

Common Council Minutes
Wednesday, November 6, 2024 at 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 6, 2024, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Aldermen Erickson, Hillstrom, Lendrum, Weber, Pollnow, Steiner (appeared by phone), Ellis, and Council President Borchardt. Alderman Boyette was excused. 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: Director of Human Resources Fairchild, Fire Chief Teesch, Director of Information Technology Schroeder, Police Chief Olson, Police Captain Van Sambeek, Assistant Police Chief Bernice, and those noted on the attached Meeting Sign-In Sheets.

Mayor Lang called the meeting to order at 7:00 p.m.

- I. The City Clerk called a voice roll call as the Mayor/Aldermen recorded their attendance in the RollCall-Pro System followed by the Pledge of Allegiance led by Alderman Pollnow.

- 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 October 16, 2024 regular session. **(UC)**
 - B. Approve the Committee of Whole Minutes of October 29, 2024. **(UC)**
With one correction, there were no objections, the Minutes and Proceedings were ordered approved.

- IV. Public Hearings
 - A. Consideration of Special Use Permit – 700 Main Street – Convenience Store Class “A” Fermented Malt Retail License.
Mayor Lang opened the public hearing at 7:03 PM. After several calls for comments, there were no appearances. Mayor Lang closed the public hearing at 7:04 PM.
 - B. Consideration of Special Use Permit – 1013 Main Street – Convenience Store Class “A” Fermented Malt Retail License.
Mayor Lang opened the public hearing at 7:04 PM. After several calls for comments, there were no appearances. Mayor Lang closed the public hearing at 7:05 PM
 - C. Consideration of Special Use Permit – 1305 S. Commercial Street – Convenience Store Class “A” Fermented Malt Retail License.
Mayor Lang opened the public hearing at 7:05 PM. After several calls for comments, there were no appearances. Mayor Lang closed the public hearing at 7:06 PM

- V. Plan Commission report pertaining to the Public Hearings

- A. Plan Commission meeting of October 29, 2024: (Ald. Steiner) ([Minutes can be found on the City web site](#))
1. Commission recommends Council approve a Special Use Permit for the issuance of a Class “A” Fermented Malt Retail license for property located at 700 Main Street subject to the conditions of the Special Use Approval Letter and license approval. **(RollCall-Pro)**
MSCRP Ellis/Pollnow to approve as recommended by the Plan Commission, all voting aye.
 2. Commission recommends Council approve a Special Use Permit for the issuance of a Class “A” Fermented Malt Retail license for property located at 1013 Main Street subject to the conditions of the Special Use Approval Letter and license approval. **(RollCall-Pro)**
MSCRP Weber/Ellis to approve as recommended by the Plan Commission, all voting aye.
 3. Commission recommends Council approve a Special Use Permit for the issuance of a Class “A” Fermented Malt Retail license for property located at 1305 S. Commercial Street subject to the conditions of the Special Use Approval Letter and license approval. **(RollCall-Pro)**
MSCRP Borchardt/Weber to approve as recommended by the Plan Commission, all voting aye.

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 7:08 PM. After several calls for comments, there were no appearances. Mayor Lang closed the public hearing at 7:09 PM

VII. Mayor/Council consideration of public forum issues

- A. None.

VIII. Consent Agenda

- A. None.

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of October 29, 2024: (Chairman Lendrum/Vice Chair Hillstrom) ([Minutes can be found on the City web site](#))
1. Committee recommends Council approve the City of Neenah Police Department to enter into a five-year contract with Axon Enterprises for 10 Axon Fleet 3, in-car camera system and approve the 2025 payment in the amount of \$26,227.83. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve as recommended by the Public Services and Safety Committee, all voting aye.
 2. Committee recommends Council approve the Original the Class “A” Fermented Malt Retail License Convenience Store Application to Krist Oil

Company, Krist Food Mart #56, 1305 S. Commercial Street, Neenah WI, David Stark, Agent. **(RollCall-Pro)**

MSCRP Lendrum/Weber to approve as recommended by the Public Services and Safety Committee, all voting aye.

3. Committee recommends Council approve the Original Class "A" Fermented Malt Retail License Convenience Store Application to Deep Petroleum Inc, Neenah Mobil, 700 Main Street, Neenah WI, Jaswinder Singh, Agent. **(RollCall-Pro)**

MSCRP Lendrum/Pollnow to approve as recommended by the Public Services and Safety Committee, all voting aye.

4. Committee recommends Council approve the Original the Class "A" Fermented Malt Retail License Convenience Store Application to Gauri Ganesh, LLC, Main Street Amoco, 1013 Main Street, Nee, Nirva Patel, Agent. **(RollCall-Pro)**

MSCRP Lendrum/Pollnow to approve as recommended by the Public Services and Safety Committee, all voting aye.

