

**Common Council Minutes**  
**Wednesday, December 6, 2023 at 7:00 PM**

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, December 6, 2023, 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, City Attorney Rashid, and City Clerk Nagel.

Also Present: Police Chief Olson, Assistant Police Chief Bernice, Water Utility Director Mach, and Information Systems Director Wenninger.

After some technical difficulties with new equipment, Mayor Lang called the meeting to order at 7:03 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Fire Chief Kloehn led the Pledge of Allegiance.

**SWEARING IN OF NEW OFFICER AND PROMOTED LAW ENFORCEMENT PERSONNEL**

- Officer Trevor Jensen
- Officer Brent Wittman
- Officer Travis Koponen
- Officer Jennifer Priessnitz
- Officer Bryce Moeller
- Lieutenant Jeremy Bauman
- Lieutenant Sam Santiago
- Sergeant Adam Strelow
- Professional Standards Lieutenant Jason Goetz
- Traffic Safety Officer Tony Edwards
- Behavioral Health Officer Josh Peterson
- Investigator/Crime Analyst Austin Riska

Chief Olson recognized each individual law enforcement personnel listed above for their accomplishments. The oath of office was administered, the blessing of the badges was given, and the badges were pinned on the officers.

- II. Introduction and Confirmation of Mayor's Appointment(s)
  - A. Appoint Anthony Mach to the Neenah-Menasha Sewerage Commission for a three-year term ending December 2026. **(UC)**
  - B. Swearing in  
Clerk Nagel swore in Anthony Mach as the newest member of the Neenah-Menasha Sewerage Commission.
- III. Approval of Council Proceedings
  - A. Approval of the Council Minutes and Proceedings of November 14, 2023 Special Session and Budget Public Hearing.  
**There being no objections, the Council Minutes and Proceedings of November 14, 2023 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.  
After several calls for comments, there were no appearances.

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

- VI. Consent Agenda  
A. None.

VII. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of October 24, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the city website)

1. Committee recommends Council approve the purchase of a 2024 Chevrolet Trax 1RS from Bergstrom Chevrolet, Neenah, in an amount not to exceed \$24,105.  
**(RollCall-Pro)**

**MSCRП Lendrum/Weber to approve as recommended by the committee, all voting aye.**

Discussion: Director Haese explained the need to replace the current 2017 Ford Focus due to significant transmission repairs. The Trax 1RS is considered an sports utility vehicle (SUV). An SUV was selected for clearance between the bottom of the vehicle and the undeveloped roads. This vehicle will travel on roads where the final lift has not been applied, therefore, the road sits lower than the curb and gutter and manhole covers.

At this point, Alderman Stevenson asked that there be an agenda item on the next Public Services and Safety Committee meeting regarding repairs done to the Jetter. Director Kaiser is currently working on a memo for that item.

- B. Regular Finance and Personnel Committee meeting of November 27, 2023: (Chairperson Erickson/Vice Chairperson S kyrms) (Minutes can be found on the city website)

1. Committee recommends Council approve Resolution No. 2023-32, approving the Neenah Central City Business Improvement District 2024 Operating Plan.  
**(RollCall-Pro)**

**MSCRП Erickson/S kyrms to approve as recommended by committee, all voting aye.**

Discussion: Alderman S kyrms commented on the value of the BID Plan document. Every two years Future Neenah, the BID, and the city come to the table to look at who is responsible for what task in the downtown area. The process works well because it assures all three entities are doing their fair share of the workload to keep downtown Neenah safe, healthy, and thriving.

2. Committee recommends Council enter into an agreement with Elexco, Inc. to perform the necessary fiber optics work to connect the traffic controls at Bell/Commercial, Bell/Marathon and Bell/Industrial to the City's network at a cost not to exceed \$30,000. Funding will be provided through Information Systems Capital Equipment Smart Cities Budget. **(RollCall-Pro)**

**MSCRП Erickson/Borchardt to approve as recommended by committee, all voting ayes.**

Discussion: Alderman Boyette asked for a balance Information Systems Capital Equipment Smart Cities account. Director Wenninger answered it was just over \$143,000 prior to this project.

3. Committee recommends Council deem the debts listed in the City Attorney's Memo dated November 21, 2023, in the aggregate amount of \$8,278.09, to be

uncollectible, and then further treated as such by the Finance Department.  
**(RollCall-Pro)**

**MSCRP Erickson/Borchardt to approve as recommended by the committee, all voting aye.**

4. Committee recommends Council approve Resolution 2023-29, Fee Schedule Changes. **(RollCall-Pro)**

**MSCRP Erickson/Steiner to approve as recommended by the committee, all voting aye.**

5. Committee recommends Council approve Ordinance 2023-19, Parking Citations. **(RollCall-Pro)**

**MSCRP Erickson/Skyrms to approve as recommended by the committee. Motion carried in a roll call vote, 8-1 with Boyette dissenting.**

Discussion: Alderman Boyette advised she does not agree with the amount of the increase and will be voting against the ordinance.

At this point in the meeting, Mayor Lang recognized Fire Chief Kloehn for all his accomplishments as Chief of Neenah-Menasha Fire Rescue, and wished him well on as he retires from duty. One of those accomplishments was becoming the Wisconsin State Fire and Inspectors Association Fire Chief of the Year this past October. Chief Kloehn has a 31-year career in firefighting for the cities of Neenah, Menasha, and Harrison, with the last six-years as Fire Chief of Neenah-Menasha Fire Rescue. Chief Kloehn's leadership, dedication, and commitment to our community is exemplary.

Chief Kloehn addressed the Council. One of his proudest accomplishments is becoming 1 of 10 cities to have the Class 1 ISO (Insurance Services Office Public Protection) rating. This is the highest classification that a community can achieve, and it demonstrates the extremely high level of services provided by NMFR. Chief Kloehn's mentality towards achieving the Class 1 Fire Department goal was, "how can we fix this; how can we move this forward to achieve Class 1 rating." It took seven attempts, but through a group effort and collaboration between the departments, the community, and the fire department, we did it. Only one percent of fire departments achieve Class 1 Fire Department rating, NMFR is the 10<sup>th</sup> out of 1700 to get ISO 1 rating; that's pretty cool! It means pride in our community, it attracts business and industry knowing they will receive the best response if something goes wrong, and firefighters want to work at a Class 1 Fire Department. Other than Chief Kloehn's family, the fire department has been his life, and as he steps down looks fondly on his time at NMFR. Chief Kloehn thanked the council for the opportunity to serve as chief, their support throughout his tenure, and he absolutely loved working with everyone at NMFR.

- C. NMFR Joint Finance & Personnel Committee meeting of October 24, 2023: (Council President Borchardt) (Minutes can be found on the city website)

1. Committee recommends Council approve filling the four vacancies created by the retirements no earlier than March 1, 2024. **(RollCall-Pro)**

**MSCRP Borchardt/ Boyette to approve as recommended by the committee, all voting aye.**

2. Committee recommends Council approve the hiring of a Fire Chief replacement on December 27, 2023 and approve exceeding the 2023 operating budget by \$1,650 to allow for continued coverage for the department and avoid a loss of insurance for the onboarding Chief. **(RollCall-Pro)**

