

SPECIAL COMMON COUNCIL/BUDGET PUBLIC HEARING MINUTES

Tuesday, November 14, 2017 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in special session at 7:00 p.m., Tuesday, November 14, 2017 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, Police Chief Wilkinson, Fire Chief Kloehn, Director of Water Utility Taylor, Asst. Library Director Nicole Hardina-Wilhelm, Director of Human Resources & Safety Barber, Director of Information Systems Wenninger, Director of Parks & Recreation Kading, Superintendent of Recreation Olson, Recreation Supervisor Kluge, Public Works Superintendent Rick Freese, Randy Fieldhack, Judy Zaretzke, Ted Galloway, Peter Kelly and Brandon & Lisa Robak.

Mayor Kaufert called the meeting to order at 7:03 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.

Proceedings

- I. **MSCRP Pollnow/Lendrum to approve the Council Proceedings of the October 17, 2017 Joint Neenah-Menasha Council meeting, November 1, 2017 regular session, Committee of the Whole minutes of November 1, 2017, Committee of the Whole Budget Workshops of November 1, 6, 7 & 8, 2017, all voting aye.**

Public Hearing on Proposed 2018 Operating and Capital Improvements Budgets

- I. Mayor Kaufert opened the Public Hearing on the Proposed 2018 Operating Budget and 2018 Capital Improvements Program Budget at 7:00 p.m.
 - A. Ted Galloway, 744 S. Park Avenue, complimented Ald. Lendrum for her efforts in proposing to remove the \$21,000 for the stone walking path at Kimberly Point. He agrees that it would be better to include this with the rest of the Lakeshore Avenue planning. He feels it would be a waste of money especially since the Pokemon Go is no longer a fad.
 - B. Judy Zaretzke, 1129 S. Park Avenue, asked Ald. Lendrum if she will support the Lakeshore Avenue project in two years.
 1. Ald. Lendrum indicated she would probably not support the project.
 2. Judy Zaretzke responded that she would like to leave the stone walking path at Kimberly Point in the budget.

- C. There being no appearance, Mayor Kaufert closed the public hearing at 7:10 p.m.

Council Consideration of 2018 Operating and Capital Improvements Budgets

- I. Mayor Kaufert thanked everyone for joining in as we adopt the 2018 Budget. For the most part, this budget is a proposal from the Mayor. The Council reviewed the budget in five Committee of the Whole Workshops where they came up with some potential changes to the budget. Tonight, those potential changes to the budget will be proposed and voted on by the Council. Following those changes, the budget will be adopted as amended tonight. He agrees with most of the potential changes that will be discussed tonight. He outlined some of the specifics in the budget indicating this document will provide the high quality level of services that this community is used to. He thanked the City Council for their time and effort on this budget. He also thanked Finance Director Easker and his staff for their work on this budget. This is the first year without Nancy Handevitd and Andy Kahl stepped up and did an exemplary job working with staff on this budget. He thanked staff & Department Heads for their hard work in this process.

Ald. Boyette entered the meeting at 7:15 pm.

- II. Dir. Easker advised that we will follow the list of potential changes taken from the workshop sessions. Periodically he will give an update to where we are at budget wise. Tonight we are beginning with a total tax levy of \$18,653,828; assessed tax rate of \$9.4947; levy limit of \$76,118; and proposed GO Capital Borrowing \$8,259,180. In 2018, we will be borrowing \$103,130 less than what will be maturing. We are starting the night using \$150,000 General Fund Reserves; under the Expenditure Restraint limit of \$180,910. He will track and update these numbers periodically as changes are made to the budget.
- III. Council President Stevenson added that there has been some conversation about the protocol for speeding up this process for less controversial issues. He suggested dealing with the issues motion by motion.
- IV. **MS Stevenson/Pollnow to adopt Resolution No. 2017-29 approving the 2018 Operating and Capital Improvements Budgets as submitted by the Mayor.**
- A. **MS Bates/Erickson (p. 248) to use \$7,500 of the Marathon/Parkwood-2015 (Ped. Routes) carry forwards to reduce Public Works borrowing for streets and pedestrian routes by \$7,500.**
1. Ald. Kunz indicated we have a lot of carryforwards. This is a process we typically take care of in spring when the capital budget is done. He cautioned trying to figure out where we are with a string of these amendments now.
2. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**
- B. **MS Pollnow/Kunz add back into the budget \$122,000 for replacement of the Police Station roof and \$20,250 to repair the foundation at the**

Police Station (total of \$142,250; and repurpose \$15,000 Cemetery – remove 2011 mower; \$70,900 Police K-9 Equipment – Use Private Donations; \$40,000 I/S Equipment – Remove ERP Suite; and \$20,000 I/S Equipment – Remove Smart Cities Initiative (total \$145,900) to fund the roof and foundation.

1. Ald. Pollnow indicated the roof is 26 years old and has a design life of 15-16 years. It makes sense to replace the roof since it is leaking and do that in conjunction with the foundation. This amendment is really Capital Borrowing neutral.
2. Ald. Stevenson indicated this is just what he cautioned about. He is not convinced with the foundation and he is okay with removing the \$15,000 for the Cemetery – 2011 mower as long as we spend \$60,000 for the Parks/Rec (p. 289) - replace 2010 mower. He is not sure he wants the \$20,000 for the Smart Cities Initiative removed either.
3. Ald. Pollnow indicated he would be okay with the \$60,000 purchase of a Parks/Rec mower. His intention was to make a motion that was neutral to the borrowing. This is one attempt to accomplish a lot of these items at the same time. Anyone can make an amendment to his motion.
4. Ald. Boyette would like to purchase both mowers if we can find a funding source. She does not want to increase borrowing however we have a lot of carryforward dollars that could be used.
5. Ald. Kunz opposes this motion. The idea was to speed this up however he feels it will just slow us down.
6. Mayor Kaufert commented that in 2021 the Police Department has a Capital Project to put an additional on their facility. His suggestion to wait on the roof is because of this. The next new thing is the Smart Cities Initiative. They are really taking hold all over the Country. He opposes removing that from the budget.
7. Ald. Pollnow added that he supports the Police Department roof replacement and foundation repair because it was a request from the Police Department to include these in the 2018 budget. He agrees we need to get up to date in technology but just putting dollars in the budget when we have a lot of borrowed dollars already is not a wise course. He clarified that his motion increases the borrowing by \$142,250 and decreases the borrowing by \$145,900. This is a net decrease of \$3,650.
8. Mayor Kaufert advised Ald. Lendrum that the plans for the expansion of the Police Station have been discussed. It was decided to push that out until 2021. That project may or may not happen, it hasn't been vetted yet. Ald. Pollnow is correct, you cannot just keep pushing things off because of plans down the road. If a new roof is put on in 2018 they will tie it into the plans for the expansion.
9. Ald. Bates advised that her experience with new roof tells her four years could be a long time especially if they are already having

problems. She feels there might be more going on and this should be addressed immediately. She does not feel work done now will affect the plans for the expansion.

10. **Motion carried, by a 6-3 RollCall-Pro System vote, all voting aye, Ald. Kunz, Stevenson and Erickson voting nay.**

C. **MS Stevenson/Boyette to add \$60,000 to Capital Equipment – Park & Recreation budget to replace the 2010 mower (p. 289) that the previous motion removed from the cemetery budget.**

1. Ald. Pollnow supported the motion as it need to be replaced.
2. Ald. Boyette added this is a safety issue. The mower is in bad shape. She asked if there are any carryforwards that could be used to fund this purchase.
3. Ald. Pollnow advised that the specific plans for the carryforwards will be discussed in February.
4. Dir. Easker advised the carryforwards that are listed for information only and tell you what was carried forward 7 months ago. Things have changed a lot in 7 months so those numbers are not accurate, just reflect what was carried forward in the CIP. He added it is a difficult time to zero in on carry forwards and get accurate numbers.
5. Ald. Kunz asked where the borrowing would be at if this amendment passes.
 - a) Dir. Easker advised the borrowing is \$54K.
 - b) Ald. Kunz asked what the chances are that any of these numbers will remain the same when we actually do the borrowing.
 - c) Dir. Easker advised that depends on when the borrowing is done. If it is done early in the year based upon these numbers better interest rates might be captured. If we wait until April to include the CIP those number would change.
6. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

D. **MS Pollnow/Stevenson to add \$5,700 to 2018 Parks Revenue/Facility Rental (p. 188): Memorial Park +500.00; Whiting Boathouse +\$4,500; Shattuck Boathouse +\$200; and Memorial Large Room +\$500.00 with the net effect to reduce the tax levy.**

1. Dir. Easker added that anytime we do these amendments we need to decide how to use the money. It can be used to increase spending and keep the levy the same, reduce the tax levy or use it to reduce the amount of General Fund Reserves we are using to balance the budget.
2. Both Ald. Pollnow and Stevenson agreed the net effect should increase revenues to reduce the levy.
3. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**

E. **MS Bates/Kunz to add \$10,500 to I/S Operations – GIS/Outside Software Services – 0235 (p. 327) which will reduce Excess Revenues Over (Under) Expenditures (p. 323) by \$10,500 leaving a balance of \$370.00.**

1. Ald. Pollnow indicated he will not support this motion. He is remiss from adding more money when he does not know what the plan is. We spent \$11,000 on a study one year ago and he has not heard the results of that study.
2. Ald. Bates added that we recognize GIS as being one of our snags. From what she understands, this would be specifically for GIS to move that along.
3. Dir. Wenninger advised that basically these funds would be outsourced for some of the backlog on maintenance. The recommendation from the study Ald. Pollnow referred to was to take the current one person GIS shop and separate the duties so that person does infrastructure updates, license management and development of internal & external applications so the maintenance can be moved over to the user departments to get it off his plate to allow GIS to advance.
4. Ald. Boyette questioned if part-time hours would get them caught up.
5. Dir. Wenninger advised that this is not a part-time position. He requested a full-time position starting July 1st. The internal Steering Committee comprised of himself, Dir. Kaiser, Dir. Haese, GIS Coordinator Rick Meverden and Dir. Taylor has decided it would be more prudent to go ahead and start walking into this versus bringing a position that we are not sure we will need to sustain. The hope is once the back maintenance is caught up they can off load that to the user departments. These dollars are probably not enough to get us caught up because it may take more than one year. They will possibly make this same request next year.
6. Ald. Pollnow indicated he is a big advocate for GIS. He thinks this should be done however he is concerned that the study has not been brought to a committee for discussion and a plan of action by the Council.
7. Dir. Wenninger indicated they went ahead and did it with the internal GIS Steering Committee that was put together by the consultant. If the Council would like, he could bring that to a future meeting. The plan is to have a 30-45 minute presentation of GIS at the 2nd meeting in January.
8. Ald. Kunz concurred with the frustrations of Ald. Pollnow. He too expects to see some kind of headway however you need the tools to get this done therefore he will support this motion.
9. Mayor Kaufert commented that Dir. Wenninger requested that presentation late December or early January to give the Council a more in depth discussion of where GIS is going. We do have the committee of internal staff who are the users of this system. They work together to get his done. As he mentions earlier, we are lagging on technology and GIS is one of the areas we are lagging on. This is the first step in moving this initiative forward at a very low cost.

10. Ald. Stevenson added that Dir. Wenninger did send an email to himself and Mayor Kaufert addressing many of the issues identified by Ald. Pollnow. Because of the budget, he has not had a chance to respond. His intent is to do that next week. Relative to the motion on the floor, he was not supportive to adding a full time person to this position however we have had the GIS tool for a long time and struggle to get it implemented. It is the responsibility of the Council to follow up on investments to make sure they are being utilized in a manner consistent with expectations. In the case of GIS, we need to at least have a feel of comfort over what we need to do to get the investment made 25 years ago implemented.
 11. Ald. Pollnow indicated he is encouraged that this information will be coming forward to the Council. He is encourage that we will have more focus on this as he is exited toward GIS. He indicated he would like to see the dollars spent year to date on GIS since its inception. He has not seen that since he has been on the Council for the past 6 years.
 12. Dir. Wenninger commented that it is not that nothing has been done since the study. They have integrated it with new permitting software, Market Drive and a couple internal internet tools. There are not public facing applications right now but there has been a lot of work and cleanup internally.
 13. **Motion carried, by an 8-1 RollCall-Pro System vote, all voting aye, Ald. Pollnow voting nay.**
- F. **MS Hillstrom/Boyette to add \$4,000 to Capital Equipment – Police for Night Vision Camera for Drone (FLIR) (p. 286) using Preparedness CDC Funds (p. 226) and contingent on being certified. After this purchase the balance in the Preparedness CDC Fund account will be \$78,459.00.**
1. Chief Wilkinson advised that the paperwork has been submitted requesting the exemption.
 2. Ald. Kunz indicated he will vote against this motion. If we get the approval, he feels we can always add this back into the budget once certified.
 3. **Motion carried, by a 7-2 RollCall-Pro System vote, all voting aye, Ald. Lendrum and Kunz voting nay.**
- G. **MS Pollnow/Erickson to change the funding source for the \$10,000 for TIF #8 Planning/Marketing from borrowed dollars to Carry Forward Funds/Downtown Parking (p. 286).**
1. Dir. Haese advised this would not have a significant impact.
 2. Ald. Stevenson added that this limits the ability to utilize those dollars for what they are proposed to be used for. We need to make sure the dollars are available for the rationale they was used to borrow which is to facilitate downtown parking.
 3. Mayor Kaufert relayed that today he and Dir. Haese met with one of our larger downtown employers who would like to continue to grow.

They feel they cannot grow in Neenah because of the parking. They believe the parking is limiting their ability to grow. We need to ensure we can meet the parking needs. We need to be ready.

4. **Motion failed by a 3-6 RollCall-Pro System vote, Ald. Erickson, Pollnow and Boyette voting aye, Ald. Lendrum, Bates, Kunz, Hillstrom, Lang & Stevenson voting nay.**
- H. **MS Lendrum/Pollnow to remove \$21,000 for the stone walking path along the shoreline at Kimberly Point Park (p. 282).**
1. Ald. Bates expressed concern that this was not put in the budget just because to the issues with Pokemon Go enthusiasts. She supports the path as it will allow more of the park to be used.
 2. Ald. Hillstrom added that this was put in the budget at the request of the Mayor who received several requests for this path. He feels it is more of a safety thing. He opposed removing the path from the budget.
 3. Ald. Erickson questioned how this stone path will be shoveled in the winter.
 4. Dir. Kading indicated it will not be maintained in the winter.
 5. Mayor Kaufert added that this is a small item yet will enhance the park.
 6. Ald. Stevenson advised Ald. Pollnow that the Lakeshore Drive planning was moved to the out years of the budget.
 7. Ald. Pollnow indicated he feels this is putting the cart before the horse.
 8. Ald. Lendrum added if safety is an issue, pedestrians can walk on the grass.
 9. Ald. Bates indicated she appreciates any way to get pedestrian traffic closer to the water.
 10. **Motion carried, by a 5-4 RollCall-Pro System vote, all voting aye, Ald. Kunz, Stevenson, Bates & Hillstrom voting nay.**
- I. **MS Pollnow/Boyette to reduce G.O. Borrowing for Storm Water (p. 292) from \$665,000.00 \$369,000.00 as reduction of \$296,000.00; increase the G.O. Borrowing in Street \$185,000.00 (p.249), Sanitary Sewer \$100,000.00 (p. 291) and Storm Water \$11,000.00 (p. 293) to a budget increase of \$296,000.00 to put the reconstruction of Caroline Street (p. 249) back into the budget.**
1. Ald. Lendrum questioned the cost of repairing leaks.
 2. Dir. Taylor advised the cost is \$2,500 to \$4,500 each leak. There have been 10-14 water main leaks and 10 services leaks and 14 lead services as well. Caroline Street is #1 on their list however it is not a collector street. It is on their radar and he hopes to fix it in the near future.
 3. Ald. Bates questioned the impact on Rock the Block.
 4. Dir. Kaiser indicated he will include in the specs to work around Rock the Block. He responded to Ald. Hillstrom indicating he is prepared to add this to their schedule next year.

5. Ald. Kunz indicated he is opposed to adding this back into the budget. He is not sure about the funding source.
 6. Ald. Stevenson mirrored the comments by Ald. Kunz. He has an issue with utilizing storm water dollars to fund streets.
 7. Ald. Pollnow indicated the funding source is up to Dir. Kaiser.
 8. Ald. Lendrum expressed concern over putting off the street because of the lack of a decision by the Council on the assessment process.
 9. Ald. Boyette expressed concern over putting off this street particularly since it is #1 on the list. She feels it is a safety issue.
 10. Ald. Bates expressed concern over lack of input from property owners since this was removed from the budget.
 11. Mayor Kaufert indicated he feels Monroe and Van is in worse condition. He has added a section in the winter newsletter letting residents know they should call their alderman or the Mayor's Office. He hopes to receive some good feedback on how residents feel.
 12. Ald. Pollnow indicated his reasoning for putting this back in the budget is not just because it is in his district but because it is #1 on the rating list.
 13. **Motion failed, by a 3-6 RollCall-Pro System vote, Ald. Pollnow, Boyette & Lendrum voting aye, Ald. Bates, Erickson, Kunz, Lang, Hillstrom & Stevenson voting nay.**
- J. Mayor Kaufert outlined the recommended changes to the DOLAS plan from his email dated November 9, 2017. The net dollar effect is \$23,210.00. **MS Stevenson/Kunz to add \$23,210 net cost for wages & fringes to DOLAS budget: \$6,920 to recruit and hire an Assistant City Attorney effective 6/1/18 and eliminate Paralegal position effective 7/1/18; \$1,230 to remove funding for contracted legal services related to municipal court prosecutions and liability investigations effective 8/1/18; \$11,550 to make the Administrative Assistant position full-time effective 3/1/18; and \$3,510 to add an intern for 15 hours per week @ \$9.00/hour effective 7/1/18 with funding (\$16,610) carryforward of unspent 2017 wages/fringes-Special Reserves & Escrow Budget and (\$6,600) Health Insurance Surplus – Benefit Accrual Fund.**
1. Ald. Stevenson added there is no net effect to the tax levy.
 2. Mayor Kaufert indicated they feels this will make for a much smoother transition than the original proposal.
 3. City Atty. Godlewski advised that this will keep Erik Forsgren for a 2 trial date overlap. Joni starting fulltime effective 3/1/18 also allows for an overlap.
 4. Dir. Barber concurred indicating it made more sense and is more efficient.
 5. **Motion carried, by a 9-0 RollCall-Pro System vote, all voting aye.**
- K. Dir. Easker updated the Council on the effect of these changes on the budget. After the amendments, we end up with a total tax levy of \$18,648,128; assessed tax rate of \$9.4918; levy limit of \$81,818; and proposed GO Capital Borrowing \$8,287,030. In 2018, we will be borrowing

