

Common Council Minutes
Wednesday, January 17, 2024 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, January 17, 2024 in the Council Chambers of Neenah City Hall.

Mayor Lang in the chair.

Present: Alderpersons Boyette, Erickson, Hillstrom, Lendrum, Steiner, Stevenson, Skyrms, Weber, and Council President Borchardt. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, and City Clerk Nagel. Appearing by phone was City Attorney Rashid.

Also Present: Police Chief Olson, Assistant Chief Bernice, Police Sergeant Ross, Fire Chief Teesch, Deputy Director of Finance Kahl, Deputy Director of Community Development Schmidt, Director of Information Systems Wenninger, Traffic Engineer Merton.

Mayor Lang called the meeting to order at 7:02 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Council President Borchardt led the Pledge of Allegiance.

Citizen Life Saving Award Presentation: Annaliza Ternes honored for heroic actions in saving the life of a gentleman who collapsed at a local grocery store.

Police Chief Olson, Assistant Police Chief Bernice, and Sgt. Ross presented a Citizen Life Saving Award to RN and CPR Instructor Annaliza Ternes for her heroic action taken on September 7, 2023, at Aldi's on Green Bay Road to save the life of resident who went into cardiac arrest. This is a true example of the professional and an amazing representation of the citizens of Neenah.

- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Appoint Lucious Filo-Klockzien as Student Representative to the Neenah Arts Council for a three-year term, ending 2027. **(UC)**
 - B. Swearing in
There being no objections, the Mayor's appointments were ordered approved as presented by unanimous consent.

Clerk Nagel swore in Lucious Filo-Klockzien as the as Student Representative to the Neenah Arts Council.

Mayor Lang introduced new NMFR Fire Chief Travis Teesch. Chief Teesch briefly addressed the Council.

- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of December 20, 2023 regular session.
There being no objections, the December 20, 2023 Council Minutes and Proceedings were ordered approved as written by unanimous consent.

- IV. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
Eric Heywood, 223 Bosworth Lane – Candidate for Winnebago County Branch 1 Judge. Mr. Heywood introduced himself and spoke on his campaign platform.

- V. Mayor/Council consideration of public forum issues
 - A. None.

- VI. Consent Agenda

Approve the Preliminary Plat for the Third Addition to the Homes at Freedom Meadows subdivision subject to the conditions on the preliminary plat review letter. **(PC)**
There being no objections, the Consent Agenda as ordered approved as presented.

VII. Reports of standing committees

A. Special Public Services and Safety Committee meeting of January 17, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom)

1. Consideration of Committee recommendation regarding awarding a contract for demolition and site clearance of 1345 S. Commercial Street to Go Green Recycling, LLC in the amount not to exceed \$23,800 funded by the Community Development Block Grant program. **(RollCall-Pro)**

MSCRIP Lendrum/Weber to award the contract as presented, all voting aye.

Discussion: There was discussion on the South Commercial Street Corridor Plan and the status of that plan. Director Haese advised the South Commercial Corridor Plan is in place, and this is the third acquisition made under this plan. Staff had discussions with the property owners of the car wash on the corner of Byrd Ave/ S. Commercial St that is for sale, as well as with the property owner to the west that is the "A-Frame Building. There is interest in doing something different with those properties particularly if they are joined as one large lot. Marketing continues available lots located on the South Commercial Street Corridor.

Clarification was given on the location of the properties discussed. The property that will be raised is the former the awning/sewing center location, with the car wash on the corner of Byrd Avenue and South Commercial Street.

2. Consideration of Committee recommendation regarding approving Amended Resolution 2023-33: Sanitary Sewer Lateral and Water Service Construction on Bayview Road, Belmont Avenue, Belmont Court, Cedar Street, E. Doty Avenue, North Street, Quarry Lane, Stevens Street, and S. Park Avenue. **(RollCall-Pro)**
MSCRIP Lendrum/Hillstrom to approve amended resolution 2023-22 as presented, all voting aye. No discussion.

3. Consideration of Committee recommendation regarding purchasing five accessible pedestrian signal systems for the intersections outlined in Traffic Engineer Merten's memo dated January 11, 2024, for a total not to exceed \$38,500 with \$32,000 being funded by Community Development Block Grant program and \$6,500 being funded by the Southpark Industrial Center Upgrade budget. **(RollCall-Pro)**

MSCRIP Lendrum/Stevenson to approve the purchase as presented, all voting aye.

Discussion: Traffic Engineer Merten advised Council that APS systems allows pedestrians with disabilities, particularly those with vision impairments, to better interact with signalized intersections for safer use of crosswalks. These push buttons provide audible tones and messages communicating the status of the signal operation, provide the ability for a disabled person to interact using cell phone, provide usage and device information, provide long-press walk time variation operation, and can be upgraded to also include motion sensor/touchless operation. While APS systems are not currently required under the American Disabilities Act, the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way published in 2011 would require them if/when the document is finalized and enacted.

Last year, the city utilized the Community Development Block Grant (CDBG) funds for accessible pedestrian signal (APS) push button systems at the intersections of Bell Street/Commercial Street and Bell Street/Marathon Avenue. These locations

were chosen due to high pedestrian activity, proximity to services, proximity to transit routes, ability to improve signal operations, and existing signal hardware capabilities.

The intersections are:

- Wisconsin Avenue/Church Street
- Wisconsin Avenue/Commercial Street
- Wisconsin Avenue/Oak Street
- Commercial Street/Forest Avenue
- Bell St/Industrial Drive.

An app is available for pedestrians to use on their phones. The app will only work for the intersections that will have the APS Systems. The app will be made available on the city's website and for download via a QR Code on signs posted at the available intersections.

- B. Regular Public Services and Safety Committee meeting of January 9, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
1. Meeting cancelled, no report.
- C. Special Finance and Personnel Committee meeting of January 17, 2024: (Chairperson Erickson/Vice Chairperson Skyrms)
1. Consideration of Committee recommendation to expend up to \$72,875 to purchase (\$33,500) and implement (\$39,375) a new tax system, Ascent Land Records Software Suite (ALRSS), from Transcendent Technologies of Neenah with funding coming from Information Systems ERP Suite account within the Capital Equipment Budget. **(RollCall-Pro)**
MSCRP Erickson/Skyrms to approve the purchase as presented, all voting aye.
Discussion: There was discussion on the fund balance of the ERP Suite account.
- D. Regular Finance and Personnel Committee meeting of January 8, 2024: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
1. Committee recommends Council approve the 2024 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. **(RollCall-Pro)**
MSCRP Erickson/Steiner to approve the agreement as presented, all voting aye. No discussion.
2. Committee recommends Council approve the First Addition to Freedom Acres Subdivision Development Agreement. **(Action taken under Board of Public Works Report)**
3. Committee recommends Council approve Ordinance #2024-01, Annexation 231, be approved and the petition for annexation of 10.12 acres of land located west of Woodenshoe Road be accepted. **(Action taken under Plan Commission Report)**
- VIII. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of January 9, 2024: (Council Rep Steiner) (Minutes can be found on the City web site)
1. Commission recommends Council approve Ordinance #2024-01, Annexation 231, and the property receive an R-1, Single-Family Residence District zoning classification. **(RollCall-Pro)**
MSCRP Steiner/Boyette to approve Ordinance 2024-01 as presented, all voting aye. No discussion.
- B. Board of Public Works meeting of January 9, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
1. Information Only Items:
- a. The Board approved Pay Request No.6, Contract 1-23, Sanitary Sewer, Water Main and Street Construction, Burr Avenue, Chestnut Street,

- Dieckhoff Street, and Laudan Boulevard, to Don E Parker Excavating, Inc., in the amount of \$224,260.58.
- b. The Board approved Change Order No.1, Contract 10-23, for stone, fill and compacting oil tank oil hole in City Hall Parking Lot, to Northeast Asphalt, Inc., in the amount of \$2,915.00.
 - c. The Board approved Change Order No.2, Contract 10-23, for an extra 2,124.90 sf. HMA, for driveways in Freedom Acres and Homes at Freedom Meadows, to Northeast Asphalt, Inc., in the amount of \$7,437.15.
2. Council Action Items:
- a. The Board recommends Council approve Development and Fee Agreement for the 1st Addition to Freedom Acres Subdivision. **(RollCall-Pro)**
MSCRP Hillstrom/Boyette to approve as recommended by the Board of Public Works, all voting aye. No discussion.
 - b. Final Pay Request, Contract 3-23, Concrete Pavement and Sidewalk Repair, Al Dix Concrete, in the amount of \$275,745.67. **(RollCall-Pro)**
MSCRP Hillstrom/Borchardt to approve as recommended by the Board of Public Works and the Finance and Personnel Committee, all voting aye. No discussion.
 - c. The Board recommends Council approve Final Pay Request, Contract 6-23, Sanitary & Storm Sewer, Water Main and Street Construction, Columbian Avenue, to Donald Hietpas & Sons, Inc., in the amount of \$91,557.29. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve as recommended by the Board of Public Works, all voting aye. No discussion.
 - d. The Board recommends Council approve Final Pay Request, Contract 10-23, Parking Lot Resurface at Marketplace and City Hall, 2-Inch Asphalt Mat Overlay in Freedom Acres and Homes at Freedom Meadows, and Library Bumpout, to Northeast Asphalt Inc., in the amount of \$25,343.10. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve as recommended by the Board of Public Works, all voting aye. No discussion.
 - e. The Board recommends Council approve Final Pay Request, Contract 9-23, Epoxy Pavement Marking, to Century Fence, Inc., in the amount of \$63,720.37 **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to approve as recommended by the Board of Public Works, all voting aye. No discussion.
- C. Reports on neighborhood groups.
1. Business Improvement District Board (BID Board) – Alderperson Skyrms
 - a. Reporting from the January 16, 2024 Meeting.
 - b. Snow removal was a topic of conversation. Accolades to the Public Works Crew for the job they did on snow removal from Blizzard Bennett.
 - c. Lighting in the Downtown. Architectural lighting and aesthetic fit as the Downtown Plan is implemented. A special group will be forming to take on the lighting project.
 - d. Additions to the Neighborhood:
 - (1) Bellwether Interior Design will be opening a new space in the Marketplace Building on the back side along with Salt Box Lighting out of De Pere.
 - (2) Hong Kong Buffet has new owners.
 - e. Warm Your Hearts event will take place February 10th which is sold out.
 - f. The Cookie Crawl sold out in forty minutes and was a successful event.