**MSCRP Borchardt/ Boyette to approve as recommended by the committee, all voting aye.**

- VIII. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of November 28, 2023: (Council Rep Steiner) (Minutes can be found on the city website)
1. Meeting cancelled, no report.
- B. Board of Public Works meeting of November 28, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the city website)
1. Council Action Items:
    - a. The Board recommends Council approve Final Pay Request, Contract 8-23, Repair Roof at City Municipal Garage Building, to JT Rams, LLC, in the amount of \$61,061.00. **(RollCall-Pro)**  
**MSCRP Hillstrom/Lendrum to approve as recommended by the board, all voting aye.**
- C. Reports on neighborhood groups.
1. Business Improvement District Board (BID Board) – Alderperson Skyrms
    - a. Very Neenah Christmas was held on Friday, December 1, 2023 was a very successful this year with the warmer weather. The Future Neenah website has photos of the event, especially from the new 201 building altitude.
    - b. Luminary Night is Thursday, December 14, 2023 from 4:30-7:30pm.
    - c. Cookie Crawl is sold out but is a good reason to come downtown anyway.
    - d. Drop off a Dear Santa letter at Future Neenah by December 17<sup>th</sup>, Santa promises to reply.
    - e. Gingerbread Scavenger Hunt downtown, find all ten and you could win a giant gingerbread cookie from Festival Foods.
- D. Library Board
1. Report from the Library Board – Alderperson Erickson
    - a. Reporting from the November 15, 2023 Meeting
    - b. Voted to fund the new self-checkout machines from the General Trust Fund.
    - c. Speed puzzling tournament was held in November which was a very successful event. The library has many puzzles available for checkout.
- E. Sustainable Neenah Committee
1. Report from the Sustainable Neenah Committee – Alderperson Lendrum
    - a. Meeting was cancelled, no report.
- F. Bergstrom Mahler Museum
1. Report from the Bergstrom Mahler Museum – Council President Borchardt
    - a. Reporting from the November Board Meeting.
    - b. Secured \$40,000 in gift match funds for our Annual Fund Drive. The drive will be from November 5, 2023 – January 15, 2024. The goal is \$120,000.
    - c. The Museum was nominated for a Fox Cities Chamber of Commerce Arts and Cultural Award. The Museum did not receive the award, but feels good to receive nomination accolades.
    - d. The November Art Activity Day, over 210 activities sold and over 280 people attended.
    - e. The Holiday Open House and Art Activity Day was held on December 2nd. Almost 200 reservations were placed for that event. It was a great day of holiday cheer.
    - f. The annual holiday ornament debuted - a hand-blown glass globe from the Furnace, as well as the annual holiday paperweight from Glass Eye Studio. Both are available for purchase in the Museum Shop and on Shopify.
    - g. The Crystal Ball Gala will be held on February 10th at The Reserve. Tickets are \$125/person or \$1,500/table of 8. The price includes a bottle of champagne and a special goody bag. Twenty tables available. Janet Planet with her 6-piece band will provide musical entrainment. Other fun events for the night are being planned.

- G. Parks & Recreation Commission
  - 1. Report from the Park Commission – Alderperson Weber
    - a. Reporting from the November 16, 2023 meeting
    - b. RDG presented on the on-going conceptual designs for Arrowhead Park. There was feedback was given and questions were answered. This was an information and discussion only item.
    - c. Carpenter Preserve Final Re-Master Plan was reviewed and approved by the Commission.
    - d. Memorandum of Understanding was reviewed and approved for the Shattuck Park Flag Memorial. There was discussion on maintenance and flag replacement. A Flag Replacement Trust has been established.
  
- 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. None.
  
- XI. Unfinished Business
  - A. None.
  
- XII. New Business
  - A. Arrowhead Park Development Status Report. (Ald. Hillstrom)  
As stated in Alderman Weber’s Park Commission Report, feedback was given to RDG with the presentation of the conceptual plan. A final plan will be forthcoming.
  - B. Alderman Boyette gave a follow-up on the ADA Service Animal Council Directive. Tomorrow is the public hearing in Madison for the bill that supports the proposed directive.
  - C. Clerk Nagel announced that Nomination Papers can now be circulated for the upcoming Spring, April 2<sup>nd</sup> Election. Alderman Skyrms, Alderman Borchardt, and Alderman Stevenson are up for re-election. Required paperwork can be found on the city website.
  
- XIII. Adjournment
  - Motion by Borchardt/Hillstrom to adjourn, all voting aye. Meeting adjourned at 8:01 PM.**

Respectfully submitted,



Charlotte Nagel, City Clerk