

**COMMON COUNCIL MINUTES**  
**Organizational Meeting**  
Tuesday, April 16, 2019 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in organizational session at 7:00 p.m., April 16, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

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

Also Present: Deputy Clerk Goffard, Asst. City Attorney Vanden Heuvel, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Director of Parks & Recreation Kading, Police Chief Olson, Police Captain Bernice, Asst. Fire Chief Green, Director of Library Services Raab, Water Utility Director Mach and Forrest Bates.

Mayor Kaufert called the meeting to order at 7:08 p.m.

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.

**Swearing in Ceremony**

City Clerk Sturn administered the oath of office to newly elected First District Alderperson Kathie Boyette, Second District Alderperson Christopher Kunz and Third District Alderperson Stephanie Spellman for 3-year terms, which expire April 2022.

- Mayor Kaufert thanked the elected Alderpersons for their willingness to step forward and serve the community.

**ORGANIZATIONAL MEETING**

**MSC Stevenson/Bates that Rules of Order of the previous Council, with changes made by the adoption of Resolution No. 2019-11 on April 3, 2019, be adopted as rules to govern this Council until modified by proper action of the Council, all voting aye.**

**Election of Council President:**

- **MSC Bates/Erickson to nominate Alderperson Stevenson for Council President. MSC Steele/Bates to close nominations and cast a unanimous ballot to elect Alderperson Stevenson as Council President for the ensuing term of one year, all voting aye.**

**Mayor Kaufert's appointments to the Standing Committees, one-year terms expire April 2020:**

- Finance & Personnel Committee – Alderpersons Erickson, Boyette, Kunz, Steele and Council President Stevenson.

- Public Services & Safety Committee – Alderpersons Bates, Lendrum, Lang, Spellman and Council President Stevenson.
- Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee - Council President Stevenson, Member of the Finance and Personnel Committee Alderperson Boyette and Alderperson at large Kunz.
- **MSC Bates/Erickson to confirm the Mayor’s appointments, all voting aye.**

**Mayor Kaufert’s appointments to the Special Committees, one-year terms expire April 2020:**

- Legislative Review Committee – himself, Council President Stevenson and Chairman of the Finance & Personnel Committee Erickson.
- Committee on Rules – Alderpersons Kunz, Steele and Spellman.
- **MSC Stevenson/Lang to confirm the Mayor’s appointments, pending the appointment of Ald. Erickson as Chairman of the Finance & Personnel Committee, all voting aye.**

Mayor Kaufert recessed the meeting at 7:16 p.m. to permit organizational meetings of the Standing / Special Committees.

Mayor Kaufert reconvened the Council at 7:25 p.m.

**Organizational Reports of the Standing / Special Committees:**

- Alderperson Erickson reported that she had been appointed Chairman of the Finance and Personnel Committee and Alderperson Boyette had been appointed Vice Chairman. The Committee will continue to meet on the Monday of the week prior to each Council meeting at 6:30 p.m.
- Alderperson Bates reported that she had been appointed Chairman of the Public Services & Safety Committee and Alderperson Lang had been appointed Vice Chairman. The Committee will continue to meet on the Tuesday of the week prior to each Council meeting at 6:30 p.m.
- Alderperson Kunz reported that he had been appointed Chairman of the Committee on Rules and Alderperson Steele had been appointed Vice Chairman. The Committee meets on call.
- Alderperson Stevenson reported that he had been appointed Chairman of the Legislative Review Committee and Alderperson Erickson had been appointed Vice Chairman. The Committee meets on call.

**Mayor Kaufert’s Appointments:**

- Carol Kasimor as City of Neenah representative to the Fox Cities Transit Commission for a three-year term to expire in April 2022.
- Dir. of Finance Easker to Fox Cities Room Tax Commission for a one-year term to expire April 2020.
- James B. Gunz to Fox Cities Room Tax Commission for a one-year term to expire April 2020.
- Himself to the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire December 2019.

- Alderperson Tami Erickson to chair the Neenah Arts Council for a one-year term to expire April 2020.
- Alderperson Jane Lang and Jan Mirenda Smith to the Neenah Arts Council for three-year terms to expire April 2022.
- Alderpersons Bates / Stevenson to the Liquor Licensing Review Subcommittee for a one-year term to expire in April 2020.
- Alderpersons Bates / Spellman to the Board of Public Works for a one-year term to expire April 2020.
- Beth Irish, Lisa Hemes and Jan Sarnecki, to the Library Board for a three-year term commencing May 1, 2019 and ending April 30, 2022.
- Alderperson Bates to the Community Development Authority (CDA) for a term coinciding with their Aldermanic term to expire April 2021.
- Michelle Bauer to the Community Development Authority (CDA) for a term to expire April 2023.
- Karen Genett to the Plan Commission for a three-year term to expire April 2022.
- Mayor, Fire Chief Kloehn, City Attorney Godlewski, City Clerk Sturn, 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 Barber, Council representative Alderperson 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 2020.
- Alderperson Spellman as his representative on the Bergstrom Mahler Museum Board of Directors for a one-year term to expire April 2020.
- Alderperson Erickson as Council representative to the Library Board for a one-year term expires April 2020.
- Alderperson Lang as Council representative to the BID Board for a one-year term expires April 2020.
- **MSC Stevenson/Bates to confirm the Mayor's appointments, all voting aye.**

**Council Appointments (Council President Stevenson):**

- Alderperson Steele as Council representative to the Joint Review Board for a one-year term to expire April 2020.
- Alderperson Boyette as Council representative to the Water Works Commission for a one-year term to expire April 2020.
- Alderperson Lang as Council representative to the Plan Commission for a one-year term to expire April 2020.
- Alderperson Lendrum as Council representative to the Loan Assistance Board for a one-year term to expire April 2020.
- Alderperson Kunz as Council representative to Park & Recreation Commission for a one-year term to expire April 2020.
- Alderperson Lang as Council representative to the Landmarks Commission for a one-year term to expire April 2020.
- **MSC Stevenson/Bates to confirm the Council appointments, all voting aye.**

Clerk Sturn administered the oath of office to: Jane Lang and Karen Genett.

## **State of City Report**

Mayor Kaufert thanked everyone for allowing him to give his 5<sup>th</sup> State of the City message. The state of our great city continues to be growing with confidence and enthusiasm for the future of our community and future generations that will enjoy living and working here. He continues to meet with constituents, citizens and leaders of other communities that praise the way Neenah City Government leaders have taken with the issues of today and big picture initiatives for tomorrow. We continue to have a strong economy, low unemployment and a general positive outlook. The recent budget continued to hold the line on tax increases for our citizens while making sure the core services that people need are of high quality and affordable. Our debt continues to be well below allowable state limits and our latest Standard and Poor's bond rating is AA/Stable. For a city of our size this is excellent news and a reflection of our current practices by the Council and Finance Department led by Director Easker. With our many successes come future challenges to continue to have a trained quality workforce to implement our programs & agenda and to keep up with aging infrastructure including roads, sanitary and water needs. Just like last year, he has asked the Governor to come up with a transportation package that gets more dollars into the local municipalities budgets for local road projects. He is proud of the work done on the new Transportation Assessment Replacement Fund (TARF) on the utility bill that became a reality recently. Other communities are asking to see our plan and may replicate this model around the state. The final phase of Washington Park upgrade are nearing completion. Public Works and the Street Department did an excellent job of winter snow duties that insured citizen's ability to move around the community safely. Police, Fire, Library, Community Development, Finance, Clerk's Office, Legal Department and Mayor's Office are all stepping up their games to improve the level of customer service and commitment to the taxpayers. Our TIF Districts are financially strong and are poised to become wonderful financial and economic success stories adding to our tax base in the future and creating new jobs. For 2019, you will see more initiatives around the community with potential development projects including talks with developers about high end housing in the downtown area. Mayor Kaufert indicated he will continue his open door policy, WHBY Radio Show, office hours, visibility throughout the community and 24/7 access. He and the Council will strive each and every day to improve the way government provides services to our residents. He advised citizens to visit the website, contact him or their alderpersons with suggestions and concerns. He thanked his family for the support that allows him to represent the City of Neenah as Mayor. Lastly, he thanked everyone for listening indicating he is proud of the direction the Council, staff and community is headed.

## **Public Hearing**

- I. Consider rezoning land located at 2405 Schultz Drive and adjoining railroad right-of-way from Temporary I-1, Planned Business Center District to the I-1, Planned Business Center District.
  - A. There being no appearances, Mayor Kaufert declared the public hearing closed at 7:49 pm.

## **Plan Commission Report Pertaining to the Public Hearing**

- I. Ald. Lang reported the Plan Commission meeting of April 9, 2019:
  - A. Commission recommends Council adopt Ordinance No. 2019-12 Rezoning 18.97 Acres of land located at 2405 Schultz Drive and adjoining railroad right-of-way from Temporary I-1, Planned Business Center District to the I-1, Planned Business Center District. **MSCR P Lang/Kunz, all voting aye.**

### Consent Agenda

- I. **MSCR P Lendrum/Lang to approve the Consent Agenda as follows:**
  - A. **Approve Beverage Operator License Applications for: Samantha J. Abramson, Lauren N. Holloway, Michael D. Sanford and Tyler M Vanden Busch. (PSSC)**
  - B. **All voting aye.**

