

Common Council Minutes
Wednesday, August 21, 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., August 21, 2024, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Aldermen Boyette, Erickson, Hillstrom, Ellis, Pollnow, Lendrum, and Council President Borchardt. Alderman Weber and Steiner were 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, Police Chief Olson, Assistant Police Chief Bernice, and those noted on the attached Meeting Sign-In Sheets.

Mayor Lang called the meeting to order at 7:01 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 Erickson.
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. None.
- III. Approval of Council Proceedings
 - A. Committee of the Whole Minutes of August 7, 2024.
 - B. Approval of the Council Minutes and Proceedings of August 7, 2024 regular session.
(UC)
Seeing no objections, the Minutes and Proceedings were ordered approved.
- 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.
 1. Don Bickham, 113 N. John Street – Informed the Council of the train whistle blowing excessively in the early morning hours. He is wondering if there is anything that can be done to minimize the need for the whistle or the length that the train whistle is blowing.

Mr. Bickham also finds maneuvering the sidewalks with the Neenah Foundry bumpy steel plates is difficult at best for those using walkers or wheelchairs. Mr. Bickham understands the importance of the steel plates but is wondering if they have to be bumpy.
 2. Deb Langacker, 631 Winnebago Heights – Is the Treasurer of the Fox Cities Housing Coalition. The Coalition conducted the annual Housing and Urban Development mandated Point in Time Summer Survey to get

a count of how many people are living in places not meant for human habitation. Since this count has doubled since last year's count, Ms. Langacker wanted to advocate for more workforce housing. The homeless is one issue with a lot of problems, but workers, who make a decent amount of money, are still living at home with their parents because they cannot afford housing. Ms. Langacker encourages the Council to do something to help our hard-working residents find affordable housing.

- V. Mayor/Council consideration of public forum issues
 - A. Alderman Pollnow asked Director Haese the status of the housing study. Director Haese advised the kick-off meeting is in the next week or two. Plans on how to proceed will be discussed at that meeting. Alderman Pollnow would like to be part of that committee.
 - B. Mayor Lang appreciates Mr. Bickham informing the Council of the train whistle. Mayor Lang has contacted the railroad in the past and will reach out again. However, whether or not the railroad will comply is out of the city's hands.
- VI. Consent Agenda
 - A. Approve Temporary Extension of Licensed premise for Grainworks Old + New for Allocated Bourbon Day to be held September 7, 2024, from 10am-4pm at 200 Main Street. **(PSSC)**
 - B. Approve Temporary Extension of Licensed premise for Lion's Tail Brewing for Oktoberfest 2024 to be held September 20th 3-10:30pm, September 21st 12-10:30pm, and September 22nd 9am-3pm at 116 S. Commercial Street. **(PSSC)**
 - C. Approve Temporary Extension of Licensed premise for Fire-Lite, Inc. for Saving Paws Fundraiser to be held September 14, 2024, from 11am-10pm at 1171 Gillingham Road. **(PSSC)**
 - D. **(UC)**
Seeing no objections, the Consent Agenda was ordered approved.
- VII. Reports of standing committees
 - A. Special Public Services and Safety Committee meeting of August 21, 2024: (Chairman Lendrum/Vice Chair Hillstrom)
 - 1. Items acted on under the Consent Agenda.
 - B. Regular Public Services and Safety Committee meeting of August 13, 2024: (Chairman Lendrum/Vice Chair Hillstrom) (Minutes can be found on the City web site)
 - 1. Meeting cancelled, no report.
 - C. Regular Finance and Personnel Committee meeting of August 12, 2024: (Chairman Erickson/Vice Chair Boyette) (Minutes can be found on the City web site)
 - 1. Meeting cancelled, no report.
- VIII. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of August 13, 2024: (Council Rep Steiner) (Minutes can be found on the City web site)

