

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, October 17, 2016
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Krautkramer, Keehan, Zelinski, Spencer, Benner.

EXCUSED: Aldermen Collier, Taylor.

ALSO PRESENT: Mayor Merkes, CA Captain, Lt. Bonneville, FC Kloehn, CDD Buck, ASD Steeno, PRD Tungate, PHD McKenney, MUGM Krause, Clerk Galeazzi.

D. PUBLIC HEARING

1. Special Use Permit by St. Patrick's Congregation for a parking lot expansion at 320 Nicolet Boulevard, Menasha

CDD Buck explained the request from St. Patrick's Congregation for a Special Use Permit to expand the parking lot. A Special Use Permit is required by City Code since the property is located in R-1 District.

No one spoke. Mayor Merkes closed the public hearing.

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

(five (5) minute time limit for each person)

Jeff Sturgell, Administrator for Village of Fox Crossing/Town of Menasha. Comments on annexation of property from Village/Town.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. [Neenah-Menasha Fire Rescue—Strategic Plan Presentation](#)

No presentation. Will be at a future meeting.

2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. [Administration Committee, 10/3/2016](#)
- b. [Board of Health, 9/14/2016](#)
- c. [Board of Public Works, 10/3/2016](#)
- d. [Committee on Aging, 9/15/2016](#)
- e. [Library Board, 9/28/2016](#)
- f. [Neenah-Menasha Sewerage Commission, 8/23/2016](#)
- g. [Park and Recreation Board, 10/11/2016](#)
- h. [Personnel Committee, 10/3/2016](#)
- i. [Plan Commission, 10/4/2016](#)
- j. [Water and Light Commission, 9/28/2016](#)

Communications:

- k. [Light Equipment Operator Position Memorandum](#)
- l. [Veterans' Day Program Invitation](#)
- m. [County LP 30% Plans](#)

- n. [Status of 867 Valley Road Project](#)
- o. [NMFR Promotions Memorandum](#)
- p. [Racine Street Entrance Monument and Landscaping](#)
- q. [Final Estimate of January 1, 2016 Population](#)
- r. [Status Update-Waterfront Trail Easement along Rear Yard of 95 Broad Street](#)

Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications a-r.
Motion carried on voice vote.

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. [Common Council, 10/3/2016](#)

Administration Committee, 10/3/16, Recommends the Approval of:

2. [Joint Powers Agreement Winnebago County Emergency 911 System, 12/1/2016-11/30/ 2017.](#)
3. [2017 Health, Dental, and Vision Insurances](#)
 - a. [A two year agreement with Wisconsin Counties Association/Group Health Trust \(WCA/GHT\) to provide health insurance at the rates and terms listed in memo dated 9/29/16](#)
 - b. [A two year agreement from January 1, 2017 to December 31, 2018 with Delta Dental to provide plan administrative services for dental insurance and the dental insurance rates for 2017 are as listed in the memo dated 9/29/16](#)
 - c. [A four year agreement with Superior Vision to provide vision insurance at the rate listed in the memo dates 9/29/16](#)

Board of Public Works, 10/3/2016, Recommends the Approval of:

4. [Payment No. 2 – Vinton Construction, Inc.; Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street; \\$83,978.31.](#)
5. [Payment No. 4 – Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Concrete Sidewalk, Asphalt Pavement within Parking Area, 8' Wide Asphalt Trail and Storm Sewer; Sixth Street, Ninth Street, Grandview Avenue, Manitowoc / Plank Road \(8' Wide Asphalt Trail\), Menasha Utilities Office \(Parking Area Paving\), and Community Way; Contract Unit No. 2016-02; \\$102,126.99.](#)
6. [Recommendation to Award – Midway Underground Loop Project to J&R Underground in the amount of \\$154,756.25. \(Menasha Utilities\).](#)

Park and Recreation Board, 10/11/2016, Recommends the Approval of:

7. [Increase the seasonal slip rental rate at the Marina from \\$38.50/feet to \\$38.75/feet in 2017.](#)

Ald. Benner requested to remove item 7 from Consent Agenda.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1-6.
Motion carried on roll call 6-0.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda item 7, Increase seasonal slip rental rate at the Marina from \$38.50/feet to \$38.75/feet in 2017.

PRD Tungate explained the Parks and Recreation Board suggested small annual increases in rental rates. Harbormaster Schabach has reported the boaters prefer small annual increases rather than large increase every few years.

Motion carried on roll call 6-0.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 10/5/2016—10/13/2016 in the amount of \\$711,207.60](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve accounts payable and payroll.
Motion carried on roll call 6-0.

2. [Beverage Operators License Applications for the 2015-2017 licensing period.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator's license applications as listed in memo dated 10/12/16.
Motion carried on roll call 6-0.

3. [Fox Valley Mutual Aid Agreement Amendment](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve Fox Valley Mutual Aid Agreement. Lt. Bonneville explained the changes to the agreement are references to Town of Menasha is now Village of Fox Crossing and the name of the Appleton Police Chief.
Motion carried on roll call 6-0.

4. [Lease Agreement between Menasha Joint School District and City of Menasha -100 Main Street, Menasha](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve entering into a Lease Agreement with Menasha Joint School District for 100 Main Street, Menasha with the basic lease terms as outlined in Summary of Basic Lease Information.
General discussion ensued on how future rent adjustments will be calculated, estimated costs of buildouts, cost to maintain current City Hall building, marketing of the current City Hall, and benefits of having school district and city staff downtown.
Motion carried on roll call 5-1. Ald. Zelinski voted no.

5. [Lease of 123 Water Street](#)

Dawn Gohlke, Executive Director of Best Friends of Neenah-Menasha, gave a presentation on their Learning Harbor program. Best Friends has submitted a proposal to lease the vacant Coast Guard station at 123 Water Street to open a multi-use complex. It would include kayak and canoe rental, paddleboard rental, and a future concession stand.
General discussion ensued on future development of the area, benefits to the citizens of Menasha and Best Friends programs.
Moved by Ald. Keehan seconded by Ald. Krautkramer to direct staff to work with Best Friends of Neenah-Menasha on a lease for 123 Water Street.
Motion carried on roll call 5-1. Ald. Nichols voted no.

6. [Special Use Permit Application and Site Plan Review—324 Nicolet Boulevard—St. Patrick's Congregation with the following conditions:](#)
 - a. [The lighting plan detailing fixtures and light levels be brought back to Plan Commission for review;](#)
 - b. [An amended landscape plan showing internal parking lot landscaping be submitted to and approved by staff.](#)

Move by Ald. Benner seconded by Ald. Nichols to approve Special Use Permit Application for 324 Nicolet Boulevard for St. Patrick's Congregation with the conditions listed.
Motion carried on roll call 6-0.

J. HELD OVER BUSINESS

None

K. ORDINANCES AND RESOLUTIONS

1. [O-16-16 An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin \(R. Lewis & R. Lewis, LLC\) \(As Recommended by the Administration Committee and Plan Commission with the following findings: 1\)The application was submitted prior to the incorporation from Town of Menasha to Village of Fox Crossing; 2\) Is a legal expansion of the City's municipal boundary; and 3\) Allows for future development of the lot and area; Introduced by Mayor Merkes\)](#)

CDD Buck explained the unanimous annexation of the vacant parcel at 1462 Appleton Road from Town of Menasha/Village of Fox Crossing. The petition for annexation was submitted to the City on Sept 16, 2016 prior to the incorporation from Town of Menasha to Village of Fox Crossing. The owner of the property has development plans for the property.

Moved by Ald. Nichols seconded by Ald. Benner to approve O-16-16 An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin (R. Lewis & R. Lewis, LLC) (As Recommended by the Administration Committee and Plan Commission with the following findings: 1)The application was submitted prior to the incorporation from Town of Menasha to Village of fox Crossing; 2) Is a legal expansion of the City's municipal boundary; and 3) Allows for future development of the lot and area; Introduced by Mayor Merkes)

Motion carried on roll call 6-0.

2. [R-28-16 A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703, Wisconsin Statutes \(Lake Cottage Estates\) \(As Recommended by Board of Public Works; Introduced by Ald. Krautkramer\)](#)

Moved by Ald. Krautkramer seconded by Ald. Keehan to approve R-28-16 A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703, Wisconsin Statutes (Lake Cottage Estates) (As Recommended by Board of Public Works; Introduced by Ald. Krautkramer)

Motion carried on roll call 6-0.

3. [R-29-16 Resolution Approving Application to Board of Commissioners of Public Lands to Borrow \\$10,800,000.00 from the State Trust Funds and Authorizing the Borrowing and the Issuance of Certificates of Indebtedness and Pledge the Revenues of the Electric Utility \(As Recommended by Water & Light Commission; Introduced by Mayor Merkes\)](#)

MUGM Krause explained the Menasha Utilities is looking to buy-out their lease agreement with WPPI. The Board of Commissioners of Public Lands has a revenue loan program at a very favorable interest rate.

Moved by Ald. Benner seconded by Ald. Keehan to approve R-29-16 Resolution Approving Application to Board of Commissioners of Public Lands to Borrow \$10,800,000.00 from the State Trust Funds and Authorizing the Borrowing and the Issuance of Certificates of Indebtedness and Pledge the Revenues of the Electric Utility (As Recommended by Water & Light Commission; Introduced by Mayor Merkes)

Motion carried on roll call 6-0.

L. APPOINTMENTS

1. Mayor's Reappointment of Tom Marshall to Parks and Recreation Board for the term of 10/1/16—10/1/19
2. Mayor's Reappointment of Rob DeLain to Parks and Recreation Board for the term of 10/1/16—10/1/19

Moved by Ald. Keehan seconded by Ald. Krautkramer to approve Mayor's reappointments of Tom Marshall and Rob DeLain to Parks and Recreation Board for the term of 10/1/16-10/1/19.

Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)

No one spoke.

O. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Keehan to adjourn at 7:19 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk