

COMMON COUNCIL MINUTES

Wednesday, November 20, 2019 - 7:00 p.m.

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 p.m., November 20, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Alderpersons Boyette, Bates, Lang, Lendrum, Erickson, Spellman, Steele, Kunz & Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Godlewski and City Clerk Sturn.

Also Present: Director of Parks & Recreation Kading, Superintendent of Recreation Kluge, Recreation Supervisor Schott, City Engineer Merton, Pat & Brenda Skalecki and Erika Lewin.

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

Clerk Sturn called a voice roll call as the Mayor/Alderpersons recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance.

Park & Recreation Awards Presentation – Loop the Little Lake Project & Park Kart

- I. Dir. Kading advised that earlier this year the Wisconsin Park & Recreation Association chose the City of Neenah to receive the 2019 Silver Star Award recognizing the Neenah Park Kart Program. He presented the award to Superintendent of Recreation Kluge and Recreation Supervisor Schott for their dedication and hard work making the Park Kart Program a State recognized award winning program. He also presented Pat Skalecki, project engineer from Graef, with two awards relating to the Loop the Lake Project recognizing his time and effort in that project. The American Society of Civil Engineers, Wisconsin Section, awarded the Loop the Little Lake Project the 2019 Engineering Achievement Award for projects over \$2 million dollars and under \$10 million. The second award the Loop the Little Lake Project received was the 2019 Wisconsin Park & Recreation Award for projects over \$1 million dollars. He thanked Engineer Skalecki for his efforts making these award applications on behalf of Neenah Park & Rec.

Introduction and Confirmation of Mayor's Appointments

- I. Mayor Kaufert introduced Erika Lewin his recommended appointee to the Neenah Arts Council.
 - A. **MS Bates/Lendrum to confirm Mayor Kaufert's appointment of Erika Lewin to fill he expired term of Michael Hopkins on the Neenah Arts Council – term expires April 2023.**
 - B. Erika introduced herself and gave a brief history and background of her qualifications. She is the new Communications Coordinator for the Boys' and Girls' Brigade. She is from Freedom and graduated in May from the

University of Wisconsin River Falls with a degree in Marketing Communications. She is excited to be a part of the Arts Council and hopes her degree will help the efforts of the committee.

- C. **There being no objections the motion was approved by unanimous consent.**
- D. Clerk Sturn administered the oath to Erika Lewin.

Proceedings

- I. **MS Lendrum/Lang to approve the Council Proceedings of November 6, 2019 regular session and Committee of the Whole Budget Workshop sessions of November 4, 6, 11, and 12, 2019. There being no objections the motion was approved by unanimous consent.**

Public Hearings

- I. Consider rezoning land located at 708 Monroe Street from R-2, Two-Family Residence District to the R-1, Single-Family Residence District.
 - A. There being no appearances, Mayor Kaufert declared the public hearing closed.
- II. Consider rezoning land located at 1515 S. Commercial Street from the R-1, Single-Family Residence District to the C-1, General Commercial District.
 - A. There being no appearances, Mayor Kaufert declared the public hearing closed.

Plan Commission Report Pertaining to the Public Hearings

- I. Council Rep. Lang reported from the Plan Commission meeting of November 12, 2019:
 - A. Due to lack of a quorum, the Commission made no recommendation regarding Ordinance No. 2019-27 rezoning 708 Monroe Street from R-2, Two-Family Residence District to the R-1, Single-Family Residence District. Action will be postponed to next Plan Commission meeting to make recommendation to Council on December 4, 2019.
 - B. Due to lack of a quorum, the Commission made no recommendation regarding Ordinance No. 2019-28 rezoning land located at 1515 S. Commercial Street from the R-1, Single-Family Residence District to the C-1, General Commercial District. Action will be postponed to next Plan Commission meeting to make recommendation to Council on December 4, 2019.
 - 1. Ald. Kunz asked if a recommendation is required from the Plan Commission.
 - 2. City Attorney Godlewski advised that we are required to wait for a recommendation from the Plan Commission. They have 60 days to make a recommendation.
 - 3. Ald. Stevenson questioned the reason for taking minutes when there is no quorum.

4. City Attorney Godlewski advised that the minutes would need to reflect there was no quorum.
5. Mayor Kaufert added that they still held the public hearings on the rezoning. They just could not make a recommendation without a quorum.

