee recommends Council approve TEMS Medics Novy and Hillen attend TEMS training outside the State of Wisconsin as well as approval to pay for the wages and "backfill" overtime at an amount not to exceed \$8,400 to be funded by a transfer from the City's Benefit Accrual Fund.
Assistance Police Chief Bernice updated the Council, Lieutenant Kuffel has secured several thousand dollars in grants/donations to help offset the cost of this program.

MSCRP Erickson/ Boyette Voice roll call vote 9-0 Motion passes

- 2. Committee recommends Council approve the final adjusted payment of \$4,000 to Lawrence Nicholson for his work on the CVS lawsuit.

No discussion

MSCRP Erickson/ Boyette Voice roll call vote 9-0 Motion passes

- X. Reports of special committees and liaisons and various special projects committees.
- A. Regular Plan Commission meeting of April 13, 2021: (Minutes can be found on the City web site)
1. Commission recommends Council approve the Mahler Farm PDD project plan #1-21 for Valley VNA Health Systems Inc., located at 535 Lyon Drive.
No discussion

MSCRP Lang / Skyrms Voice roll call vote 9-0 Motion passes

2. Commission recommends Council approve the site plan for the Outdoor Patio at 116 S. Commercial Street (Lion's Tail Brewing Company) subject to the approval of a Revocable Occupancy Permit.
 - Ald. Bates stated that the permit was approved contingent upon Plan Commission approval of the site plan.

MSRCP Lang/ Boyette Voice roll call vote 9-0 Motion passes

- B. Board of Canvas meeting of April 9, 2021 (Council President) (Minutes can be found on the City web site)
1. Report the results of the April 6, 2021 spring election.
 - Council President Stevenson reported the results of the April 6, 2021 Spring election.
- C. Board of Public Works meeting of April 13, 2021: (Minutes can be found on the City web site)
1. Information Only Items:
 - a) The Board approved Pay Estimate No. 1 for Contract 1-21, Sewer, Water Main and Street Construction on Marathon Avenue to Donald Hietpas & Sons, Inc., Little Chute WI in an amount of \$47,824.90
 - b) The Board approved Change Order No. 1 for Contract 2-21, Sewer, Water Main and Street Construction on Fairview Avenue and Laudan Boulevard to Carl Bowers & Sons Construction Company Inc., Kaukauna WI, for providing Temporary Water Service on Fairview Avenue in an amount not to exceed \$30,000.00
 - c) The Board approved Pay Estimate No. 1 for Contract 2-21 Sewer, Water Main and Street Construction on Fairview Avenue and Laudan Boulevard to Carl Bowers & Sons Construction Company, Inc. Kaukauna WI in the amount of \$217,829.30.
- D. Community Development Authority
1. Report from the CDA - Dir. Haese , None.
- E. Library Board
1. Report from the Library Board – Ald. Erickson requested that this report be moved to the next Council Meeting
- F. Neenah Arts Council
1. Report from Neenah Arts Council – Ald. Erickson
Highlights- Neenah School District Student Art Exhibit Day through the month of April
June 21st, Plans for event at Highlands at Mahler Make Music Days
Booth at Bazaar After Dark on June 21st
Booth at Farmers Market during the summer.

- XI. Presentation of petitions.

A. Any other petition received by the City Clerk's Office after distribution of the agenda. **(NONE)**

XII. Council Directives. **(NONE)**

XIII. Unfinished Business. **(NONE)**

XIV. New Business.

A. Discuss dates for Council picture, Mayor Kaufert suggested the picture be postponed until June, perhaps have the picture taken outside.

B. Any announcements/questions that may legally come before the Council.
Alderman Stevenson reported that the Memorial Day Parade will be taking place.
Alderman Skyrms acknowledged Future Neenah and the Dine Out Neenah program to help local restaurants through these difficult times.

XV. Adjournment.

MSC Boyette/Skyrms to adjourn at 8:04 p.m., all voting aye.