- D. Library Board
 - 1. Report from the Library Board – Alderperson Erickson
 - a. Reporting from the January 17, 2024 Meeting
 - b. The February Speed Puzzling Event sold out in three minutes, and the wait list is full as well. There are approximately 50 team, 4 person teams signed up.
 - c. The Swiftie Party held December 30th had 511 total in attendance, and was a very successful event.
- E. Neenah Arts Council
 - 1. Report from the Neenah Arts Council – Alderperson Erickson
 - a. Reporting from the January 10, 2024 Meeting.
 - b. Photo Contest was discussed. Submissions and exhibits will be accepted March 1st through March 31st. The Library will take in and gather the submissions. Themes this year are: Hometown Pride, Mood and Emotion, and Creatively Enhanced photos.
- F. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderperson Weber
 - a. Reporting from the January 4, 2024 Meeting.
 - b. A field trip was taken to the Isabel and Orrin Johnson House, 1002 East Forest Avenue. This house is up for review as a National Register of Historic Places.
- IX. Presentation of petitions
 - A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
None.
- X. Council Directives
 - A. Alderman Steiner inquired on Neenah collaborating with an International Sister City. With the tensions around the world, would the city be interested reaching out to connect cross-culturally with the city in a different country. Research will be done on this program.
- XI. Unfinished Business
 - A. None.
- XII. New Business
 - A. Ratification of Mayoral Proclamation Declaring A Snow Emergency Pursuant to Neenah Code §16-69(E)(4) and Wis. Stat. §323.14(4)(b) beginning 6:00 p.m. Friday, January 12, 2024, and continue until Noon on Sunday, January 14, 2024. **(RollCall-Pro)**
MSCRP Stevenson/Borchardt to approve proclamation as presented, all voting aye.

Discussion: The Mayor has the authority to declare a snow emergency which needs to be ratified by the Council after the fact. This was due to Blizzard Bennett.
 - B. Any announcements/questions that may legally come before the Council.
 - 1. Alderman Hillstrom commended the Public Works Department with their handling of the snow removal from Blizzard Bennett, and the Winter Festival on Saturday, January 13th. Over 200 were in attendance for hot dogs, sledding, snowboarding, smores, etc. This was a well done event by the Parks & Recreation Department. Mayor Lang thanked Alderman Hillstrom and his wife for volunteering at the festival.
 - 2. Alderman S kyrms spoke on the Police Department's Awards Night. This is a great example of how an outstanding nt Neenah Police Department is. Alderman

Skyrms had the chance to attend and learned of numerous examples of valor, excellence, and life saving events that took place. It was a pride inspiring event.

XIII. Closed Session

A. The Council may convene into closed session pursuant to Wis. Stat. 19.85(1)(g) to confer with legal counsel regarding potential litigation concerning the Equivalent Residential Unit (ERU) and Transportation Assessment Replacement Fee (TARF). **(RollCall-Pro) MSCRP Skyrms/Borchardt for the Council to move into closed session. The Council may reconvene into open session to consider action on any item(s) discussed in closed session, all voting aye.**

B. The Council may reconvene into open session to consider action on any item(s) discussed in closed session.
The meeting adjourned in closed session.

XIII. Adjournment

The meeting adjourned in closed session. Motion by Skyrms/Borchardt to adjourn, all voting aye. Meeting adjourned at 8:20 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk