

Common Council Minutes
Wednesday, May 1, 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., May 1, 2024, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Council President Borchardt, Aldermen Boyette, Hillstrom, Lendrum, Erickson, Ellis, Steiner, and Pollnow. Alderman Weber was excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Attorney Struve (City of Menasha sitting in), and City Clerk Nagel.

Also Present: Water Utility Director Mach, Deputy Director Community Development Schmidt, Director of Parks & Recreation Kading, Library Director Hardina-Willhelm, Fire Chief Teesch, Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Director of Human Resources Fairchild, Recreation Supervisor Schott, and Information System Director Wenninger.

Mayor Lang called the meeting to order at 7:04 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 Council President Borchardt.

Motion/Second by Boyette/Erickson to move the Proclamations to the next item on them agenda. Motion carried in a voice vote, 8-0.

PROCLAMATIONS:

- Professional Municipal Clerks Week, May 5th through May 11th, 2024.
- Letter Carriers' Food Drive Day, May 11th, 2024.
- Menasha Corporation 175th Anniversary Day, May 24th, 2024.
- Poppy Days, May 23rd through May 24th, 2024.

Mayor Lang read the proclamations aloud and handed the out to those in attendance.

PRESENTATION OF EMPLOYEE RECOGNITION AWARDS:

Mayor Lang and Police Chief Olson (Standing in for Director Fairchild who had laryngitis) presented the employee recognition awards for 25 Years of Service, 30 Years of Service, and Exemplary Performance Awards.

RECOGNITION OF RETIREMENTS:

- IS Director Wenninger, 39 years of service with the Information Systems Department. Mayor Lang recognized IS Director Wenninger for this 39 years of service to the city.

- II. Introduction and Confirmation of Mayor's Appointment(s).

- A. Appoint Kristen Sandvick to the Sustainable Neenah Committee for a three-year term ending April 2027. **(UC)**
- B. Reappoint Mark Keating to the Neenah-Menasha Joint Fire Commission for a three-year term ending May 2027

- C. Swearing in
Seeing no objections, the Mayor's appointment were ordered approved under unanimous consent.

Clerk Nagel swore in Kristen Sandvick to the Sustainable Neenah Committee.

III. Approval of Council Proceedings

- A. Approval of the Council Minutes and Proceedings of April 16, 2024 Organizational and Regular session. **(UC)**
Seeing no objections, the Council Minutes and Proceedings of April 16, 2024 were ordered approved under unanimous consent.

IV. Public Hearings

- A. Consider Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road.

Mayor Lang opened the Public Hearing at 7:56 p.m.

After three calls for comments, there were no additional appearances. Mayor Lang closed the Public Hearing at 7:57 p.m.

V. Plan Commission report pertaining to the Public Hearings:

- A. Plan Commission meeting of April 23, 2024: (Ald. Steiner) (Minutes can be found on the City website)
 - 1. Commission recommends Council approve Ordinance No. 2024-05 placing a permanent zoning designation of I-1, Planned Business Center District for the property located at 1730 Dixie Road. **(RollCall-Pro)**
MSCRP Steiner/Borchardt to approve Ordinance No. 2024-05 as recommended by Committee, 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 7:58 p.m.

Raymond Janhke, 203 Joseph Ct. Apt. 2 – Is concerned with the removal of the guardrails near Jewelers Park Drive and Green Bay Road. Would like to have guardrails installed by the larger ponds for vehicle safety reasons.

After three calls for comments there were no additional appearances. Mayor Lang closed the Public Forum was closed at 8:00 p.m.

VII. Mayor/Council consideration of public forum issues

- A. Director Kaiser addressed the guardrails. Construction started on Jeweler's Park Drive, which the first step was taking down the guardrails. Once the road is reconstructed the guardrails will be reinstalled.

VIII. Public Input Session 2024-2028 Capital Improvement Program

- A. Discussion and consideration of public input and other matters relating to the 2024-2028 Capital Improvement Program including potential amendments.

Mayor Lang opened the public input session on the 2024-2028 Capital Improvement Program at 8:01 p.m. After several calls for input, there were no appearances. Mayor Lang closed the public input session at 8:02 p.m.

IX. Committee of the Whole Report pertaining to the public input session.

- A. Committee of the Whole meeting of April 29, 2024 (Council President Borchardt) (Minutes can be found on the City website)

1. The Committee made no recommendations to Council regarding the 2024-2028 Capital Improvements Program with potential amendments as discussed.

- a. Move Doty Seawall Design and Surveying from 2025 to 2024, \$50,000
MSCR P Lendrum/Borchardt to approve the amendment as proposed, all voting aye.

Director Kading advised that due to safety concerns of the current seawall, the plan is to have the design and surveying work completed so that in 2025 the project is shovel ready.

- b. Add Parking Study – TID #10 (Use Arrowhead Fiber Carry Forwards) \$50,000.

MSC Pollnow/Boyette to approve the amendment as proposed. The motion failed in a roll call vote, 3-5. Voting aye are Boyette, Pollnow, and Steiner. Nays are Erickson, Hillstrom, Ellis, Borchardt, and Lendrum. Weber was excused.

Director Haese advised that downtown Neenah is still adjusting to the worldwide pandemic including the downtown parking system. The downtown parking system is not stable at this time, and until it stabilizes, the results of a study will not be accurate. The parking environment question is when is the right time to build a ramp. Now is not the time to redo the downtown parking study to provide sufficient justification for a parking ramp. The amendment identifies carryforwards for Arrowhead Park fiber optics insulation. With the new design concept plan being presented to the Parks Commission and Council in two weeks, it is conceivable that Arrowhead fiber installation could happen as early as next year. Director Haese would not recommend approval of this amendment at this time.

Alderman Pollnow identified the Arrowhead fiber carryforward because the funding source is ARPA dollars. Alderman Pollnow would like to have a 30-60 second explanation of the parking ramp to give constituents which he believes a new parking study will give him. This will allow the

council members to contribute to the study and to identify specific parking needs that are required.

Alderman Ellis questions the timing of a parking study. The parking study should be one of the last elements of the overall project because it identifies wants vs. needs, location, and potential fundings sources. With the discussions of Arrowhead Park development starting quickly, the timeliness of a parking study is premature at this point. Once the Council knows how Arrowhead Park is going to develop, then is time for a parking study.

Alderman Steiner understands there are many unknowns, and that the CIP is a planning document, but, it is also a very expensive planning document. He would not want to move forward with a parking ramp until there is a study done. Alderman Steiner also does not want to lose track of the parking ramp either. Just because the study is in the CIP does not mean it will take place January 1, 2025. Alderman Steiner is in favor of doing the study but remains flexible with the timing of it.

Alderman Boyette is in favor of the study because the history of Arrowhead Park is more than forty years. Alderman Boyette believes most of the businesses have their employees back now from the pandemic and believes that now is the time to put the study in the CIP to Alderman Steiner's comments as a place holder.

Alderman Hillstrom believes this is not the right time to go ahead with a parking study as there are too many businesses downtown that employees have not come back yet. We know that they want to add employees. The city has parking commitments to the downtown businesses that we know we cannot meet. This is not the time to do the study, perhaps in a year or two. Alderman Hillstrom does not want to borrow for money that we already for fiber installation in Arrowhead Park.

Alderman Lendrum will be voting in favor of Director Haese because he has a history of bringing needs forward to the Council when the time is right. Alderman Lendrum has had conversations with downtown employers who have indicated they are still in flux with brining employee back from the pandemic. The study is premature and possibility a waste of money.

Director Haese confirmed that not all employees, at least for the two largest downtown employers, are not back from the pandemic.

- c. Add Real Estate Marketing – (Use Redevelopment Fund Carry Forwards) \$35,000.

Motion by Pollnow, seconded by Boyette to approve. Motion fails in a roll call vote 1-7. Ayes were Alderman Pollnow, Nays were Aldermen Boyette, Erickson, Hillstrom, Ellis, Borchart, Steiner, and Lendrum.

Director Haese is unclear of the exact intention of this amendment because Neenah continues to be marketed very successfully and comprehensively. The following entities market Neenah's available industrial sites: the Wisconsin Economic Development Corporation, the New North who represents northeast Wisconsin, the Fox Cities Regional Partnership, and the Fox Cities Chambers. On average Neenah receives two to three requests for information from site selectors each month from these resources. The Community Development Department maintains a webpage specifically for economic development. There are also direct marketing efforts with articles in various national magazines. With the addition of Edgewater Door, RGL, and preliminary discussion for the Loren's Salvage Site, there is not any industrial sites left. The focus needs to be on creating more available industrial sites, not marketing.

Director Haese clarified the redevelopment fund was created several years ago with the intent to aid projects that are outside TIF Districts. There have been situations on S. Commercial Street opportunities were presented and funds have not been available. The goal is to build that fund up to \$200,000 so the city can capitalize when those investments arise.

Alderman Pollnow sees empty lots around the city and believes that a national based independent marketing company would be another powerful tool to get more eyes on Neenah because these empty lots haven't gotten any traction.

Aldermen Ellis understands the concept but believes branding, not marketing, is necessary, especially as it relates to social media. Neenah has done branding of sorts, but we should look at branding the entire city, not just the real estate.

Alderman Lendrum asked about the long-range Comprehensive Plan if that was considered a marketing tool. Director Haese advised that the Comprehensive Plan, the Downtown Plan, the S. Commercial Development Plan are all marketing tools used to attract development to Neenah. All departments have an impact on attracting talent, business, and industry to the area. The current work from home environment shifted to where employees choose quality of life because the job can go where they go. Therefore, employees look at quality of life rather than job opportunities when choosing a place to call home.

- d. Police Department amendments, all for items taken in one motion.
Motion by Lendrum, seconded by Borchardt to approve all four Police Department amendments. Motion carried in a roll call vote 8-0.

- i. Remove Police ADA Requirements – Men’s Restroom Remodel, \$3,000.

Chief Olson advised that signage will be used to direct residents to the front desk for assistance to a restroom that is ADA complaint. This is a CVMIC recommendation.

- ii. Remove ADA Drug Drop Box at Police, \$4,700.

Chief Olson advised signage will be used to direct users to the front desk personnel for assistance to use the drug drop box. This is a CVMIC recommendation.

- iii. Reduce Amount for Replacement of ISU Office Furniture to Chairs Only at Police, \$30,000

Chief Olson advised after an inspection, the current furniture is functioning property and not falling apart. However, the chairs need to be replaced.

- iv. Reduce Amount of Carry Forwards needed for Vehicle Purchases Police, \$20,000

Chief Olson advised the Investigative Services Unit (ISU) trailer was included which is an error. Therefore, a reduction of \$6,000 is for the ISU trailer.

Discussion: There was discussion on the conversation Assistance Police Chief Bernice had with CVMIC regarding the ADA compliant restrooms. CVMIC advised that as long as reasonable accommodations could made, the ADA requirement was met.

- e. Use Carry Forwards from Bell Street (2019) to Reduce Sanitary Sewer Borrowing, \$185,000.

Motion by Pollnow, seconded by Ellis to approve. Motion carried in a roll call vote, 8-0.

Alderman Pollnow advised this amendment was a result of a conversation he had with Director Kaiser on ways to reduce borrowing.

Alderman Lendrum is in favor this because it was a placeholder in the long-range plan.

- f. Use Carry Forwards from Various Repairs (2021, 2022, 2023) to Reduce Sanitary Sewer Borrowing \$300,000.

Motion by Pollnow, seconded by Boyette. Motion carried in a roll call vote, 8-0.

Alderman Pollnow advised this amendment was a result of a conversation he had with Director Kaiser on ways to reduce borrowing.

Motion by Ellis, seconded by Lendrum to approve 2024-2028 Capital Improvements Program with amendments as discussed and voted on above. No further discussion. Motion carried in a roll call vote, 8-0.

X. Consent Agenda – None.

XI. Reports of standing committees

A. Regular Public Services and Safety Committee meeting of April 23, 2024: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City website)

1. Committee recommends Council approve the Change of Agent/Trade Name for Kwik Trip-Tobacco Outlet Plus 526, at 501 S. Commercial Street, agent Michelle Pollnow. **(RollCall-Pro)**

MSCRP Lendrum/Borchardt to approve the agent change as recommended by Committee. Motion carries in a roll call vote, 7-0-1 with Pollnow abstaining.

2. Committee recommends Council approve the single-story modular home moving permit application to the vacant lot at 856 Riverlawn Street, with the permit being valid for one year from the date of approval. **(RollCall-Pro)**

MSCRP Lendrum/Ellis to approve the single-story modular home moving permit as recommended by Committee. Motion carries in a roll call vote, 7-0-1 with Pollnow abstaining.

3. Committee recommends Council approve Resolution 2024-03 giving staff authority to apply for the Inflation Reduction Act Urban Forestry Grant. **(RollCall-Pro)**

MSCRP Lendrum/Hillstrom to approve Resolution 2024-03 as recommended by Committee. Motion carried in a roll call vote, 7-1 with Pollnow voting nay.

Pollnow voted against approval of the resolution in committee because the utilization of state grant dollars which he feels is not wise use of government money. Secondly, the monies that are error marked for income-based recipients which is regional wealth and, in Alderman Pollnow's opinion, is the definition of socialistic government. Therefore, he voted against approval of this resolution.

Alderman Boyette asked what specifically the grant was achieving? It was to supplement those of lower income homeowner to have trees removed that

are diseased or dying from emerald ash borer. This work would be privately contracted out to cut, remove, and dispose of trees.

Approving the resolution gives permission to apply for the grant, does not necessarily mean the city will accept the grant.

This effects Aldermanic District 1 to which Alderman Ellis spoke. Just in one block of Center Street there are four dead trees that homeowners cannot afford to take down. Dead trees are a safety concern because they can fall on people, houses, and vehicles. It is expensive to remove a tree. Grants are there for the right reason. This grant will help us remain a Tree City USA Community.

4. Committee recommends Council approve the contract with The Jamar Company to place a GacoFlex roof coating system on the City Administration Building at a cost of \$74,000.00 per their quote of March 4, 2024. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve the GacoFlex roof coating system as recommended by Committee, all voting aye.

B. Regular Finance and Personnel Committee meeting of April 22, 2024: (Chairperson Erickson/Vice Chairperson Boyette) (Minutes can be found on the City website)

1. Committee recommends Council approve Resolution 2024 – 04 for Traffic Control Service Fees for Special Events. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve Resolution 2024-04 as recommended by Committee, all voting aye.
2. Committee recommends Council approve Phase 3 of the City Hall Controlled Access Project in the amount of \$9,402.20 using Capital Equipment Funds. **(RollCall-Pro)**
MSCRP Erickson/Boyette to approve the City Hall Controlled Access Project as recommended by Committee, all voting aye.

C. Neenah Menasha Fire Rescue Joint Finance & Personnel Committee meeting of April 23 2024: (Council President Bouette) (Minutes can be found on the City website)

1. Committee recommends both City of Neenah and City of Menasha Common Councils approve the back pay and budget adjustment for the employee as outlined in the memo for a total of \$23,624.24 with the City of Neenah's share being \$14,262.56 and the City of Menasha's share of \$9,362.98 and budget adjustment through the general fund if this amount is not able to be absorbed into the 2024 budget. **(RollCall-Pro)**
MSCRP Boyette/Borchardt to approve as recommended by the Committee, all voting aye.

Alderman Pollnow reminded everyone this item takes a 2/3 vote because it is a budget adjustment.

2. Committee recommends both City of Neenah and City of Menasha Common Councils approve the agreement for Automatic Aid Assistance for structure fires with the City of Appleton, pending approval by both City Attorneys. **(RollCall-Pro)**
MSCRP Boyette/Borchardt to approve as recommended by the Committee, all voting aye.

Alderman Pollnow voted against this in committee but Chief Teesch gave him the information he is was looking for, so he will be voting in favor of it.

- XII. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of April 23, 2024: (Ald. Steiner) (Minutes can be found on the City website)
 1. Report given under Public Hearing.
 - B. Board of Public Works meeting of April 23, 2024: (Vice Chairperson Hillstrom) (Minutes can be found on the City website)
 1. Council Action Items:
 - a) The Board recommends Council Award Contract 10-24, Re-Roof of Sign Shop Area at City Garage to H.I.S. Comp. LLC in the amount of \$40,434. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 10-24 as recommended by the Board, all voting aye.
 - b) The Board recommends Council Award Contract 13-24, Right Turn Lane at the Winneconne/Commercial intersection to Vinton Construction in an amount of \$148,308.43. **(RollCall-Pro)**
MSCRP Hillstrom/Lendrum to award Contract 13-24 as recommended by the Board, all voting aye.

There was discussion on funding.

- C. Community Development Authority
 1. Report from the CDA – Director Haese
No report.
- D. Sustainable Neenah Committee
 1. Report from the April 24, 2024 Meeting – Alderperson Lendrum
 - a. Rain barrels will be provided at no cost if the resident is willing to purchase the spicket which is about \$15. Contract the Committee Co-Chairs for more information.
- E. Bergstrom Mahler Museum
 1. Report from the March 27, 2024 Meeting – Alderperson Borchardt
 - a. Catching Fire Event June 5-15th,
 - b. Live auction on June 12th at 6:45 pm.
 - c. Spring Fun Drive – Help Us Grow April 15th – Juine 15th
- F. Parks & Recreation Commission
 1. Report from the April 18, 2024 – Alderperson Weber. No report.

XIII. Presentation of petitions

- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
 - 1. None

XIV. Council Directives

XV. Unfinished Business

XVI. New Business

- A. Any announcements/questions that may legally come before the Council.

XVII. Closed Session

- A. The City Council may convene into closed session per Wis. Stat. §19.85(1)(b) considering the investigation of charges against a public employee regarding the City Attorney.
- B. The Council may reconvene into open session to take action on items discussed in closed session.

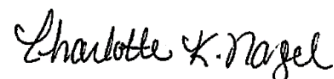
Motion by Borchart, seconded by Boyette to move into closed session per Wis. Stat. §19.85(1)(b) considering the investigation of charges against a public employee regarding the City Attorney. The council may reconvene into open session to act on items discussed in closed. No further discussion. Motion carried in a voice vote, 8-0.

At 9:04 pm, Council convened into closed session. The Council adjourned in closed session.

XVIII. Adjournment

Motion by Ellis/Steiner to adjourn. Motion carried in a voice vote 8-0. Meeting adjourned at 9:29 pm.

Respectfully submitted,



Charlotte Nagel, City Clerk