5. Committee recommends Council institute a "NO PARKING ANYTIME" regulation on the east side of South Commercial Street between Tyler Street and Division Street and on the west side of South Commercial Street between Division Street and King Street, which shall go in effect September 1, 2025. **(RollCall-Pro)**

MSCRP Lendrum/Hillstrom to approve as recommended by the Public Services and Safety Committee, all voting aye.

6. Committee recommends Council approve Ordinance 2024-22 revising the Municipal Code to modify the on-street overnight parking regulations and the penalty for parking during snow emergency proclamations. **(RollCall-Pro)**

MSCRP Lendrum/Pollnow to approve as recommended by the Public Services and Safety Committee, all voting aye.

7. Committee recommends Council approve Ordinance 2024-23 repealing and replacing Section 16-36(a)(1) of the City of Neenah Municipal Code. **(RollCall-Pro)**

MSCRP Lendrum/Weber to approve as recommended by the Public Services and Safety Committee. Motion carries in a roll call vote 7-1 with Pollnow dissenting.

Alderman Pollnow voted against this in committee because of the accumulative were a lot to process. Just because an employee is leaving the city does not warrant changes to the code.

Alderman Lendrum voted in favor of Ordinance 2024-23 as it is a housekeeping item that requires subject matter expertise and would fall onto other staff if not handled prior to our traffic engineers departure.

- B. Regular Finance and Personnel Committee meeting of October 28, 2024: (Chairman Erickson/Vice Chair Boyette) [\(Minutes can be found on the City web site\)](#)

1. Committee recommends Council approve the purchase equipment and services to upgrade network switches and wireless access points at a cost not to exceed \$135,906.00 with funding coming from the budgeted Information Systems capital equipment projects for switch upgrades wireless upgrades. **(RollCall-Pro)**
MSRP Erickson/Pollnow to approve as recommended by the Finance and Personnel Committee, all voting aye.
- C. NMFR Joint Finance & Personnel Committee meeting of October 15, 2024: (Chairman Boyette) ([Minutes can be found on the City web site](#)) and Committee of the Whole Meeting of October 29, 2024 (Council President Borchardt) ([Minutes can be found on the City web site](#)):
1. Both the NMFR Joint Finance & Personnel Committee and the Committee of the Whole recommend Council the City of Neenah and City of Menasha Common Councils approve the offer to the intended candidate for the position of Assistant Chief/Fire Marshal a salary above the midpoint at a starting rate of \$89,739.00. **(RollCall-Pro)**
MSCR P Borchardt/Ellis to approve as recommended by both NMFR Joint Finance & Personnel Committee and the Committee of the Whole. Motion failed in a roll call vote, 0-8.

There was much discussion on the concern of payroll deviation within the pay structure. The concern is that a deviation can become contagious. There was a considerable amount of effort put into making sure our pay grade and structure is consistent and equitable for all employees.

Staff advised there are policies and procedures in place to allow employees to move within the grade based on prior education and experience. However, bringing an employee on above midpoint is a new practice which is why it came before the committee. The pay grade where an employee is initially placed is based on the position's complexity and responsibilities. The step within the pay grade is based on the employee's education, experience, and certifications.

Aldermanic concern is that all the employees should be evaluated for step increases at the same time across the board to not single out one department at a time. Policy is to review pay scales every two-five years, and to review this one now would be outside of the policy and would set a precedent for future pay adjustments for other employees.

There is an algorithm which allows staff to evaluate based on education, experience, and certification up to midpoint. If negotiations go above midpoint, policy dictates the pay is approved by the Council. This is the first time that staff have brought someone before the Council with a request to go above midpoint.

2. Both the NMFR Joint Finance & Personnel Committee and the Committee of the Whole recommend the City of Neenah and City of Menasha Common Councils provide an add rate to the assistant chief positions equivalent to a 3% differential between the highest paid assistant chief and the shift commander. **(RollCall-Pro)**

MSCRPNMFR Joint Finance & Personnel Committee and the Committee of the Whole recommend Council. Motion failed in a roll call vote, 0-8.

These items are linked but are separate items. Please see the discussion in item 1.

The council's concern is with morale, and how approval of this item would be perceived by city employees and how it would affect the overall employee morale. Also mentioned was that this item should be addressed within the budget, not a separate item. Anytime there is a vacancy is a good time to reevaluate department efficiencies and staffing.