Public Services and Safety Committee

- I. Chairman Bates reported the special meeting of November 20, 2019:
 - A. Committee recommends Council approve, on a trial basis, amendments to school day parking restrictions to be in place from 7 AM to 4 PM on school days around Neenah High School, as described in items A through D of Traffic Engineer Merten's memo of November 15, 2019, contingent upon approval of an MOU between the Neenah Joint School District and the Park & Recreation Commission regarding parking in the Tullar Lot of Memorial Park. (See attached) **MS Bates/Lang.**
 1. Ald. Kunz expressed concern as he feels the residential parking is problematic. He will be voting against this.
 2. Ald. Boyette agreed indicating she is fine with the school day no parking and the times however she does not like putting the homeowners in this position. She would support posting no parking on school days from 7 am to 4:30 pm.
 3. Mayor Kaufert advised that this is only during the school year. Homeowners can park in front of their homes if they get a permit.
 4. Dir. Kaiser gave a brief background of the school parking. Most of the areas around schools have had a residential parking program in place for a dozen plus years. That essentially does what we are looking to expand and do out at the high school. Its use depends on change in home ownership and how people are made aware of it. We are not proposing to do anything different than what we have done in the past other than we want to expand some of those areas around the high school with a school day restriction.
 5. Ald. Erickson questioned how much the school district is being charged to park in Memorial Park.
 6. Dir. Kaiser indicated he has not been a part of those discussions.
 7. City Attorney Godlewski advised that they are being charged \$2,000 per school year.
 8. Ald. Erickson questioned how much students are charged to park there.
 9. Mayor Kaufert advised each car is charged \$35 and there are 140 stalls. This is a trial program. Additional modifications will be looked at in spring.
 10. Ald. Bates gave a brief background of the parking situation around the high school. There are a lot of cars that park around the high school during the school day. The high school has somewhere between 400 & 600 parking spots yet there is still parking along all the side streets. That has been restricted to certain streets. We are expanding on which streets parking will be restricted on and

- allowing them to use one of the parking lots at Memorial Park to alleviate that. The school will be responsible for cleanup of the area and monitoring who is parking there. The school rules expand to the parking lot. Citizens do not fall under those school rules, they fall under the regular park rules.
11. Ald. Kunz opposed the school making money on our parking spots. He agrees with using the parking however not in this fashion.
 12. Mayor Kaufert added that they must sell all 140 spots. Students from the Launch Program will be paid to clean the parking lot using that money for bus trips. The Park & Rec Commission has approved the principal and agreement. The Council does not have to approve the financial arrangement as that is under the jurisdiction of the Park & Rec Commission.
 13. Ald. Erickson concurred with Ald. Kunz. She does not want to see them making money off our parking spots.
 14. Ald. Bates asked if the fee is adjustable after one year.
 15. City Attorney Godlewski advised that the licenses run for one school year. Those would renew unless we give notice of nonrenewal 60 days prior to termination of the lease. It does not provide for an increase.
 16. Ald. Stevenson indicated the simplistic math tells us they will make \$1,900 from this. The reality is that they are now responsible for cleaning, maintaining and securing an extra 140 stalls. That previously was done by our street department.
 17. Mayor Kaufert added that the city uses many school facilities and they do not charge us the full cost. If we want to charge them the true cost of this, they could start charging us to utilize their facilities. He does not want to get into that.
 18. Ald. Bates added that by getting these cars off the street it will make it easier on our plows. It will help the neighbors as well.
 19. **The motion carried by a 6-3 RollCall-Pro System vote, all voting aye, Ald. Erickson, Kunz and Boyette voting nay.**
- B. Committee recommends Council approve Beverage Operator License Applications for Clint J. Broemer, Erin L. Nehring, Margaret R. Reagan, Nichole J. Rivest, Kristin M. Schulz, Stephanie M. Schwarze, and Sarah E. Young. **MSCRП Bates/Lendrum, all voting aye.**
 - C. Committee recommends Council approve the Change of Agent application for Class A Liquor License holder Ultimate Mart, LLC, Pick 'N Save #124, 1530 S Commercial Street, Neenah, Stefanie Galeana, agent. **MSCRП Bates/Lendrum, all voting aye.**
 - D. Committee recommends Council approve the Secondhand Article Dealer License Renewal Applications for ecoATM, LLC at 1155 W. Winneconne Ave and 1530 S Commercial Street. **MSCRП Bates/Lang, all voting aye.**
 - E. Committee recommends Council approve Secondhand Article Dealer License New Application for ecoATM, LLC at 828 Fox Point Plaza. **MSCRП Bates/Lang, all voting aye.**

- II. Chairman Bates reported the regular meeting of October 29, 2019:

- A. **MSC Bates/ Stevenson to remove from the table (tabled at the November 6th Council meeting) the Committee recommendation to Council to deny the Beverage Operator License Application (new) for Jennifer L. Thomack due to an incomplete application that was tabled at the November 6th meeting, all voting aye.**
1. Clerk Sturn advised that the Incomplete Bartender Application Amendment Process form was included in the agenda packet and provided a summary of communication with the applicant. The application has been amended and the applicant disclosed all missing citations.
 2. Ald. Bates asked for that process to be outlined for the Committee at the next meeting.
 3. Clerk Sturn indicated either herself or Deputy Clerk Cheslock will attend the next meeting to review the process.
 4. **MSCRP Stevenson/Bates to approve the Beverage Operator License Application (new) for Jennifer L. Thomack all voting aye.**

Library Board

- I. Alderperson Erickson reported from the Library Board meeting of November 20, 2019.
- A. On Monday, December 2nd at 2:00 pm the Library will have a presentation called Wild Animal Stories of Yellowstone.
 - B. On Thursday, December 5th at 6:30 pm the Library host a Travel Series: Planning Your Trip to Door County, Wisconsin.
 - C. There are many other great programs which can be found on the Neenah Library website. She encouraged everyone to visit the Library and check out some books.

Neenah Arts Council

- I. Alderperson Erickson reported from the Neenah Arts Council.
- A. The Neenah Arts Council will sponsor Celebrate the Season on Saturday December 7th from 10 am to 1 pm. Various events will take place throughout the City, including the Library, Neenah Historical Society, City Hall, YMCA, Bergstrom Mahler Museum of Glass and Valley Academy of Arts. She encouraged everyone to visit the Neenah Arts Council Facebook page to obtain information. You can also visit the City of Neenah, Neenah Library and Neenah Historical Society Facebook pages. This is a fun family event. Many of the activities are free.

Unfinished Business

- I. Ald. Kunz asked for an update on the traffic study.
- A. Dir. Kaiser advised that the consultant is working with East Central Wisconsin Regional Planning to work through some traffic modeling based on implementing possible options and seeing the impacts on the traffic

network through the downtown area. They have worked through a number of alternatives and traffic control measures. East Central is running their traffic model with the new adjustments in place to see what the impact is of those adjustments. Once comparisons are available for the consultants they are more or less ready to meet with City staff to outline their observations are to this point. He estimates we are close to two months to a final report.

New Business

- I. Mayor Kaufert announced his appointment to fill his expired term on the Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee of the Appleton Redevelopment Authority for a two-year term to expire December 31, 2021 will be considered at the December 4, 2019 Council meeting.
- II. Mayor Kaufert announced his appointment to fill the expired term of Umer Sheikh, Grant Birtch, Brian Gajerski and Michelle Bauer on the Business Improvement District (BID) Board for three-year terms to expire December 2022 will be considered at the December 4, 2019 Council meeting.
- III. Mayor Kaufert announced his appointment to fill the expired terms of Judy Zaretzke, Lee Hillstrom and Jim Vedder on the Park & Recreation Commission for three-year terms to expire December 2022 will be considered at the December 4, 2019 Council meeting.
- IV. Mayor Kaufert announced his appointment to fill the expired term of Greg Weyenberg on the N-M Sewerage Commission for a term to expire December 31, 2022 will be considered at the December 4, 2019 Council meeting.
- V. Mayor Kaufert announced his appointment to fill the expired terms of Olivia Witthun, Josh Preissner and Kent Powley on the Sustainable Neenah Committee for three-year terms to expire December 2022 will be considered at the December 4, 2019 Council meeting.
- VI. Mayor Kaufert announced his appointment to fill the unexpired term of NJSD Representative Tim Kachur on the Library Board for the term expiring May 2021. (To be considered at the December 4, 2019 Council meeting.
- VII. Mayor Kaufert advised that he should have the appointment of the NJSD Rep to the Plan Commission and appointment to the Committee on Aging at the next meeting as well. Anyone interested in being appointed to the various committee should check out the website or stop into the Clerk's Office to complete an application.
- VIII. Mayor Kaufert announced that the NMFR Santa Float will be going around the City again this year. Check out their website for dates and times. A map with GPS is also available to track the route.

- A. Ald. Stevenson advised that the float will begin on December 2nd and 3rd in Menasha and continue December 6th in Neenah. The last day is December 13th.
 - B. Ald. Erickson added that the Santa Float will be at City Hall during the Celebrate the Season event on December 7th.
- IX. Ald. Lang reminded everyone that the Neenah Historical Society will be doing a presentation on a variety of very interesting film clips from Neenah's past dating back from 1920-1960. Film that has not been seen before or at least since the 1930s. That presentation begins at 7 pm tomorrow night. It should be an interesting & fun night.
- X. Dir. Easker announced that the tax bills are targeted to go out the first week of December. It will be later in the week.

