

COMMON COUNCIL MINUTES
Organizational Meeting
Tuesday, April 18, 2017 - 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 18, 2017 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

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

Also Present: Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Police Chief Wilkinson, Deputy Fire Chief Voss, Police Captain Olson, Dir. of Library Services Raab, Madeline Borchardt, Hannah Meixl, Elizabeth Gartland, Jim Erickson, Gerry Andrews, Merry Whipple, Jan Smith, Amy Barker, Julie Gartland, Anne Marie Abderholden and Brandon & Lisa Robak.

Mayor Kaufert called the meeting to order at 7:03 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

- I. City Clerk Sturn administered the oath of office to newly elected First District Alderperson Cari Lendrum, Second District Alderperson Tami Erickson and Third District Alderperson Jane Lang for 3-year terms, which expire April 2020.
 - A. Mayor Kaufert welcomed the elected Alderpersons back to the Council.

ORGANIZATIONAL MEETING

- I. **MSC Stevenson/Pollnow that Rules of Order of the previous Council be adopted as rules to govern this Council until modified by proper action of the Council, all voting aye.**
- II. Election of Council President:
 - A. **MSC Bates/Erickson to nominate Alderman Stevenson for Council President. MSC Bates/Erickson 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.**
- III. Mayor Kaufert's appointments to the Standing Committees, one-year terms expire April 2018:
 - A. Finance & Personnel Committee – Aldermen Pollnow, Erickson, Kunz, Boyette and Council President Stevenson.

- B. Public Services & Safety Committee – Aldermen Lendrum, Bates, Hillstrom, Lang and Council President Stevenson.
- C. Committee on Rules – Aldermen Pollnow, Kunz and Hillstrom.
- D. Legislative Review Committee – himself, Council President Stevenson and Chairman of the Finance & Personnel Committee Ald. Pollnow.
- E. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee - Council President Stevenson, Member of the Finance and Personnel Committee Alderman Kunz and Alderman at large Alderman Pollnow.
 - 1. **MSC Stevenson/Erickson confirm the Mayor’s appointments, all voting aye.**

MSC Stevenson/Pollnow to recess the meeting at 7:12 p.m. to permit organizational meetings of the Standing Committees, all voting aye.

The Council reconvened at 7:19 p.m.

- F. Organizational Reports of the Standing Committee:
 - 1. Alderman Pollnow reported that he has been appointed Chairman of the Finance and Personnel Committee and Alderman Erickson has been appointed Vice Chairman. The Committee will continue to meet on the Monday of the week prior to each Council meeting at 7:00 p.m.
 - 2. Alderman Bates reported that she has been appointed Chairman of the Public Services & Safety Committee and Alderman Hillstrom has been appointed Vice Chairman. The Committee will continue to meet on the Tuesday of the week prior to each Council meeting at 7:00 p.m.
 - 3. The Committee on Rules did not meet with the absence of Aldermen Kunz & Hillstrom. They will organize at a later date.
 - 4. Ald. Pollnow reported that the Legislative Review Committee appointed Finance & Personnel Committee Chairman Pollnow as Chairman and Council President Stevenson as Vice Chairman. They will continue to meet on call.

Ald. Kunz entered the meeting at 7:18 p.m.

- Mayor’s appointment of:
 - Trish Nau as City of Neenah representative to the Fox Cities Transit Commission for a 3-year term to expire in April 2020.
 - Dir. of Finance Easker to Fox Cities Room Tax Commission. Term expires April 2018.
 - ~~Wayne Streck to Fox Cities Room Tax Commission for a term to expire April 2018.~~ Mayor Kaufert will make this appointment at a future meeting.
 - Himself to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority. Term to expire April 2018.
 - Amy Barker, Jane Lang, Jan Mirenda Smith, Kristine Moe, Paul Seveska and Trina Woldt to the newly formed Neenah Arts Council

for 3-year terms to expire the third Tuesday in April 2019 and Lauri Asbury, John Arzberger, Anne Marie Brunner-Abderholden, Pat Rosenak and Maeghan Johnson to the newly formed Neenah Arts Council for 3-year terms to expire the third Tuesday in April 2020. Alderman Tami Erickson to chair the Neenah Arts Council for a term to expire the third Tuesday in April 2018. Brandon Robak as student representative and Laurie Olson & Gretchen Raab staff assigned to the Neenah Arts Council for indefinite tenures.