- X. Reports of special committees and liaisons and various special projects committees
 - A. Board of Public Works meeting of October 17 2024: (Vice Chair Hillstrom) ([Minutes can be found on the City web site](#))
 1. Information Only Items:
 - a. The Board approved Change Order No.1, Contract 9-24, Epoxy Pavement Markings, to Century Traffic, LLC, for additional pavement markings, in the amount of \$16,232.75.
 - b. The Board approved Pay Request No.7, Contract 1-24, Sanitary & Storm Sewer and Laterals, Water Main and Street Construction, on Belmont Avenue, Belmont Court, Cedar Street, and Stevens Street, to David Tenor Corporation, in the amount of \$767,791.57.
 - c. The Board approved Pay Request No.6, Contract 2-24, Sanitary & Storm Sewer and Laterals, Water Main and Street Construction, on E. Doty Avenue, to Kruczek Construction in the amount of \$289,568.25.
 - d. The Board approved Pay Request No.67, Contract 3-24, Sanitary & Storm Sewer and Laterals, Water Main and Street Construction, on Bayview Road, Quarry Lane, and Reed Street, to Donald Hietpas & Sons, Inc., in the amount of \$362,257.60.
 - e. The Board approved Pay Request No.4, Contract 5-24, Sanitary & Storm Sewer and Laterals, Water Main and Street Construction, on North Street, to David Tenor Corporation, in the amount of \$147,718.2
 - f. The Board approved Pay Request No.4, Contract 7-24, Concrete Pavement and Sidewalk Repairs, to Jim Fischer, Inc., in the amount of \$76,452.57.
 - g. The Board approved Pay Request No. 1, Contract 2-24W Booster Station Contract B - Process, Mechanical, Electrical and Plumbing

Construction, to Sabel Mechanical LLC., in the amount of \$184,801.88.

- h. The Board approved Change Order No. 2, Contract 1-24W, Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, to Rohde Brothers Inc., in the amount of \$16,684.00.

2. Council Action Items:

- a. The Board recommends Council approve Final Pay Request, Contract 9-24, Epoxy Pavement Markings, to Century Traffic, LLC, in the amount of \$111,979.95. **(RollCall-Pro)**

MSCRP Hillstrom/Lendrum to approve as recommended by the Board, all voting aye.

B. Board of Public Works meeting of November 4, 2024: (Vice Chair Hillstrom) ([Minutes can be found on the City web site](#))

1. Information Only Items:

- a. The Board approved Change Order No.1, Contract 10-24, Re-Roof Traffic Shop Area, to H.I.S., Waterproofing, Roofing, and Sheet Metal, Hartford, WI, for installation of tapered wedge board, in the amount of \$2,693.90.

2. Council Action Items:

- a. The Board recommends Council approve Final Pay Request, Contract 10-24, Re-Roof Traffic Shop Area, to H.I.S., Waterproofing, Roofing, and Sheet Metal, Hartford, WI in the amount of \$43,127.90.

(RollCall-Pro)

MSCRP Hillstrom/Lendrum to approve as recommended by the Board, all voting aye.

- b. The Board recommends Council award Contract 11-24, Douglas Park Storm Water Pond, to Calvin & Goss, LLC, Appleton WI, in the amount of \$519,738.16 **(RollCall-Pro)**

MSCRP Hillstrom/Borchardt to approve as recommended by the Board, all voting aye.

There were nine bidders on the project. The low bid by Calvin & Goss was about \$150,000 less than the engineer's estimate. The time of the bid, the work, and timing of the work helped considerably in getting a lower bid. There are no pumps in Douglas Pond.

C. Community Development Authority

- a. Meeting cancelled, no report.

D. Sustainable Neenah Committee

1. Report from the Sustainable Neenah Committee Meeting of October 23, 2024 – Alderman Lendrum

- a. Several rain barrels are available. Reach out to Alderman Lendrum if interested. You must purchase a spicket.

E. Bergstrom Mahler Museum

1. Report from the Bergstrom Mahler Museum – Alderman Borchardt
No report.
- F. Parks & Recreation Commission
 1. Report from the Park Commission Meeting of October 17, 2024 – Alderman Weber
 - a. Discussion on the new Memorial Monument at the cemetery. A Taskforce was established to work on a QR code for information relating to the monument. Alderman Weber thanked citizen Frank Cooper who lead the taskforce.
 - b. Cook Park play equipment was approved.
 - c. Wisconsin DNR Knowles-Nelson Stewardship Program was discussed. Doty Park Shoreline grant was awarded through the Knowles-Nelson Stewardship Program
- XI. Presentation of petitions
 - A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
 1. None.
- XII. Council Directives
 - A. None.
- XIII. Unfinished Business
 - A. There was discussion regarding the informational items under the Board of Public Works.
- XIV. New Business
 - A. Any announcements/questions that may legally come before the Council.
 - B. Council Recognition of Clerk Nagel and the Poll Workers for their work with the November 5, 2024 General Election.
- XV. Adjournment
Motion by Pollnow/Lendrum to adjourn. Motion carried in a voice vote 8-0. Meeting adjourned at 7:57 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk