

COMMON COUNCIL MINUTES

Wednesday, December 4, 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., December 4, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Alderpersons 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. Alderperson Boyette was excused.

Also Present: Deputy Director of Community Development & Assessment Schmidt, Human Resources & Safety Director Kehl, Assistant Fire Chief Green, Lee Hillstrom, Jennifer McMahon and George Brownell.

Mayor Kaufert called the meeting to order at 7:37 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.

Introduction and Confirmation of Mayor's Appointments

- I. **MS Erickson/Lendrum to confirm Mayor Kaufert's appointment of Parker DeDeker to fill the unexpired term on the Neenah Arts Council as a Neenah High School Student Representative for an indefinite tenure. There being no objections the motion was approved by unanimous consent.**
- II. **MS Bates/Lendrum to confirm Mayor Kaufert's appointment Jennifer McMahon to fill the unexpired term of NJSD Representative Tim Kachur on the Library Board for the term expiring May 2021. There being no objections the motion was approved by unanimous consent.**
- III. **MS Stevenson/Lendrum to confirm Mayor Kaufert's appointment of himself 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. There being no objections the motion was approved by unanimous consent.**
- IV. **MS Bates/Lendrum to confirm Mayor Kaufert's appointment of Umer Sheikh, George Brownell, Grant Birtch, and Michelle Bauer to the Business Improvement District (BID) Board for three-year terms to expire December 2022. There being no objections the motion was approved by unanimous consent.**
- V. **MS Bates/Kunz to confirm Mayor Kaufert's appointment of Lee Hillstrom to the Park & Recreation Commission for three-year terms to expire December**

2022. There being no objections the motion was approved by unanimous consent.

- VI. **MS Stevenson/Bates to confirm Mayor Kaufert's appointment of Greg Weyenberg to the N-M Sewerage Commission for a term to expire December 31, 2022. There being no objections the motion was approved by unanimous consent.**
- VII. Mayor Kaufert asked the appointees present at the meeting to say a few words.
- A. Jennifer McMahon introduced herself indicating she has worked for the Neenah Joint School District since 2010. She works closely with the Library so is excited to continue to work with them.
 - B. Lee Hillstrom introduced himself and thanked the Council for reappointing him. He has been on the Commission for 18 years. For 13 years prior to that, he was on the Soccer Board so has been working with the Park Department for 31 years. He would like to continue to do that.
 - C. George Brownell introduced himself indicating he has been serving on the BID Board on behalf of Keith Peters in his absence. He is honored to be appointed. He moved here 20 years ago. He has two Neenah High School graduates. He is President-Elect of the Neenah-Menasha YMCA Board and a member of the Rotary. He enjoys all the efforts of the BID Board and Future Neenah moving forward and making this a great place to be.
 - D. Clerk Sturn administered the oath to Jennifer McMahon, Lee Hillstrom and George Brownell.

Proceedings

- I. **MS Lendrum/Lang to approve the Council Proceedings of the regular meeting of November 20, 2019. There being no objections the motion was approved by unanimous consent.**

Consent Agenda

- I. **MS Bates/Lendrum to approve the Consent Agenda as follows:**
- A. **Approve Beverage Operator License Application for: Alex P. Fehrenbach. (PSSC)**
 - B. **Approve Beverage Operator License Application (new) for Kylie R. Kingery, contingent upon payment of all delinquent City fees. (PSSC)**
 - C. **There being no objections the motion was approved by unanimous consent.**

Public Services and Safety Committee

- I. Chairman Bates reported the regular meeting of November 26, 2019:
- A. Committee recommends Council authorize the Neenah Police Department to purchase an Auto License Plate Reader/Installation with a total project cost of \$19,975.31. **MS Bates/Lendrum.**

1. Ald. Kunz indicated he has always been hesitant with the license plate readers particularly using them for surveillance for the city as opposed to just parking. He will vote in favor of this motion however he hopes the PSSC will bring up on a future agenda, a retention plan for the PD. He fears I/T will need to come before the Council for more storage because they are storing all these license plates. He hopes record retention will be address to keep costs down and eliminate the ability to use that data for other reasons.
 2. City Atty. Godlewski added that in the area of electronic records, the State of Wisconsin is a little behind the times in updating the old public records law.
 3. Mayor Kaufert indicated he will asked Asst. Police Chief Bernice if they will be bringing a policy forward for the Council to review.
 4. Dir. Kaiser added that when we started implementing the NuPark Parking Management system, one of the first steps the PD took care of was running a retention policy through PSSC and Council. There is one in place. It would not hurt to make sure it still cuts the mustard with their proposed purchase.
 5. Ald. Bates added that at the Committee meeting they had Adam Streubel present who discussed the ability to review this information over a year's time, however, it is good to review how much we need to keep and how much we do not.
 6. **Motion carried, by an 8-0 RollCall-Pro System vote, all voting aye.**
- B. Committee recommends Council authorize appropriate staff to execute the Memorandum of Understanding between the City and Jewelers Mutual Insurance Company ensuring the reimbursement of design services costs to the City from Jewelers Mutual Insurance Company for the proposed Jewelers Park Drive Trail. **MS Bates/Lendrum.**
1. Ald. Kunz indicated he would prefer a path a little bit further away from the highway traffic. He asked what the expectations are with this agreement. What is the understanding moving forward and what are we hoping to accomplish and does everyone understand who is paying for what.
 2. Dir. Haese clarified that it is up to the Council. Jewelers is well aware that we will design/bid but clearly if bids come in beyond the reach of our funding the Council will need to decide what to do.
 3. Ald. Kunz indicated he is willing to put \$200,000 into this but not \$500,000. Before we make this commitment to spend \$100,000 on a design for something we end up not doing because someone did not think expectations were off. He would like to have some understanding of who will be paying for this.
 4. Dir. Haese indicated there are a couple of options. Council President Stevenson mentioned one alternative. The plan they are proposing is the ideal circumstance. We are fronting the dollars but the MOU states Jewelers Mutual will reimburse those funds. Like any other project, they are hopeful that the combination of the City borrowing, Jewelers Mutual contribution, grants and potential other

- funding sources will give us enough revenue for the project. If the numbers come in well beyond what we anticipate, we will have to make decisions.
5. Mayor Kaufert added that there are some potential adjustments to the design that are possible if need be.
 6. Ald. Kunz commented that the idea is a great idea however he did not want a disagreement with Jewelers Mutual because they thought we were going to pay \$500,000.
 7. Dir. Haese added that the other thing that has changed since we started this is with the closing of the golf course there have been conversations about what happens in terms of redevelopment of that. This in some way could be rolled into that project as an overall redevelopment of the golf course.
 8. **Motion carried, by an 8-0 RollCall-Pro System vote, all voting aye.**
- C. Committee recommends Council authorize appropriate staff to execute the Memorandum of Understanding (MOU) between the City and Neenah Downtown Redevelopment Limited Partnership (NDRLP) providing 229 parking spaces for the terms agreed upon in the MOU. **MSCRП Bates/Lendrum, all voting aye.**
 - D. Committee recommends Council authorize temporary conversion of E. Doty Avenue from S. Commercial Street to Oak Street (both sides of the street) and E. Wisconsin Avenue from N. Commercial Street to the Neenah Library parking lot entrance (300 feet west of Oak Street) (north side) to "Permit Parking 8 AM to 4 PM". **MSCRП Bates/Lang, all voting aye.**

Finance & Personnel Committee

- I. Chairman Erickson reported the regular meeting of November 25, 2019:
 - A. Committee recommends Council adopt Resolution No. 2019-25 approving the Neenah Central City Business Improvement District 2020 Operating Plan. **MSCRП Erickson/Stevenson, all voting aye.**
 - B. Committee recommends Council approve the salary plan movement, cost of living increases, Exemplary Performance Awards, merit increases and midpoint adjustments in the amounts as follows: Salary Plan moved 2% as a result of inflation; this does not result in a wage increase for employees, it only affects their position relative to midpoint; A January cost of living adjustment: 1% for all non-union employees covered by the salary plan; April Exemplary Performance Awards: 0.5% of pay, not added to base for a small group of employees; July merit increase: 0.5% to 1.25% based on performance review scores; and October midpoint adjustments: 0.25% - 2.25%. **MSCRП Erickson/Kunz, all voting aye.**

Neenah-Menasha Joint Fire Rescue Finance & Personnel Committee

- I. Council President Stevenson reported from the Neenah-Menasha Joint Fire Rescue Finance & Personnel Committee meeting of November 26, 2019:

- A. Committee recommends Council approve having both Mayors sign the compliance engine contract with Brycer, LLC and have a report in a year to Joint Finance & Personnel on how this contract is working. **MSCRP Stevenson/Kunz, all voting aye.**

Plan Commission

- I. Council Rep Lang reported from the Plan Commission meeting of November 26, 2019:
 - A. Commission recommends Council adopt Ordinance No. 2019-27 rezoning 708 Monroe Street from R-2, Two-Family Residence District to the R-1, Single-Family Residence District. **MSCRP Lang/Stevenson, all voting aye.**
 - B. Commission recommends Council adopt 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. **MSCRP Lang/Kunz, all voting aye.**
 - C. Commission recommends Council approve the Preliminary Plat of the Castle Oak VI Subdivision. **MSCRP Lang/Erickson, all voting aye.**

Board of Public Works

- I. Vice Chairman Bates reported the meeting of November 26, 2019:
 - A. Information Only Items:
 - 1. The Board approved Pay Estimate No. 7 for Contract 2-19, Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street, Stanley Court, and Thomas Court, to Robert Immel Excavating, Inc., Greenville, in the amount of \$387,770.35.
 - B. Council Action Items:
 - 1. The Board recommends Council approve Final Payment Contract No. 4-19 Concrete Pavement and Sidewalk Repair to Sommers Construction Company, Inc., Shiocton, in the amount of \$100,769.62. **MSCRP Bates/Lang, all voting aye.**

Sustainable Neenah Committee

- I. Alderperson Kunz reported from the Sustainable Neenah Committee:
 - A. He is working on providing solar power information to the Committee. He is waiting for the 2020 incentives to give him better numbers. He hopes to have that on a future agenda.

Business Improvement District (BID) Board

- I. Alderperson Lang reported from the Business Improvement District Board (BID Board) meeting of November 19, 2019:

- A. The BID Board approved the 2020 BID Operating Plan which was approved by Council tonight.
- B. A Very Neenah Christmas will be held on Friday, December 6th from 6-8 pm.
- C. Celebrate the Season, sponsored by the Neenah Arts Council will be held on December 7th from 10 am – 1 pm.
- D. The Luminary Pop Up with Cookie Crawl will be held December 19th.

Bergstrom Mahler Museum

- I. Alderperson Spellman reported from the Bergstrom Mahler Museum meeting of November 19 2019:
 - A. The current exhibit is called Wisconsin Ideas – Global Influences.
 - B. The Museum will have their Holiday Open House on December 7th from 10 am to 3 pm.
 - C. The next meeting will be held on December 16th at 4:30 pm.

City Atty. Godlewski interjected information on an earlier request regarding retention of parking records. Policy 2017-01 provides for a 395 day retention of records. Any retention outside those parameters has to be approved by his office. It also provides use of the data has to be reviewed by his office as well.

- Ald. Kunz went back to his original concern over using this for surveillance.
- City Atty. Godlewski advised that the policy provides that if the information is being used for other purposes, it is transferred to that department and subject to their retention policy.

New Business

- I. Ald. Kunz questioned an article in the Newsletter regarding the implementation of a punch card at the City Garage. His concern is that this went to Committee but has not come out of committee as a recommendation.
 - A. Dir. Kaiser advised that this is an operational change and it was vetted through the Committee of jurisdiction.
 - B. Ald. Bates asked if the website has been updated.
 - C. Dir. Kaiser indicated it has not but will update it immediately after Christmas.
 - D. Ald. Kunz expressed concern asking if agendas could indicate if each agenda item will be under the jurisdiction of that committee or if it will be a recommendation to Council.
- II. Ald. Stevenson recognized Bruce Levenhagen of Neenah Standard for donating all the fuel for the Santa float. He also recognized the firefighters donating their time. He advised that the NM Fire Rescue website has a map of the routes. Due to lack of time each year, the float now does every other year routes. Those routes can be found on the website.
 - A. Mayor Kaufert added thanks to one of our very own for their part with the Santa float.

Adjournment

- I. **MSC Lendrum/Stevenson to adjourn at 8:27 p.m., all voting aye.**


Patricia A. Sturn, WCPC/MMC
City Clerk