1. Meeting cancelled, no report
- B. Board of Public Works meeting of August 15, 2024: (Vice Chair Hillstrom) (Minutes can be found on the City web site)
 1. Information Only Items:
 - a) The Board approved Change Order No. 3, Contract 3-24, Utility and Street Construction, Bayview Road, Quarry Lane, and Reed Street, for 2" Mat Overlay in Freedom Meadows Subdivision, in the amount of \$77,511.44.
 - b) The Board approved Pay Request No.5, Contract 1-24, Sanitary and Storm Sewer, Water Main, and Street Construction, on Belmont Avenue, Belmont Court, Cedar Street, and Stevens Street, to David Tenor Corporation, in the amount of \$223,674.68.
 - c) The Board approved Pay Request No.4, Contract 2-24, Sanitary and Storm Sewer, Water Main and Street Construction, on E. Doty Avenue, to Kruczek Construction, in the amount of \$275,497.98.
 - d) The Board approved Pay Request No.1, Contract 5-24, Sanitary and Storm Sewer, Water Main, and Street Construction, on North Street, to David Tenor Corporation, in the amount of \$112,275.27.
 - e) The Board approved Pay Request No.2, Contract 5-24, Sanitary and Storm Sewer, Water Main and Street Construction, on North Street, to David Tenor Corporation, in the amount of \$138,351.35.
 - f) The Board approved Pay Request No.2, Contract 7-24, Concrete Pavement, Sidewalk Repair and New Sidewalk, to Jim Fischer, Inc., in the amount of \$84,272.22.
 - g) The Board recommended the Water Works Commission Award Contract 3- 24W Removal and Disposal of Lime Sludge to Kartechner Brothers, LLC of Waupun, WI in the amount of \$396,164.50.
 - h) The Board approved Pay Request No. 7, Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC., in the amount of \$25,484.95

Alderman Pollnow thanked Alderman Hillstrom for reading out the Board of Public Works informational items. He does an excellent job and never gets credit for it.

Council President Borchardt is wondering if the Board of Public Works report could be a Consent Agenda item. Would like some research on why the Board of Public Works is different than the Consent Agenda for efficiency purposes. Council President Borchardt believes this is a mayoral discretion item at the time of agenda preparations, and this item would not need a council motion to make this change.

Alderman Ellis concurs with Council President Borchardt. Previous Councils only had action items requiring a council vote on the agenda.

Mayor Lang will take that under consideration for future agendas.

- C. Reports on neighborhood groups.
 - 1. Report from the Business Improvement District Board (BID Board) August 20, 2024 Meeting – Alderman Ellis
 - a) Preparing to start next year's budget process.
 - b) Still looking at lighting and landscaping design for Wisconsin Avenue as well as for the lot behind Westgor Funeral Home.
 - c) Retention and creation of new businesses downtown is going well.
 - d) Many fall events are coming up, go to Future Neenah Inc. website for information.
- D. Library Board
 - 1. Report from the Library Board August 21, 2024 Meeting – Alderman Erickson
 - a) Programming is up 63%, the customer count is up 27%, and circulation is up 15% from this time last year. The last youth program is tomorrow night.
 - b) There is a DIY school supply program whereby crafts are made from school supplies.
 - c) The Repair Café was a highly successful event. There were 110 people lined up at the door. Alderman Erickson read the report from the Library Board packet. This is a quarterly event, with the next planned Repair Café to be held in November.
- E. Neenah Arts Council
 - 1. Report from the Neenah Arts Council August 14, 2024 – Alderman Erickson
 - a) Visited Potter and Clay at 833 E. Cecil Street. They offer pottery classes, a garden in the back, and there is a store located there as well.
 - b) The next meeting will be held at the YMCA where the council will tour the Arts and Humanities Department.
 - c) There is a Pop-Up Art Show called Chasing Stars and Faces in Art, hosted by Future Neenah, Inc. on September 17th from 6-8 PM.
- F. Landmarks Commission
 - 1. Report from the Landmarks Commission August 14, 2024 – Alderman Weber
 - a) Alderman Weber is excused, therefore, no report.

Council President Borchardt spoke on another efficiency he would like to see implemented by asking that committee reports be emailed ahead of time to the Clerk for meeting minutes. It is not a requirement, but rather an efficiency effort. It is understood that this may not be possible for some committees, but those that can, would be helpful.

- IX. Presentation of petitions
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.
 - 1. No petitions were received.

- X. Council Directives
 - A. CD2024-04, review the grant policy and process. (Alderman Boyette)
 - 1. Director Rasmussen gave a presentation on Policy 2015-1, Grant Administration. This presentation is attached to the record copy of the minutes. Director Rasmussen also distributed a handout, which is also attached to the record copy of the minutes.

Mayor Lang addressed the Communications Specialist position, how it fits in with the grant writing process, and how staff is utilizing the position in that regard. A project must be brought forth by a department head. Once a project is identified and a grant is available, the Communication Specialist assists with the grant writing process. The Communication Specialist does not seek out a grant then find a project to fit within the grant requirements. The main responsibilities of the Communication Special are marketing and communications, as well as being the point person for the culture initiative.

As pointed out in Director Rasmussen's presentation, the current Grant Policy is outdated, and staff will be working on a rewrite of said policy. Mayor Lang agrees that it is time to rewrite the Grant Policy because written, seems hard to understand by both staff and council. Mayor Lang also thanked Director Rasmussen for her work on the presentation during a busy budget time.

Alderman Boyette also thanked Director Rasmussen for her time and work on the presentation.

Alderman Erickson found a new service offered by the League of Wisconsin Municipalities. Located on their website is a new Grant Finder application used to locate grants. Alderman Erickson is not a fan of the "Pet of the Week" on the outside display board. She would rather display events or activities happening in the community rather than having a "Pet of the Week".

- XI. Unfinished Business
 - A. Alderman Pollnow asked for a status update on Council Directive 2024-03 Alcohol Sales in Convenience Stores. The ordinance is set to go to Public Services and Safety next week.
 - B. Alderman Boyette would like to know where the policies are kept and if council has access to them. Mayor Lang thanked Alderman Boyette for her patience as she looks into that question.
- XII. New Business
 - A. Arrowhead Park Development Status Report. (Alderman Hillstrom)

The Arrowhead Park Committee met to hear in-person presentations last week. The selection process is on-going.

- B. Alderman Pollnow asked about the Arrowhead Taskforce, when it meets and how can he attend. Mayor Lang replied the Arrowhead Taskforce was charged with creating the conceptual plan, which has been completed, therefore, the Taskforce no longer meets. The group meeting to review the RFPs is an internal group. RFPs are typically reviewed internally within a department.
- C. Council President Borchardt advised that he and Alderman Pollnow have embarked on their statewide City Council Meetings to identify how other municipalities run their meetings. Most municipal meetings start at 6:00 PM. Council President Borchardt would like the Council to consider starting its meeting at 6:00 PM. This is due to staff who have been working all day and for those who come from outside the city.
 - 1. Alderman Erickson advised of a potential for a conflict with the Library Board Meeting that starts at 4 PM on the second Council Meeting of the month. She also pointed out that 6:00 PM start would not allow for special meetings prior the Council Meeting.
 - 2. Alderman Boyette echoed Alderman Erickson's comment of not allowing special meetings prior to Council Meetings.
 - 3. Alderman Pollnow supports a 6:00 PM start because the County Board starts at 6:00 PM and so does the City of Menasha. Times were adjusted at the Organizational Meeting for the Committee Meetings and thus supports an earlier start. Alderman Pollnow also believes that the less special meetings the better.
 - 4. Alderman Ellis believes some think time on this is a good idea. Both Aldermen Erickson and Boyette brought up good points. If we look at 6 or 6:30 PM for an adjusted time, there are a lot of little nuances that should be looked at and considered perhaps by the Committee on Rules.
 - 5. Alderman Lendrum does not believe it should go to the Committee on Rules because there are only three people on the committee. A survey should be done to see how it fits into everyone's schedule.
- D. Mayor Lang advised that she attended the Fox Cities Chamber of Commerce Annual Board Retreat. Mayor Lang presented the Chamber with a proclamation of congratulations for their best Chamber of Commerce National Award. This was a magnificent achievement for them.

XIII. Adjournment

Motion by Pollnow/Borchardt to adjourn. Motion carried in a voice vote 7-0. Meeting adjourned at 7:56 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk