

Common Council Minutes
Tuesday, November 14, 2023 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in special session at 7:00 PM, November 14, 2023, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Aldermen Boyette, Erickson, Hillstrom, Lendrum, Stevenson, Skyrms, Weber, and Council President Borchardt. Alderman Steiner approved and voted by phone. 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: Deputy Finance Director Kahl, Water Utility Director Mach, Deputy Director of Community Development Schmidt, Parks & Recreation Director Kading, Library Director Hardina-Willhelm, Fire Chief Kloehn, Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Human Resources & Safety Director Fairchild, and Information Systems Director Wenninger.

Mayor Lang called the meeting to order at 7:03 PM.

- I. The Mayor/Aldermen recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderman Stevenson led the Pledge of Allegiance.

PRESENTATION OF SMALL BUSINESS SATURDAY PROCLAMATION, NOVEMBER 25, 2023.

Mayor Lang read the proclamation aloud and declared November 25, 2023 as Small Business Saturday. Mayor Lang encouraged residents to shop local this holiday season.

- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. None.
- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of November 1, 2023 regular session.
(UC)
There being no objections, the Council Minutes and Proceedings of November 1, 2023 were ordered approved as written by unanimous consent.
- IV. Public Hearings
 - A. Consider Ordinance 2023-18 Rezoning a portion of property located at 1385 Alpine Lane to the R-2, Two-Family Residence District.
Mayor Lang opened the public hearing at 7:06 PM. After three calls for public comments, there were no appearances. Mayor Lang closed the public hearing at 7:08 PM.
- V. Plan Commission report pertaining to the Public Hearings
 - A. Plan Commission meeting of November 7, 2023: (Ald. Steiner) (Minutes can be found on the city website)
 1. Commission recommends Council approve Ordinance 2023-18 rezoning a portion of property located at 1385 Alpine Lane to the R-2, Two-Family Residence District. **(RollCall-Pro)**
MSCRP Steiner/Lendrum to approve Ordinance 2023-18 as recommended by the Plan Commission. Motion carried in a roll call vote, 7-2 with Aldermen Stevenson and Boyette dissenting.

Alderman Stevenson explained his no vote is in recognition of the constituents living in the direct neighborhood who are against the rezone.

- VI. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
Mayor Lang opened the public forum at 7:09 PM. After several calls for public comments, there were no appearances. Mayor Lang closed the public hearing at 7:10 PM
- VII. Mayor/Council consideration of public forum issues
- VIII. Consent Agenda
 - A. None
- IX. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of November 7, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - A. Meeting was cancelled, no report.
 - B. Regular Finance and Personnel Committee meeting of November 6, 2023: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the city website)
 - A. Meeting cancelled, no report.
- X. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of November 7, 2023: (Council Rep Steiner) (Minutes can be found on the city website)
 - 1. Information Only Items:
 - 1. The Commission approved a four lot Certified Survey Map for the property located at 1385 Alpine Lane.
 - 2. The Commission approved the site plan for a new restaurant building located at 240 1st Street subject to the Site Plan Review letter comments.
 - B. Board of Public Works meeting of November 7, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the city website)
 - 1. Information Only Items:
 - 1. The Board approved Pay Request No.4, Contract 2-23, Sewer, Water Main and Street Construction on Brantwood Dr., Brantwood Ct., Charles Ct., Hughes Ct., Memorial Ct., and Patrick Ct., to David Tenor Corporation, in the amount of \$213,421.05.
 - 2. The Board approved Change Order No.2, Contract 7-21, Harrison Street Stormwater Pond, to MCC, Inc., for additional row under retaining wall, additional Ledge stone, extra gravel, and 24-inch concrete apron end section, in the amount of \$68,116.64.
 - 3. The Board approved Pay Request No.8, Contract 7-21, Harrison Street Stormwater Pond, to MCC Inc., in the amount of \$79,910.52.
 - 4. The Board recommended Water Commission approve the Final Pay Request Contract 1-23W Cecil Street Water Tower Repainting to Fedewa, Inc., Hastings, Michigan in the amount of \$15,100.00.
 - C. Reports on neighborhood groups.

1. Business Improvement District Board (BID Board) – Alderperson Skyrms
 1. The BID Board meets on Tuesday, November 21, 2023, no business report was given.
 2. Upcoming events:
 - a) A Very Neenah Christmas will be held Friday, December 1, 2023.
 - b) Luminary Night will be held Thursday, December 14, 2023.
- D. Library Board
 1. Report from the Library Board – Alderperson Erickson
 1. The report was deferred to the next Council Meeting as the board meets next on November 15, 2023.
- E. Neenah Arts Council
 1. Report from the Neenah Arts Council – Alderperson Erickson
 1. Report from the November 8, 2023 Meeting.
 - a) Neenah Arts Council will be participating with A Very Neenah Christmas, December 1, 2023 by making an ornament in the Alta Building located on the corner of Wisconsin Avenue and Commercial Street.
 - b) Planning started on the Neenah Arts Council/Neenah Public Library Photo Contest. More information will be forthcoming.
- F. Landmarks Commission
 1. Report from the Landmarks Commission – Alderperson Weber
 1. Meeting cancelled, no report.
- VI. Presentation of petitions
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.
No petitions.
- VII. Council Directives
None.
- VIII. Unfinished Business
None.
- IX. New Business
 - A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
No report. A conceptual design plan will be presented to the Park & Recreation Committee on November 16, 2023.
 - B. Any announcements/questions that may legally come before the Council.
None.
- X. 2024 Budget Public Hearing
 - A. Public Hearing on the Proposed 2024 Operating Budget and 2024 Capital Improvements Program Budget.
Mayor Lang opened the public hearing at 7:15 PM. After three calls for public comments, there were no appearances. Mayor Lang closed the public hearing at 7:16 PM.
- XI. Discussion and Consideration of Public Hearing and Other Matters Relating to the Recommended 2024 Operating Budget and 2024 Capital Improvements Program Budget.
Mayor Lang thanked newly appointed Finance Director Rasmussen and Deputy Finance Director Kahl for their assistance and dedication in preparing the 2024 Budget. Mayor Lang

also thanked all the Department Heads for doing a fantastic job presenting their budgets and working alongside Director Rasmussen and herself in making the hard decisions that come with the budgeting process.

Mayor Lang re-introduced the Culture Initiative that has been on-going within the city and ties into the budget process. Mayor Lang sees every day the dedication of staff to doing their absolute best for the City of Neenah and appreciates all their efforts.

At this time Mayor Lang turned the meeting over to Council President Borchardt to walk through discussions held at the Budget Workshops. There are learning opportunities with each budget process. This budget reflects good stewardship of taxpayer dollars through a collaborative effort between departments. The hard decisions made through the budget process were done so keeping this stewardshipness in mind.

- A. Consideration of Resolution No. 2023-31 adopting the 2024 Operating Budget and Capital Improvements Budget. **(RollCall-Pro)**
Stevenson/Boyette to approve the budget as presented by the Mayor with clerical and other changes that were made structurally to the budget.

The Council worked off of Director Rasmussen's memo entitled Proposed Amendments to 2024 Operating and Capital Improvements Budget, dated November 10, 2023, which is attached to the meeting minutes.

1. **Motion to amend by Stevenson/Boyette to add an additional 1% wage increases on July 1, 2024, to all non-union employees which will increase wage and fringe expenditures throughout all departments and decrease funding sources as noted in Director Rasmussen's memo dated November 10, 2023, number 1 Operating Budget, Option 1, for a total of \$51,020 for an overall wage increase of 4.5%. Motion carried in a roll call vote, 9-0.**

Discussion: Alderman Stevenson explained his reasons for the adjustment:

- a) The increase is to award employees who are the City's greatest asset.
- b) There is no structural deficit. Actions of previous councils have put the city in a unique situation where dollars are available to fully fund a wage increase over several years. Specifically, the annexation of the Alliant Energy Plant, the closing of TIF Districts 5 and 6, as well as buying property in the Town of Vinland to assure the city's growth, which are exceeding expectations. All the APRA money is being expended because the city is required to spend all the APRA money.
- c) Funding source for the proposed wage increase is listed in Director Rasmussen's memo dated November 10, 2023, number 1 Operating Budget, Option 1, for a total of \$51,020.

Mayor Lang appreciates the support of Alderman Stevenson on this amendment.

Alderman Skyrms is grateful for the opportunity to provide staff with a pay increase and supports the motion because funds are available.

2. **Motion to amend by Stevenson/Boyette to add \$11,470 for wage scale implementation adjustments – Increase in Library and Human Resources wage and fringe expenditures and decrease funding sources as noted in**

Director Rasmussen's memo dated November 10, 2023, number 2 Operating Budget. Motion carries in a roll call vote, 9-0.

Director Fairchild explained this amendment corrects some unforeseen anomalies created with the implication of the new pay scale. The anomalies affect the Library and Human Resource staff.

Alderman Boyette questioned how part-time employees are going to be addressed. Director Fairchild advised that part-time employees are handled department by department. Specifically, the Public Works Department will need to research the part-time drop-off site attendants and make those adjustments accordingly. The casual part-time employees at the library are paid adequately in comparison to surrounding municipalities. Parks & Recreation Department assesses the casual part-time annually during the program hiring process. Alderman Boyette would like to get the drop-off attendants more money without using ARPA dollars. Director Fairchild advised that there does not need to be budget adjustments to compensate for an increase of drop-off site attendant wages.

- 3. Motion to amend by Stevenson/Boyette to decrease capital borrowing for Public Infrastructure Fund and increase the Use of Reserves by \$145,000. See Budget Document pages 264 – 269. The City received reimbursement from Winnebago County Spirit Fund for a street project that was borrowed for in 2023. Motion carries in a roll call vote, 9-0.**

Discussion: Director Kaiser clarified that the Spirit Funds were used on Hunt Avenue, Brookwood Drive, and Fairwood Drive street improvement project.

- 4. Motion to amend by Skyrms/Stevenson to decrease capital borrowing for Public Facilities Fund by \$50,000 and use the Library Trust Fund to pay for four self-checkout machines upon consent of the Library Board of Trustees. See Budget Document Page 307. Motion carries in a roll call vote, 9-0.**

Discussion: Alderman Skyrms explained he was trying to find alternative funding for the library chillers by using the Library Trust Fund. In discussions with Library Director Hardina-Willhelm, he learned the replacement of the chiller was outside of the scope of the trust fund use. The definition of the trust fund use is facility enhancements beyond city obligations. However, the purchase of four self-checkout machines was within the scope of the trust fund use, and therefore, Alderman Skyrms recommends using \$50,000 of Library Trust Fund to purchase four self-checkout machines upon consent of the Library Board of Trustees.

- 5. Motion to amend by Skyrms/Lendrum to decrease capital expenditure and capital borrowing in the Public Facilities Fund by \$10,000 for the Bergstrom-Mahler Museum. See Budget Document Page 307. Motion carries in a roll call vote, 8-1 with Alderman Hillstrom dissenting.**

Discussion: Alderman Skyrms agrees the Bergstrom Mahler Museum is a great community asset and wonderful community partners. However, under the lease agreement, the city is obligated to reimbursement the museum \$20,000 annually. The museum requested \$35,000 this year. Among the

\$35,000 request is \$10,000 for ramps in the rear of the building. Under the lease agreement, the taxpayers should not have to pay for building enhancements, and perhaps there are alternative funding sources such as grants or donations to pay for the ramps.

Alderman Lendrum concurs with Alderman S kyrms. Currently there is a makeshift ramp to make it easier for disabled guests to get down to the main yard where festivals are held. However, this is not a direct capital cost. The museum belongs to the city and the reimbursement is for direct capital costs.

- 6 & 7. Motion to amend by Stevenson/Boyette to decrease capital borrowing for Public Facilities Fund by \$170,000 and use the savings from the Police Building expansion project. This is #5 on page 305 of the Capital Improvement Budget to reconfigure current briefing room, exercise room, mat room, and other officer writing rooms to create better efficiency for department needs after the building expansion is complete; and delay construction of #6 on page 305, "Storage Building" until a thorough review of needs and current space available has been completed. Savings from the building project could, hopefully help with this. Motion fails in a roll call vote, 2-7 with Aldermen Erickson, Hillstrom, S kyrms, Borchardt, Steiner, Lendrum, and Weber voting no.**

Police Chief Olson gave a brief presentation on the need for a storage building. This presentation is attached to the meeting minutes.

The goal is to have all the patrol vehicles parked inside the new garage facility. Benefits of the parking the squads in the garage are:

- The garage is close to the briefing room should officers need to respond to an emergency, the vehicles are close.
- In inclement weather, the squads are ready to go. There is no need to scrap or defrost squad windows during the cold season.

The storage shed will house the Caiman, training vehicle, evidence vehicle, new barriers (which there will be two trailers), and the SWAT vehicle. The shed will be on police property, close, accessible, dry, and under video surveillance, all of which provides protection of the city owned assets. With the building expansion, the ideal garage was removed. Chief Olson is grateful for the removal of the initial garage because it challenged the department to think harder and dig deeper for a viable, cheaper solution which is the storage building.

Chief Olson answered aldermen's questions by confirming that this not a new need or request, just a alternative storage option. The storage building will have heat in the winter, but no air conditioning. Ceiling fans will be used during the summer to keep the air circulating. A garage door opener is needed for the Caiman bay but are not necessary for the remaining. This is a relatively inexpensive option to protect very expensive city owned equipment. It would be irresponsible to not take care of these assets. The storage building is also a morale booster because officers want their vehicles in a garage for a quicker, easier response.

After several calls for additional amendments, none were heard.

Director Rasmussen gave an overview of the budget numbers after the amendments were voted on and prior to the final amended budget vote. The summary spreadsheet is attached to the minutes. Mayor Lang expressed her appreciation of time and effort put forward by the Council during the budget process.

Original motion restated with amendments: Motion by Steveson/Boyette to approve the budget as presented by the Mayor with clerical and other changes that were structurally made to the budget as amended. Amendments 1, 2, 3, 4, and 5 were approved, amendments 6 and 7 failed. Motion carries in a roll call vote, 9-0.

- B. Such Other 2024 Budget Matters as Legally Come Before the Council.

Alderman Stevenson thanked the Department Heads for their input, feedback, and response from a very astute Council that asks a lot of questions and asks a lot from staff for their work in the budget. Alderman Stevenson also commended Mayor Lang and Director Rasmussen on a very responsible budget, stated the city has a long-term viable financial future.

XVIII Adjournment

Motion by Boyette/Borchardt to adjourn, all voting aye. Meeting adjourned at 8:03 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk



M E M O R A N D U M

DATE: November 10, 2023
TO: Council President Borchardt and Members of the Council
FROM: Vicky Rasmussen, Director of Finance
RE: Proposed Amendments to 2024 Operating and Capital Improvements Budget

1. **Operating Budget:**

Additional wage increases on July 1 to all non-union employees which will increase wage and fringe expenditures throughout all departments and decrease funding sources shown below. (Alderman Stevenson)

a. Option 1:

Additional 1% increase over the 2% increase budgeted - July 1	
Funding Source	Amount
General Fund - ARPA funds	\$ 32,680
Library Fund Balance	7,500
Stormwater Utility Fund	1,580
Recycling Fund	1,440
Information Systems Fund Balance	2,480
Fleet Fund	2,270
Municipal Court Fund	290
Fire Non-Union - to be offset with increasing Investment Income	2,780
	\$ 51,020

b. Option 2:

Additional 2% increase over the 2% increase budgeted - July 1	
Funding Source	Amount
General Fund - ARPA funds	\$ 25,350
General Fund - Alliant Energy PILOT Fund	40,000
Library Fund Balance	15,000
Stormwater Utility Fund	3,150
Recycling Fund	2,880
Information Systems Fund Balance	4,960
Fleet Fund	4,550
Municipal Court Fund	570
Fire Non-Union - to be offset with increasing Investment Income	5,560
	\$ 102,020

2. **Operating Budget:**

Wage Scale Implementation Adjustments – Increase in Library and HR wage and fringe expenditures and decrease funding sources shown below. (Mayor Lang and Human Resources Director Fairchild):

Funding Source	Amount
General Fund - ARPA funds	\$ 840
Library Fund Balance	10,630
	\$ 11,470

3. **Capital Improvements Budget:**

Decrease capital borrowing for Public Infrastructure Fund and increase the Use of Reserves by \$145,000. See pages 264 – 269. The City received reimbursement from Winnebago County Spirit Fund for a street project that was borrowed for in 2023. (Mayor Lang and Director of Finance Rasmussen).

4. **Capital Improvements Budget:**

Decrease capital borrowing for Public Facilities Fund by \$250,000 and use the Library Trust Fund to pay for the replacement chiller. See pages 307. (Alderman S kyrms)

5. **Capital Improvements Budget:**

Decrease capital expenditure and capital borrowing in the Public Facilities Fund by \$10,000 for the Bergstrom-Mahler Museum. See Page 307. (Alderman S kyrms)

6. **Capital Improvements Budget:**

Decrease capital borrowing for Public Facilities Fund by \$170,000 and use the savings from the Police Building expansion project. This is #5 on page 305 *“Reconfigure current briefing room, exercise room, mat room, and other officer writing rooms to create better efficiency for department needs after the building expansion is complete”*. (Alderman Stevenson)

7. **Capital Improvements Budget:**

Delay construction of #6 on page 305 *“Storage Building”* until a thorough review of needs and current space available has been completed. Savings from the building project could, hopefully help with this. (Alderman Stevenson)



Police Department Expansion Project

Storage Facility

2111 Marathon Avenue

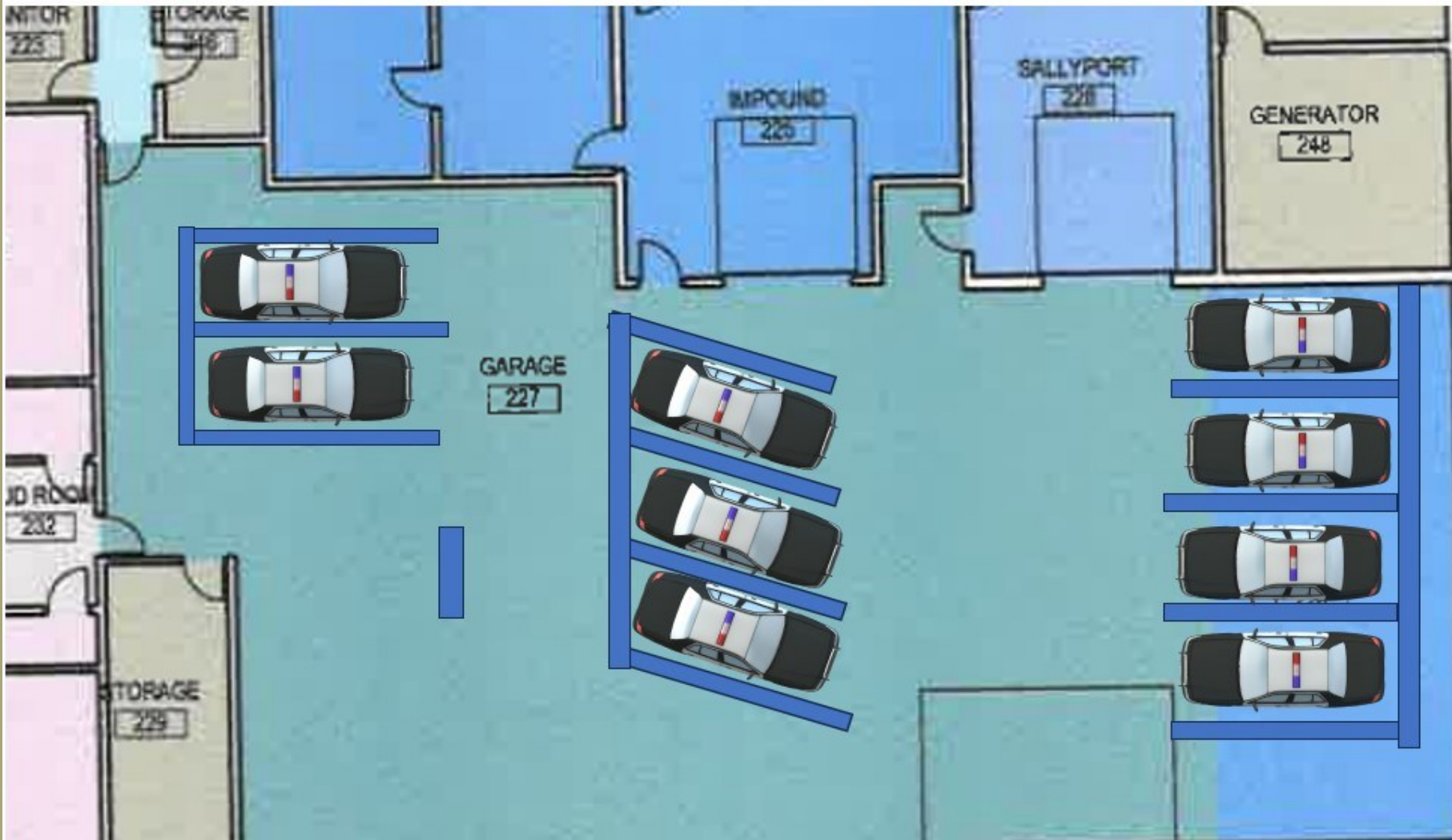




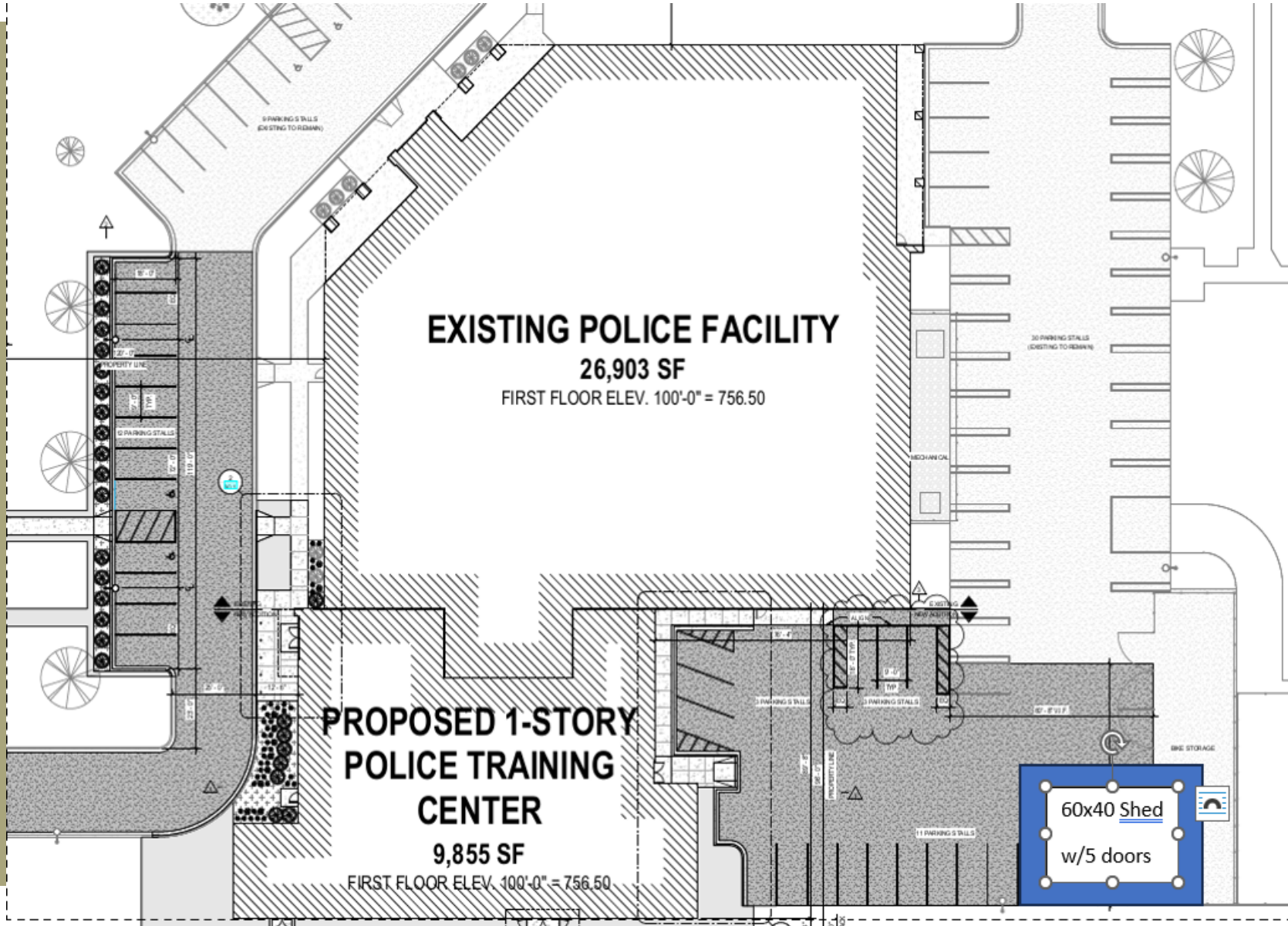
Current Construction Site Plan



Building Expansion Layout



Current
Garage
Layout



Projected Storage Building Footprint



Anticipated Storage Inventory



SWAT Caiman



SWAT Trailer



CSU Trailer



Training Trailer



Barrier Trailer (x2)



Archer Barriers
10-44





Current
View from
Rooftop
(11-13-2024)





www.gingerichstructures.com

-Proposal-

Aaron
Neenah,
920-886-6013

Wed Mar 29 2023

Re: Free Standing Building Proposal

Dear Aaron,

Thank you for your inquiry on a new project to be provided by Gingerich Structures
Below are listed the specifications on which the price is based:

Free Standing Building installed on your level site
40' width x 60' length x 16' inside height
Roof System: 4' o/c trusses Pitch: 4/12 Loading: 40-5-5 standard
Walls: 8' o/c TR laminated load-bearing columns with uplift protection
Walls: Sturdi Wall Brackets
Siding: 29 gauge steel (Undecided Color)
Trim Color (Undecided Color)
Siding: 200 lineal ft 3' Wainscoting (Undecided Color)
Roofing Type: 26 Gauge Painted Steel (Undecided Color)
Overhangs: 12" Boxed on 2-eaves & 2-gables (Undecided Color) soffit and fascia
Insulation/Underlayment: 3335 sqft of House Wrap on Sides
Insulation/Underlayment: 3335 sqft of R-19 Batt on Sides
Insulation/Underlayment: 2400 sqft of R-30 Blown-in on Ceiling
Insulation/Underlayment: 5735 sqft of 6 Mil Poly on Sides and Ceiling
Liner Panel: 5735 sqft of 29 gauge painted steel Liner Panel on Sidewall and ceiling
Concrete Floor: 1800 sqft of 6" concrete floor inside
Concrete Floor: 600 sqft of 12" concrete floor inside
Footing: 200 lineal ft of 12" X 42" Continuous Footing
2 - 14 X 14 White Ins. Steel-Backed R-18 (Undecided Color) Overhead Door(s) with Door Opener greater than 16' x 10'
1 - 3' X 6'8" Steel Flush Entry Door(s)
2 - Framed Opening(s) (14x14) for Garage Door - *Need Five or six doors*
Engineered plans
Delivery to Zone 5

The cost for this project is \$148,800.00.

This price is good for 5 days from the date of this letter.
Thank you and if I can be of any further assistance please feel free to call.

Joe Yoder
Gingerich Structures
Cell 920-889-0960

Additional available options *:
* - additional travel charges may apply to options

Questions?
Thank you



City of Neenah
2024 Executive Budget
Potential Corrections / Changes / Amendments
Effects on Tax Levy, Tax Rate, Borrowings and Expenditure Restraining Program (ERP)

OPERATING BUDGET

Item Description	Vote	Item Amount	Total Tax Levy	Actual Assessed	G. O. Capital	General Fund	Alliant Energy	Library Fund Balance	Other Fund Type	ARPA	ERP Over
				Tax Rate	Borrowing	Reserves Used	PILOT Fund	Reserves Used	Expenditures	Available	(Under)
Proposed by Executive Budget <i>Potential/Suggested Amendments</i>			\$ 20,441,801	\$ 6.5700	\$ 13,721,760	\$ 185,000	N/A	\$ 30,000	N/A	\$ 91,424	\$ (342,399)
1. Wage increase for non-union employees - additional 1% effective July 1, 2024	Yes	51,020						7,500	10,840	(32,680)	41,858
			20,441,801	6.5700	13,721,760	185,000	-	37,500	10,840	58,744	(300,541)
2. Wage scale implementation adjustments	Yes	11,470						10,630		(840)	9,790
			20,441,801	6.5700	13,721,760	185,000	-	48,130	10,840	57,904	(290,751)
3. Decrease capital borrowing for Public Infrastructure fund by \$145,000 due to Winnebago County Spirit Fund reimbursement	Yes	145,000			(145,000)						
			20,441,801	6.5700	13,576,760	185,000	-	48,130	10,840	57,904	(290,751)
4. Decrease capital borrowing for Capital Equipment by \$50,000 for public self check out machines at the library. Use Library Trust Fund in its place. Contingent upon Library Board approval.	Yes	50,000			(50,000)						
			20,441,801	6.5700	13,526,760	185,000	-	48,130	10,840	57,904	(290,751)
5. Decrease capital expenditure & borrowing in Public Facilities Fund by \$10,000 for the Bergstrom-Mahler Museum	Yes	10,000			(10,000)				(10,000)		
			20,441,801	6.5700	13,516,760	185,000	-	48,130	840	57,904	(290,751)
6. Decrease capital borrowing by \$170,000 for Police department's reconfigure of briefing room and use the unused funds from the building expansion project	No	170,000									
			20,441,801	6.5700	13,516,760	185,000	-	48,130	840	57,904	(290,751)
7. Delay construction of Police Storage Building in the amount of \$150,000 which was planned to be funded with the unused funds from the police building expansion	No	150,000									
			20,441,801	6.5700	13,516,760	185,000	-	48,130	840	57,904	(290,751)
Totals (w/Final Assessed Value)		\$ 587,490	\$ 20,441,801	\$ 6.5700	\$ 13,516,760	\$ 185,000	\$ -	\$ 48,130	\$ 840	\$ 57,904	\$ (290,751)
		\$ -	\$ -	\$ -	\$ (205,000)	\$ -	\$ -	\$ 18,130	\$ 840	\$ (33,520)	\$ 51,648

\$ 50,810