### Public Services and Safety Committee

- I. Chairman Bates reported the regular meeting of April 9, 2019:
  - A. Committee recommends Council authorize the police department to proceed with the purchase of a Kia Niro to serve as the City's parking enforcement vehicle for a package cost of less than \$32,000, using funds remaining from the purchase of police squads. **MSCR P Bates/Lendrum.**
    1. Based on research they did and a setback found with this vehicle, Police Captain Bernice asked the Council to table action on this vehicle purchase to allow further research. They intend to present it back to committee next week.
    2. **MSCR P Bates/Stevenson to refer the purchase of a Kia Niro back to Committee to allow further research, all voting aye.**
  - B. Committee recommends Council adopt Final Resolution No. 2019-12 for installation of sanitary sewer laterals for properties served by sanitary sewers on Courtney Court. **MSCR P Bates/Lendrum, all voting aye.**

### Finance and Personnel Committee

- I. Chairman Erickson reported the regular meeting of April 8, 2019:
  - A. Committee recommends Council approve the Integrity Acres Development Agreement. (To be considered following a report from the Board of Public Works)
  - B. Committee recommends Council approve the Memo of Understanding transferring ownership of fiber optic cable between City Hall and 2320 Industrial Drive in the City of Neenah from FVTC to the City of Neenah. **MSCR P Erickson/Steele, all voting aye.**
  - C. Committee recommends Council approve the Tentative Agreements with the Neenah Professional Police Officers Association and the Neenah Police Supervisory Bargaining Unit for contract terms from January 1, 2019 to December 31, 2021 and authorize preparation and execution of amended contracts reflecting the change outlined in the Tentative

Agreement between the City and Unions. **MSCRP Erickson/Stevenson, all voting aye.**

### **Plan Commission**

- I. Ald. Lang reported the regular meeting of April 9, 2019:
  - A. Commission recommends Council approve the Final Plat for the Cardinal Plat subdivision subject to the comments on the Plat Review Letter. **MSCRP Lang/Bates, all voting aye.**
  - B. Commission recommends Council approve the Final Plat for the 1<sup>st</sup> Addition to Southfield subdivision subject to the comments on the Plat Review Letter. **MSCRP Lang/Erickson, all voting aye.**

### **Board of Public Works**

- I. Vice Chairman Bates reported the regular meeting of April 9, 2019:
  - A. Council Action Items:
    1. The Board recommends Council approve the Integrity Acres Development Agreement. **MSCRP Bates/Stevenson, all voting aye.**

### **Library Board**

- I. Alderperson Erickson asked that the report from the Library Board be moved to the next Council meeting as they tomorrow night.

### **Neenah Arts Council**

- I. Alderperson Erickson reported from the Neenah Arts Council meeting of April 10, 2019:
  - A. The Neenah Paints the Town event will be held Sunday July 21, 2019. This event was held in September last year and the weather was not the best. They are trying the event again and will have everything ready to go for the July event. More information will follow.
  - B. The Neenah schools held an Art Show at the Neenah Public Library which was very well attended. The Mayor signed 270 certificates to present to the students for their artwork that was hung in the Library.

### **Unfinished Business**


- I. Ald. Stevenson formally congratulated Alderpersons Boyette and Kunz on their re-elections. He also welcomed newly elected Alderperson Spellman to the Council.
  - A. Mayor Kaufert congratulated Alderperson Stevenson for his re-appointment as Council President for another year.

### **New Business**

- I. The Council discussed dates for Council picture. It was the consensus of the Council to schedule the picture to be taken on July 17, 2019.
  - A. Dir. of Finance reminded everyone that the results of the audit are typically scheduled that night in a Committee of the Whole at 6 pm. The picture would need to be schedule prior to that meeting.
  - B. Council President Stevenson indicated we could schedule the picture at 6 pm with the Committee of Whole meeting immediately after.
  - C. Mayor Kaufert concluded that we will schedule the picture at 6 pm on July 17<sup>th</sup>. Anyone with conflicts should let him know.
- II. Mayor Kaufert indicated his appointment to fill the expired term of Patrick Lewis on the Neenah-Menasha Joint Fire Commission, term expires May 2022, will be announced at the May 1, 2019 Council meeting.
- III. Mayor Kaufert indicated his appointment to fill the expired term of Robert Spence on the Police Commission, term expires May 2024, will be announced at the May 1, 2019 Council meeting.
- IV. Mayor Kaufert reminded the Council that the 2019 League of Wisconsin Municipalities Local Government 101 will be held on June 21, 2019 at the Red Lion Paper Valley in Appleton – any Council member interested should complete the form and submit it to the Clerk’s Office no later than May 10<sup>th</sup> so reservations can be made.
- V. Mayor Kaufert advised the Council that Davis / Kuelthau has invited public officials to their 41<sup>st</sup> Annual Public Officials Program for veteran and newly-elected public officials and administrators. The program will be held at the Marq in DePere on Monday April 29<sup>th</sup> at 5:00 pm - any Council member interested should complete the form and submit it to the Clerk’s Office no later than Friday April 19<sup>th</sup> so reservations can be made.

**Adjournment**

- I. **MSC Stevenson/Boyette to adjourn at 8:07 p.m., all voting aye.**

  
Patricia A. Sturn, WCPC/MMC