- Alderman Hillstrom and Bates to the Board of Public Works for terms to expire April 2018.
- Merry Whipple and Carol Codner to the Library Board for a three year term commencing May 1, 2017 and ending April 30, 2020.
- Tom Martin to the Community Development Authority, four-year terms expire April 2021. Mayor Kaufert will appoint a replacement for Jim Perras at a future meeting.
- Ald. Lendrum to the Community Development Authority (CDA) for a term to expire April 2020.
- Mike Faulks as Public Representative to Joint Review Board for Tax Increment Districts for a three year term expires April 2020.
- Gerry Andrews to the Plan Commission, three-year term to expire April 2020.
- 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 Taylor, Winnebago County Health Representative Doug Gieryn, Police Chief Wilkinson, Director of Information Systems Wenninger, Director of Library Services Raab, Director of Parks and Recreation Kading, Director of Human Resources & Safety Barber, Council representative Alderman Lendrum, School Superintendent Pfeiffer and a Red Cross Representative to the Emergency Government Committee, 1-year terms expires April 2018.
- Alderman Erickson as his representative on the Bergstrom Mahler Museum Board of Directors, one-year term expires April 2018.
- Alderman Erickson as Council representative to the Library Board, one-year term expires April 2018.
- Alderman Lang as Council representative to the BID Board, one-year term expires April 2018.
- ~~The Chairman of the Finance and Personnel Committee as Council representative to the Cable TV Committee, one-year term expires April 2018.~~ Mayor Kaufert indicated his intent is to dissolve the Cable TV Committee at a future meeting.
- **MSC Stevenson/Pollnow to confirm the Mayor's appointments minus Wayne Streck to the Fox Cities Room Tax Commission, a replacement for Jim Perras on the CDA and Cable TV Committee, all voting aye.**

- Clerk Sturn administered the oath to:

- Merry Whipple – Library Board
 - Gerry Andrews – Plan Commission
 - Tami Erickson, Amy Barker, Anne Marie Brunner-Abderholden, Jan Miranda Smith, Jane Lang, Brandon Robak and Gretchen Raab – Neenah Arts Council.
- Council appointments, all for one year term expires April 2018.
 - Alderman Bates as Council representative to the Joint Review Board. Previously held by Alderman Bates.
 - Alderman Boyette as Council representative to the Water Works Commission. Previously held by Alderman Boyette.
 - Alderman Lang as Council representative to the Plan Commission. Previously held by Alderman Lang.
 - Alderman Lendrum as Council representative to the Loan Assistance Board. Previously held by Alderman Lendrum.
 - Alderman Kunz as Council representative to Park & Recreation Commission. Previously held by Alderman Kunz.
 - Alderman Lang as Council representative to the Landmarks Commission. Previously held by Alderman Lang.
 - **MSC Stevenson/Pollnow to confirm the Council appointments, all voting aye.**

MSC Stevenson/Pollnow to amend the agenda to move up the public forum at this time, all voting aye.

Public Forum

- I. Elizabeth Gartland and Hanna Meixl from the Arete Academy from Neenah High School did a short PowerPoint presentation on the project they are currently undertaking painting art on electrical/signal boxes throughout the City. Classmate and helper Madeline Borchardt was also in attendance. The project was an idea proposed by Engineer Merten. He thought a history theme would be appropriate. Some of their ideas include a newspaper collage on the corner of S. Commercial Street and W. Wisconsin Avenue and at the Neenah Public Library they plan on creating a painting of the Carnegie Library on the long sides and the Library logo on the short sides. They are still deciding whether these will be painted on or decals. They plan to get these boxes done by June 1st. Their group is doing research to see what they can do to future electrical boxes.
 - A. **MSC Stevenson/Pollnow to support the efforts of the Arete Academy and their art project on electrical/signal boxes, all voting aye.**
- II. Jan Smith, Executive Director of the Bergstrom Mahler Museum, invited everyone to attend an opening reception of the new exhibition, Quantum, an installation of glass, light and sound on Sunday April 23rd from 1-4 pm. The artists will talk at 1:30 pm, 2:30 pm and 3:30 pm.

Ald. Hillstrom entered the meeting at 7:49 p.m.