Adjournment

- I. **MSC Lendrum/Stevenson to adjourn at 7:55 p.m., all voting aye.**


Patricia A. Sturn, WCPC/MMC
City Clerk



M E M O R A N D U M

TO: Mayor Kaufert and Members of the Common Council
FROM: James Merten, Traffic Engineer
DATE: November 15, 2019
RE: Proposed parking changes relating to Neenah High School

Disclaimer: The following proposal was written prior to the neighborhood meeting hosted on November 18 and does not consider any input from that meeting.

As the Common Council may be aware, the Mayor has led conversations with the Neenah Joint School District (NJSD) to address issues created by the expansion of student parking into the adjacent residential neighborhoods. Some of the issues raised include the inability to receive mail due to continuous parking in front of mailboxes, inability of plows to properly clean the streets, narrowed visibility and access to/from driveways, inability for residents or their guests to use street parking, and litter. There are two primary tasks to achieve this objective: (1) to offer alternative parking locations for students and (2) to disincentivize student parking in residential areas.

Task 1 involves offering underutilized daytime parking in the Memorial Park parking lot. An agreement was reached with NJSD to lease a portion of the Memorial Park parking lot to NJSD for the purposes of selling student permit parking where designated. This concept was approved by the Neenah Parks & Recreation Commission earlier this year and the final memorandum of understanding will be reviewed by the Commission on November 21, 2019.

Task 2 is to institute parking restrictions along residential areas currently impacted by student parking. The target locations are:

- A. Tullar Road from the north property line of 1140 Tullar Road (Gloria dei Lutheran Church) to Gay Drive, east side of the street.
- B. Green Acres Lane from 1130/1131 Green Acres Lane to 1230/1231 Green Acres Lane, both sides of the street. This equates to 6 properties north and south of Byrd Avenue.
- C. Pinehurst Lane from 1323/1324 Pinehurst Lane to Apple Blossom Drive, both sides of the street.
- D. Apple Blossom Drive from the Neenah High School west driveway to Tullar Road, north side.

For each location, staff proposes "Resident Permit Parking Only 7:30 AM to 4:30 PM School Days." Those locations would be added to the Residential Permit Parking Program currently offered to other portions of the neighborhood.

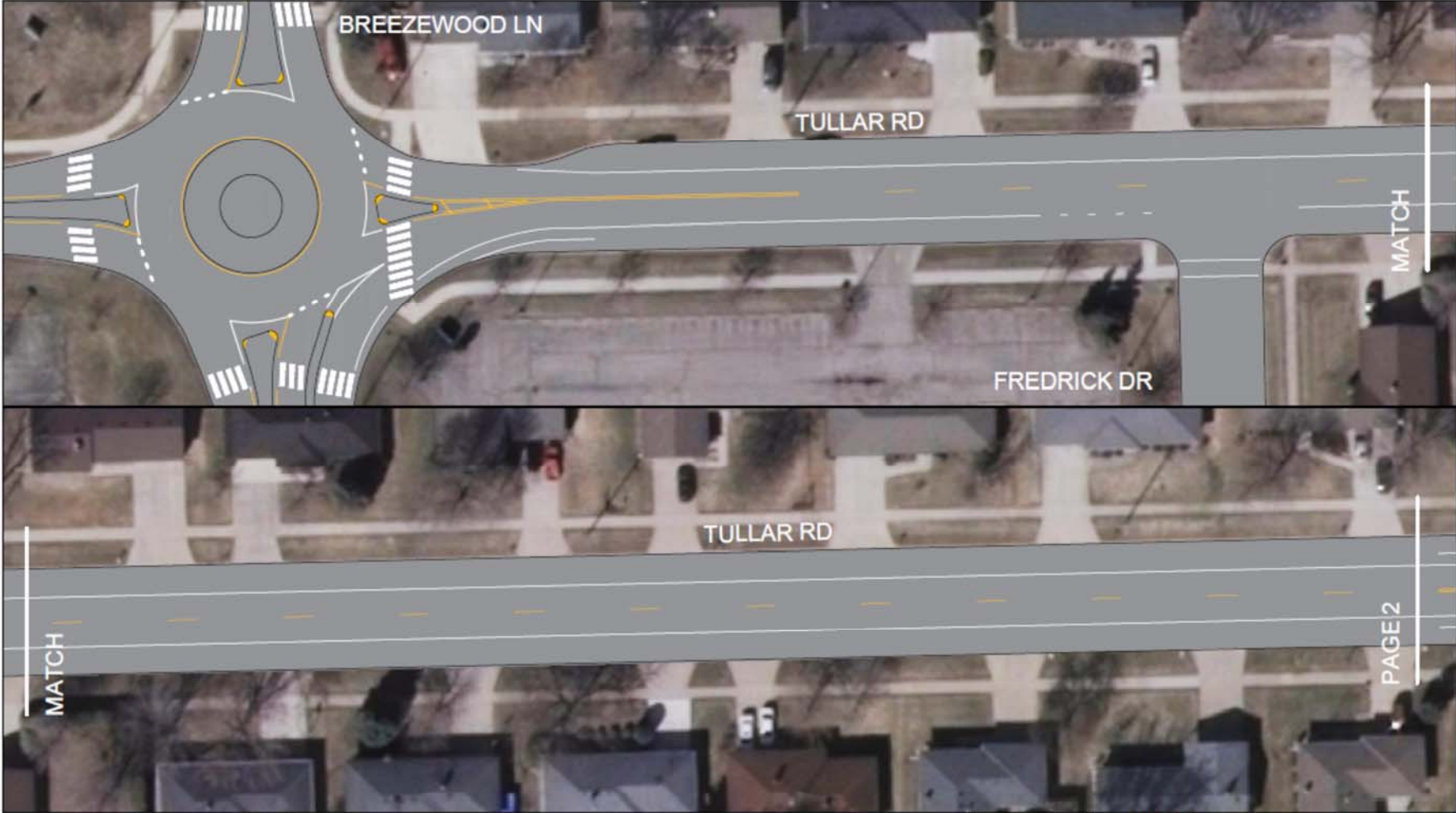
In addition to the above parking proposal, staff recommends pavement marking and parking changes to address traffic safety concerns relating to high school traffic. The pavement marking proposal would comprise delineating travel lanes and adding turn lanes in key locations similar to Cecil Street and S. Commercial Street. The goal behind these changes are to address traffic safety concerns that have been brought to staff on a regular basis, namely to (1) address the "no man's land" for southbound traffic south of Cecil Street, (2) provide better flow and visibility around the main entrance of the high school, and (3) provide better flow and visibility around the Tullar Road & Apple Blossom Drive intersection. In order to make these changes, the proposed marking plan would impact some existing resident parking. Those locations are:

- E. Tullar Road from Byrd Avenue to the north property line of 1140 Tullar Road (Gloria dei Lutheran Church). Currently "No Parking 7:30 AM to 4:30 PM School Days" is in effect for this location. The proposal would change the restriction to "No Parking Anytime." The restriction would effectively only impact Gloria dei Lutheran Church. The purpose of this restriction would be to make room for a two-way left turn lane (TWLTL).
- F. Tullar Road from 1236 Tullar Road to Byrd Avenue, both sides of the street. Currently "No Parking 7:30 AM to 4:30 PM School Days" is in effect for this location. The proposal would change the restriction to "No Parking Anytime." The restriction would span across 7 residential properties. The purpose of this restriction would be to make room for a TWLTL.
- G. Tullar Road from Apple Blossom Drive to 1284 Tullar Road, both sides of the street. Currently "No Parking 7:30 AM to 4:30 PM School Days" is in effect for this location. The proposal would change the restriction to "No Parking Anytime." The restriction would impact 2 residential properties. It would also remove two existing (non-restricted) spaces on the west side of the street. The purpose of this restriction would be to make room for a left turn lane.
- H. Tullar Road from Apple Blossom Drive to 1315/1316 Tullar Road, both sides of the street. Currently there is no restriction for this location. The proposal would add a "No Parking Anytime" restriction. The restriction would impact 4 residential properties. The purpose of this restriction would be to make room for a left turn lane.

A preliminary sketch of the proposed pavement markings is attached to this memorandum. In addition, an interactive map of all proposed parking changes can be found here:
<https://drive.google.com/open?id=15xzzYc7JSzHxAMaY98XqUw-QQYsiNVIB&usp=sharing>

Upon approval, both tasks of the primary proposal would go in effect December 1, 2019. If the additional pavement marking and parking proposal is approved, those changes would be implemented in late spring of 2020.

Staff recommends the Official On-Street Parking Map be amended such that the locations described in items A through D be restricted to, "Resident Permit Parking Only 7:30 AM to 4:30 PM School Days" and the locations described in items E through H be restricted to, "No Parking Anytime."



PAVEMENT MARKING PROPOSAL
 PROJECT: EPOXY PAVEMENT MARKING
 STREET(S): TULLAR RD
 CONTACT: ---
 REVISION DATE: 4/4/2019

SHEET 1 OF 4