\$75,280 less than what will be maturing. We will use \$150,000 General Fund Reserves; and be under the Expenditure Restraint limit of \$157,700.

- L. **The original motion to adopt Resolution No. 2017-29 approving the 2018 Operating and Capital Improvements Budgets submitted by the Mayor, as amended, carried by the Voting-Pro System, all voting aye.**
- M. Ald. Kunz comments on overall budget process. He appreciates the efforts by the department heads and staff.
- N. Mayor Kaufert thanked the Council and staff for putting together this budget.
- O. Council President Stevenson duck tailed the comments of Ald. Kunz. He is amazed at the level of respect between staff and the Council.

Public Forum

- I. Police Chief Kevin Wilkinson commended Alderperson Lendrum for her efforts during a recent incident where she went above and beyond to assist an elderly woman and keep witnesses at the scene of the accident until authorities arrived. He thanked her for her help.
- II. There being no further appearances, Mayor Kaufert declared the public forum closed.

Board of Public Works

- I. Vice Chairman Hillstrom reported the meeting of November 9, 2017:
 - A. Information Only Items:
 - 1. The Board approve Change Order No. 1 for Contract PR01-17 Loop the Lake Project for abutment & pier enhancement to Pheifer Brothers Construction, Neenah in the amount of \$19,500.00 with funding to come from 50% grant dollars and 50% contingency unless dollars become available through fund raising.
- II. Vice Chairman Hillstrom reported the meeting of November 7, 2017:
 - A. Information Only Items:
 - 1. The Board approved Pay Estimate No. 1 for Contract 5-17 for Cecil Street bridge repair to Sommers Construction Company, Inc., Shiocton, for Contract 5-17, in the amount of \$104,283.78.
 - 2. The Board approved Pay Estimate No. 1 for Contract 6-17 for Concrete Pavement and Sidewalk Repair to Al Dix Concrete, Kaukauna, in the amount of \$110,604.37.
 - 3. The Board approved Pay Estimate No. 1 for Contract 7-17 for Pavement Repair to MCC, Inc., Appleton, in the amount of \$62,581.34.

Library Board

- I. Ald. Erickson reported that the Library Board meets tomorrow evening. She asked that this report be put on the next Council meeting agenda.

New Business

- I. Mayor Kaufert announced his appointment to fill the expired term of Tina Palmer and Marc Snyder on the BID Board– terms expire December 2020 will be considered at the December 6, 2017 Council meeting.
- II. Mayor Kaufert announced his appointment to fill the expired term of Ted Galloway and Amanda Loudon on the Park and Recreation Commission – terms expire December 2020 will be considered at the December 6, 2017 Council meeting.
- III. Mayor Kaufert announced his appointment to fill the expired term of Forrest Bates on the N-M Sewerage Commission – term expires December 2020 will be considered at the December 6, 2017 Council meeting.
- IV. Council President Stevenson advised the Council that the Baskets for the Christmas Party Raffle at due by December 1st. He will coordinate the basket for the Council. Donations should be sent to him.
- V. Mayor Kaufert announced his appointment to fill the expired term of Dave Rause & Peter Feters on the Sustainable Neenah Committee – terms expire December 2020 will be considered at the December 6, 2017 Council meeting.
- VI. Mayor Kaufert's appointment to fill the unexpired term of Jayne Bottensek on the Committee on Aging – term expires September 2019. (To be considered at the December 20th Council meeting)

Adjournment

- I. **MSC Stevenson/Pollnow to adjourn at 9:38 p.m., all voting aye.**


Patricia A. Sturn, WCPC/MMC