State of City Report

- I. Mayor Kaufert gave a brief state of the city report for 2017. The State of our great City continues to be positive. Due to the hard work and dedication by the City Council, Department Heads and previous administration we are in a great position to prepare for the future. This Council continues to be diligent in their responsibility to the community and works hard to be good Stewards of your tax dollars. It is an honor and a privilege for him to lead this community forward with his goals of continued economic development, fiscal responsibility and ensuring that the quality of life we have continues. The latest budget continued to hold the line on tax increases while making sure the core services continue to be high quality and affordable. The yearly \$24.2 million dollar operating budget, \$57 million if you count all funds and the average \$6.6 million dollar capital improvement program budget continue to show a commitment to excellence while espousing our frugality with how we spend tax payer dollars. The City has persevered through no increase in shared revenue, tough levy limits, equalized aid formula changes, state commercial and industrial assessment declines and a host of other challenges but we still continue to bring a budget that is fiscally responsible for the tax payers of our City. Our debt continues to be well below the State limits and our latest Standard & Poors bond rating is AA Stable. This is a reflection of our current practices by the City Council and the Finance Department lead by Director Easker. Within our many successes come future challenges. The 2017-2021 CIP will begin to show the need for potential additional resources to keep up with an aging infrastructure. The projections for outlying year's projects show an increased level of borrowing which will be challenging to meet. He fully expects changes to be made to prioritize the projects and keep spending within our means. Because of our aging infrastructure, including roads, sanitary and water, those needs continue to grow. He applauded the Governor for committing to provide the necessary dollars to complete the 441/10 project on time. He also stressed the need to help local communities with local projects. We continue to delay and defer road improvements that will only lead to higher costs down the road. The soon to be debated State budget may provide additional resources to address this. He has relayed to the Governor the need to proper fund local road aids. City staff understands that we work for the taxpayers and that customer service is job one. Our employees excel in providing the customer, you our taxpayers, with quality services that help provide a great quality of life. Our TIF Districts are poised to become wonderful financial and economic success stories that will add to our tax base and help create jobs. Our new employee health clinic is up and running, providing services for our employees and their families. The training center in the Fire Station on Breezewood Lane is complete and being utilized by not only city employees but also local groups. Free WiFi access at Whiting Boathouse, Shattuck Park, Riverside Park & Memorial Scherck Pavilion are completed with the total downtown WiFi access happening later this fall. He will continue with initiative like his open door policy, WHBY radio show, office hours, visibility throughout the community and 24/7 access. He will continue his working with the staff program this summer which helps him better understand the day to day operations happening in our City. He along with the Council, as the elected representatives, promise to strive every day to improve the way government

provides services to our residents. If citizens have suggestions for them to do their jobs better he urged them to go to the website, find their contact information and provide input. They cannot do this job alone. They need citizen input and insight. They will continue to do what they can to make Neenah a great place to live, work & play and move this community forward. He used the words of his predecessor indicating Neenah's best days are ahead of us.

Council Proceedings

- I. **MSCRP Stevenson/Pollnow to approve the Council Proceedings of July 20, 2016 and April 5, 2017 regular sessions, all voting aye.**

Finance & Personnel Committee

- I. Chairman Pollnow reported the special meeting of April 18, 2017:
 - A. Committee recommends the Employee Handbook be amended to state that the Department Head and Mayor may make a determination based on workload that certain departments will work on days that a holiday is observed, and that in those cases employees will receive an extra floating holiday; when Christmas Day falls on a Monday, that the City offices remain open on December 22nd and instead close on Tuesday, December 26th ; when Independence Day falls on a Saturday, that City offices close on Friday, July 3rd; and when New Year's Day falls on a Saturday, that City offices close on Friday, December 31st. **MSCRP Pollnow/Stevenson, all voting aye.**
 - B. Committee recommends Council approve proceeding with the acquisition of 201 Smith Street at the agreed upon price of \$87,000, to be funded by TIF 10 Redevelopment Assistance dollars. **MS Pollnow/Erickson.**
 1. Ald. Pollnow expressed concern over funding the TIF 10 shortfall. He does not see a purpose for this land other than the often mentioned land banking program.
 2. Mayor Kaufert indicated he respects the feelings of Ald. Pollnow however this block has been identified as a redevelopment area and the opportunity to purchase is here now. He asked the Council to approve this purchase.
 3. Ald. Kunz indicated these purchases have not been about parking. The long term goal is not to use that space for parking. His hope is that another development will go in that location soon. The goal is actually to create space for future development. This is not a short term solution for parking, it is a long term solution about development downtown.
 4. **Motion carried, by a 7-1 RollCall-Pro System vote, all voting aye, Ald. Pollnow voting nay.**

Plan Commission

- II. Ald. Lang reported the Plan Commission meeting of March 28, 2017:
 - A. Omitted from the previous Council agenda:

1. The Plan Commission declared the remnant right-of-way piece of land along Harrison Street as excess property and recommend Council authorize the sale of the property. **MSCRPLang/Pollnow, all voting aye.**

Board of Public Works

- I. Vice Chairman Hillstrom reported the regular meeting of April 11, 2017:
 - A. Informational Item:
 1. The Board approved Change Order No. 1 for Contract 1-17 for Miscellaneous Sewer and Water Main Construction and Street Construction on Cecil Street and Higgins Avenue to De Groot, Inc., 4201 Champion Road, Green Bay in the amount of \$37,666.83.
 2. The Board approved Pay Estimate No. 1 for Contract 1-17 Sewer and Water Main and Street Construction on Cecil Street and Higgins Avenue to De Groot, Inc., 4201 Champion Road, Green Bay in the amount of \$429,569.38.
 - B. Ald. Bates asked Dir. Kaiser to mention the reason for the first change order.
 1. Dir. Kaiser indicated the reason for the change order was a change in the water main pipe material from PVC to ductile iron pipes. The contract specified a PVC piping however staff had concern over past contamination at sites in that area and in those cases the Water Utility goes with a ductile iron pipe which handles those conditions better however cost more.
 2. Mayor Kaufert advised that Directors Taylor and Kaiser both felt this is a better solution for added protection for the citizens.

Community Development Authority (CDA)

- I. Dir. Haese indicated the west end of the downtown on Main Street is shaping up. Work has begun on construction of the new parking lot to accommodate the Gateway Tower.
 - A. Ald. Pollnow mentioned his earlier reference to Act 257 passed in 2015 relative to TIFs and the requirement for municipalities to annual call a meeting of the Joint Review Board and submit a report on all TIFs. He questioned the game plan to comply with this.
 - B. Dir. Haese advised that an audit is required to be completed for each TIF District. The Joint Review Board will have to meet prior. He intend to have that done by July 1st.
 - C. Ald. Pollnow questioned if the TIF Performa provided to the Council last year could be updated and used to assist in keeping us in compliance to this requirement.
 - D. Dir. Haese added that it may help but we are required to have an actual audit and he is not sure that meets the requirement.
 - E. Dir. Easker indicated his understanding of the requirements of the reporting is that very specific questions are asked. The Baird report Ald. Pollnow is

referring to is more of a progressive report. The report the state is requiring is based on audited numbers. The audit will be a resource.

- F. Dir. Haese indicated he has research and the report is a fillable report and very specific on what is included. Suggestions have been made that the entity conducting the audit for a municipality be the one completing this report.

Sustainable Neenah Committee

- I. Ald. Kunz reported from the meeting of April 12, 2016:
 - A. The Committee discussed a couple of grant opportunities which reinforced the need to look at the energy audit number to address needs in a proactive basis.
 - B. The Committee discusses the possibility of a tree giveaway or something on those lines. It would include everything from how to plant a tree, giving away trees and grant opportunities relating to trees.
 - 1. Dir. Haese advised that they have received their first request for a bee hive.

Library Board

- I. Ald. Erickson asked that her report be moved to May 3rd.

Unfinished Business

- I. Ald. Pollnow asked for an update on the lead remediation firing range project.
 - A. Police Captain Olson advised they are waiting for the soil to harden, it is too wet. Once they can get in there it should be done in 2 days then they retest the soil.
- II. Ald. Kunz questions the capabilities of the license plate reader if the States goes to 7 digit license plates.
 - A. Dir. Haese indicated it simply takes a picture so that should not matter.

New Business

- I. Mayor Kaufert announced his appointment to the Neenah-Menasha Joint Fire Commission to fill the expired term of Kevin McCann will be reported at the May 3, 2017 Council meeting. Term expires May 2020.
- II. Mayor Kaufert announced his appointment to the Police Commission to fill the expired term of Judd Stevenson will be reported at the May 3, 2016 Council meeting. Term expires May 2022.
 - A. James Prosser has resigned from the Police Commission and Mayor Kaufert indicated he is in the process of finding someone to replace him.

- III. Mayor Kaufert reminded everyone of the Capital Improvements Program Workshop on Monday April 24th at 6:00 pm and adoption at the May 3rd Council meeting.
- IV. Ald. Erickson showed everyone her project from the glass fusing class she took at the Bergstrom Mahler Museum. She invited everyone to check out their website for available classes.

Adjournment

- I. **MSC Pollnow/Stevenson to recess into the Committee of the Whole at 8:26 p.m., all voting aye.**
 - A. The Committee of the Whole made no recommendations to the Council.
 - B. **MSC Pollnow/Bates to adjourn at 9:43 pm.**

Patricia A. Sturn, WCPC/MMC