

COMMON COUNCIL MINUTES

Wednesday, December 21, 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., December 21, 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 Parks & Recreation Kading, Director of Information Systems Wenninger, President Jamie Leonard & N-M Firefighters from Local 275, Menasha Mayor Don Merkes, Public Works Administrative Assistant Judy Larson, Administrative Assistant for Community Development Katie Osthelder, Brandon & Lisa Robak, Bruce Levenhagen and Marianne Miller.

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.

Presentation of Appreciation Plaque to Bruce Levenhagen

- I. Menasha Mayor Merkes and Neenah Mayor Kaufert recognized Bruce Levenhagen and the N-M Firefighters Local 275 for their time involved with the Santa float.
 - A. Menasha Mayor Merkes indicated the Santa Float is a very special tradition. It is something we all look forward to every year and hold many fond memories of. It is very appropriate to recognize Mr. Levenhagen and the N-M Firefighters for all the help they do to bring this tradition to us every year.
 - B. Neenah Mayor Kaufert agreed indicating the Santa Float has been part of his life since a youngster. He has many memories. The Santa Float has brought a lot of joy to parents, children and grandparents throughout the communities of Neenah and Menasha. The tradition lives on because of the efforts of the firefighters and community oriented citizens like Bruce Levenhagen who contributes gas and upkeep of the float. He thanked Bruce Levenhagen and the N-M Firefighters for their efforts.
 - C. Jamie Leonard, President of the N-M Firefighters Local 275, on behalf of the N-M Firefighters thanked Bruce and the Levenhagen family for their contribution & support which allows them to continue this float every year. It is one of their favorite ways to give back to the community. Without their support, this tradition would not be able to continue.
 - D. Both Mayors, on behalf of the Cities of Neenah, Menasha and the N-M Firefighters Local 275 presented Bruce Levenhagen with a plaque in appreciation for his contributions to the Santa Float along with several

gift certificates for him and his wife to dine in restaurants in both Neenah & Menasha.

1. Bruce Levenhagen indicated we need to remember the real reason for this season is that the Christ child was born. The celebration with Santa is also fantastic. He asked everyone when they hear those sirens, remember to pray for those brave men driving in those fire trucks as well as those they are going to. He thanked everyone for the plaque.

Staff Presentation on Paperless Agenda Alternative

- I. City Atty. Godlewski introduced Community Development Administrative Assistant Katie Osthelder and Public Works Administrative Assistant Judy Larson.
 - A. Katie Osthelder presented the Council with a possible alternative to the Accela paperless agenda program followed by a short questions and answer session. She stressed this is one of the alternatives being looked into and not fully vetted at this time. She further advised the compiling will not change much. The savings on the staff side will be the distributing of the paper copies. This way is easier than Accela as we are not making work arounds. There are still opportunities for efficiencies in our current practice. She feels Accela had us going backwards. This app is available to anyone. Nothing would change with our on line version. Citizens could still access and view the agendas if they do not have the app.
 - B. City Atty. Godlewski thanked Katie, Judy, Deb Calabrese and Clerk Sturn on the work they put in to Accela. He further thanked Katie for her work in finding this alternative and Judy for demonstrating the bookmarking features in Adobe.

Consent Agenda

- I. **MSCRIP Pollnow/Lendrum to approve the Consent Agenda as follows:**
 - A. **Approve Beverage Operator License Application for: Sally A. Bauer, Kami J. Friebel, Joshua A. Malson, Deanna L. Raatz, Sandra A. Sha and Jonathan J. Trepanier. (PSSC)**
 - B. **Approve the secondhand article/jewelry dealer license renewal for Don Father Games, 1152 Westowne Drive, Don A. Pavelka, owner. (PSSC)**
 - C. **Approve the secondhand article/jewelry dealer license renewal for J. Anthony Jewelers, 220 S. Commercial Street, Joseph A. Ziemba, owner. (PSSC)**
 - D. **Approve the secondhand article/jewelry dealer license renewal for Holt's Jewelry, 121 W. Wisconsin Avenue, Mark S. Holt, owner. (PSSC)**
 - E. **Approve the secondhand article/jewelry dealer license application for Great Estates, 1554 S. Commercial Street, Michael C. Russell, owner. (PSSC)**

- F. **Approve the secondhand article/jewelry dealer license renewal for EcoATM, LLC, 1155 W. Winneconne Avenue, Hunter Bjorkman, owner. (PSSC)**
- G. **Approve the secondhand article/jewelry dealer license renewal for AE Jewelers, 971 S. Green Bay Road, Richard L. Meyer, owner. (PSSC)**
- H. **Approve the Beverage Operator License Application (new) for Alexander Rasmussen contingent upon payment of a delinquent payment of \$10.00 and any other outstanding City fees. (PSSC)**
- I. **All voting aye.**

Finance & Personnel Committee

- I. Chairman Pollnow reported the regular meeting of December 12, 2016:
 - A. Committee recommends Council authorize the appropriate City Officials to enter into an Inter-Agency Agreement with the City of Oshkosh to provide Weights and Measures Inspections, documentation and reporting services in a not to exceed amount of \$16,000 with said funds coming from the 2016 Weights and Measures Operating Budget. **MSCR Pollnow/Lendrum, all voting aye.**
 - B. Committee recommends Council approve the sale of land adjacent to the Oak Street Bridge to Philip Langohr, 302 E. Wisconsin Avenue, for the agreed net price of \$5,056. **MSCR Pollnow/Lendrum to refer the sale of land adjacent to the Oak Street Bridge to Philip Langohr, 302 E. Wisconsin Avenue, for the agreed net price of \$5,056 to the Plan Commission to make a recommendation to the Council at a future meeting, all voting aye.**
 - C. Committee recommends Council approve the offer to purchase in the amount of \$130,000 for the acquisition of 402 West North Water Street to facilitate the Loop the Lake/Trestle project plus \$10,000 for demolition on the site, with the \$140,000 total cost funded by repurposing unspent TIF 10 funds that were initially borrowed for redevelopment assistance. **MS Pollnow/Stevenson.**
 - 1. Ald. Pollnow expressed concern the staging of Loop the Lake as originally laid out and problems with the sewer interceptor. He voted against this in committee based on the funding source. He asked Dir. Haese to clarify the funding.
 - 2. Dir. Haese indicated he was drawing to the attention of the Council that there are funds available right now that are unspent. They have anticipated property acquisitions occurring in the next few months. If they make those acquisitions, they will be spending more than we actually have in the account. There are dollars in other accounts that could be used. If all of those things happen, we make the acquisitions and go beyond the dollars borrowed in that TIF account we would have to do subsequent borrowing the following year to replenish the accounts we borrowed dollars from in order to make the acquisitions in the TIF District.

3. **MS Pollnow/Boyette to amend the motion to utilize Capital Infrastructure Reserve Funds as a funding source for this expenditure.**

- a) Dir. Easker clarified that if expenditures can take place within a TIF District, ultimately those dollars would be generated back by the TIF increment. General Tax Levy dollars from General Obligation debt is not designed for a TIF District. There is a distinction of the uses of the borrowed dollars. We need to segment out whether the dollars are being borrowed for the TIF District or outside a TIF District. The intermingling of borrowed dollars cannot take place. In this case, once we use non-TIF borrowing it may exclude us from being reimbursed by TIF increment.
- b) Mayor Kaufert clarified that if we do not go through with some of the projected property acquisitions we would not go into debt.
- c) Ald. Pollnow added it comes back to being cognitive of the results of using borrowed dollars to fund a TIF.
- d) Mayor Kaufert indicated he believes this property purchase is an enhancement to the TIF project. He is convinced this is an opportunity to enhance that TIF District and that is why he is willing to spend those dollars versus Capital Reserves.
- e) Ald. Stevenson clarified there is a cost to both of these funding sources. He agreed with Mayor Kaufert that while this particular acquisition will not directly cause an increment increase to the district the project it supports will certainly provide additional properties when they become available to add increment value to the TIF district. The concept of using TIF is consistent with what we have done in the past. The fact that the TIF District will pay this back causes him to support this funding mechanism rather than using the fund balance that could be used for other projects.
- f) Dir. Haese advised that they are in the process of removing six structures in this area and currently own another one. They are waiting another signed offer to purchase on one additional property and are conducting an appraisal on one after that. Things have moved very quickly and out-paced the dollars that were put in the budget. This particular property was an unforeseen opportunity.
- g) **The amendment failed by a 1-8 RollCall-Pro System vote, all voting nay, Ald. Pollnow voting aye.**
- h) **The original motion carried by a 7-2 RollCall-Pro System vote, all voting aye, Ald. Pollnow and Lendrum voting nay.**

- D. Committee recommends Council authorize proceeding with One Source Technologies to implement controlled access at City Hall at a cost not to exceed \$47,000. Funding provided by Information Systems 2014 CIP

carry forward funds of \$25,000 and Preparedness Grant funds of \$22,000. **MSCR Pollnow/Stevenson, all voting aye.**

- E. Committee recommends Council authorize the cancellation of the Accela Contract pursuant to Paragraph 4.1 of the Accela Contract. **MS Pollnow/Stevenson.**
1. City Atty. Godlewski advised he has had no conversations with Accela. A letter will be going out tomorrow, the worst case scenario is that we owe them the \$500 per month fee through December (approximately \$3,500) but we are not going to offer that.
 2. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

Board of Public Works

- I. Vice Chairman Hillstrom reported the meeting of December 13, 2016:
- A. Information Only Items:
1. The Board approved Change Order No. 5 for Contract 1-16 Miscellaneous Sewer and Water Main Construction and Street Construction on Franklin Avenue, Columbian Avenue, Oak Street, Higgins Avenue, Division Street, Henry Street, Lincoln Street, Meade Street and Maple Street to Van Straten Construction Co., Inc., Green Bay in the amount of \$168,184.06.
- B. Council Action Items:
1. The Board recommends Council approve the Final Payment for Contract 1-16 Miscellaneous Sewer and Water Main Construction and Street Construction on Franklin Avenue, Columbian Avenue, Oak Street, Higgins Avenue, Division Street, Henry Street, Lincoln Street, Meade Street and Maple Street to Van Straten Construction Co., Inc., Green Bay in the amount of \$175,119.86. **MSCR Hillstrom/Lendrum, all voting aye.**
 2. The Board recommends Council approve the Final Payment for Contract 4-16 Concrete Pavement and Sidewalk Repair to Fischer Ulman Construction, Appleton in the amount of \$163,136.62. **MSCR Hillstrom/Lendrum, all voting aye.**
 3. The Board recommends Council approve the Final Payment for Contract 5-16 HMA Patching Repair to Northeast Asphalt in the amount of \$138,237.74. **MSCR Hillstrom/Lendrum, all voting aye.**

Community Development Authority (CDA)

- I. Dir. Haese report from the Community Development Authority (CDA):
- A. The CDA continues to work with the Main Street properties demolition. Two homes have been removed and there a potentially a third.
- B. In the next couple of weeks crushing the pile of cement at Fox Valley Energy (FVE) will begin. That contract was \$3/ton and we have them at \$2.50/ton.

- C. Dir. Haese clarified for Ald. Pollnow that the Go Green demolition work has no deadline that he is aware of however he feels they should be done by the end of January.

Library Board

- I. Ald. Erickson reported the Library Board meeting of December 21, 2016:
 - A. Ald. Erickson demonstrated a clean air monitor available for checkout at the Library. It can monitor dust or other particles found in the air in your home.
 - B. On December 30th at 10am a program called Newly New Year's Eve will be held for families with school age children to ring in the New Year at the Library with activities, crafts, music and refreshment.
 - C. On Wednesday January 18th a program will be held at the Library at 6:30 pm called "De-clutter Your Living Space".
 - D. She encouraged everyone to check out the Library web site and visit the Library.

Unfinished Business

- I. Mayor Kaufert advised the property tax bills are out. There has been a steady stream of residents paying them. The overall tax bill in the City of Neenah, for the owner of a \$150,000 home, has gone down about \$221.00 from 2011 through 2017. Once again he has put out cookies, coffee and cider for property owners to help themselves when they come in to pay their taxes. Taxes can also be paid at a couple outlets in the City, Associated Bank in Festival Foods, BMO Harris and First National Bank Fox Valley.
 - A. Ald. Lendrum asked Dir. Easker to share the explanation of the First Dollar Credit that she was given.
 - B. Dir. Easker explained most tax bills have the First Dollar Credit on them. It is estimated based on having land with improvements on it. It is simply another credit that the State of Wisconsin has provided to homeowners to keep property taxes down. The First Dollar Credit is tied to the schools but is a credit instead of state aids so they gave everyone this below the line credit.
 - C. Mayor Kaufert added this was a way for the Legislature to try to get some dollars to help the property tax bill.
- II. Ald. Kunz asked Council President Stevenson to look at call a Committee of the Whole to discuss the change in the standing committee structure. His concern is over the major change where committee meetings now be considered Council meetings.
 - A. Ald. Stevenson indicated he would discuss this further with Ald. Kunz and decide whether a meeting is necessary.
- III. Mayor Kaufert reminded residents to help the firefighter out by digging out fire hydrants. He added we survived our first snow fall, cleanup was more than adequate.

- A. Mayor Kaufert advised that he had declared a snow emergency and his Mayoral Proclamation for the snow emergency will be before the Council to be ratified at the next meeting.
- IV. Ald. Erickson questioned the status of the parking reader program and public education for that program.
 - A. Dir. Haese advised that signage will be placed to show any changes in parking zones. They will try to get the word out through social media, the web site and the newsletter. The first infraction will be a teaching opportunity as it is only a warning. The system should be in operation in the second quarter of 2017.

New Business

- I. Mayor Kaufert announced his appointment to fill the expired terms of Gail Dolan, Robert Wedge and John Rather on the Board of Appeals – terms expire January 2020 will be considered at the January 4, 2017 Council meeting.
- II. Mayor Kaufert announced his appointment to fill the unexpired term of Joyce Speech on the Loan Assistance Board, term expires June 2018 will be considered at the January 4, 2017 Council meeting.
- III. The Business Improvement District (BID) Board will soon have two new members.
- IV. Mayor Kaufert took time to let people know how fortunate we are to live in this community we live in. We are blessed with family & friends. The quality of life, strong economic market and low unemployment make the Fox Valley a great place to live.

Adjournment

- I. **MSC Pollnow/Stevenson to adjourn at 8:34 p.m., all voting aye.**

Patricia A. Sturn, WCPC/MMC
City Clerk