

CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
TUESDAY September 3, 2013  
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Keehan, Zelinski, Englebert, Benner, Nichols, Taylor

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, CDD Keil, PRD Tungate, PHD Nett, Dpty Treasurer Sassman, Engineering Supervisor Montour, Clerk Galeazzi

D. PUBLIC HEARING

1. [Proposed Preliminary Resolution Authorizing Public Improvement and Levying Special Assessment Against Benefited Property \(North side of Drum Corps Drive\)](#)

Engineering Supervisor Montour explained representative from Drum Corp Drive Condominium Association approached the City with a request to install storm sewer in the culverts. Staff evaluated the project and the cost to install storm sewers. It would be a special assessment to property owners.

Patsy Vegter, 1678B Drum Corp Drive. Concerns about access to the property during the installation of the storm sewers.

Engineering Supervisor Montour explained crews will assist residents during installation process.

Jim Stahl spoke for LaVerne Stahl, 1686A Drum Corp Drive. Concerns on the cost of the project and how property owners will be billed.

Dpty Treasure Sassman explained the billing and payment process for special assessments.

Matt Elliot spoke for Janet Elliot, 1686B Drum Corp Drive. Opposed to project; it is an unnecessary project.

Having no one else to speak, the Mayor called the public hearing to a close.

2. [Proposed application for the Community Development Block Grant – Public Facilities Program \(CDBG-PF\) funds.](#)

CDD Keil gave an overview of the CDBG - PF program and conducted the public hearing including:

- The identification of total potential funds available.
- A description of eligible CDBG activities.
- A presentation of identified community development needs.
- A request for identification of community development needs by the public.
- A presentation of activities proposed for CDBG application (Menasha Senior Center Renovation and Accessibility Project), including potential residential displacement (no displacement is anticipated).
- A request for citizen input regarding the proposed and other CDBG activities.

Chris Klein, 735 Keyes Street asked whether the Public Participation Committee for the Senior Center project would continue that role for other future CDBG applications. CDD Keil stated that a new committee is usually formed to match the interests of the committee members to the nature of the project.

Mr. Klein also asked about the source of funds for the project. CDD Keil explained that the total estimated project cost is \$350,000. One half would be paid out of the proceeds of the CDBG-PF grant (\$175,000) the remaining \$175,000 is to be split equally between the city and funds raised by the Senior Center (\$87,500 each). The city will borrow funds to match the total grant award so that the project can be initiated within the 6 month time frame as required by the grant with reimbursement expected from the fund raising initiative.

Mayor Merkes presented letters of support received from Barb Hartzheim-Advocap Meal Site Manager, Susan Locke-Winnebago County Supervisor, Jean Wollerman-YMCA Active Older Adult Director, Barb Taylor-Senior Center Employee, Alice Dorton, Pam Verbrick, Karon Flater, and Betty Arnold.

Having no one else to speak, the Mayor called the public hearing to a close.

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Larry Burkhardt – Update on Fox Cities Economic Development Partnership.

Larry Burkhardt from Fox Cities Economic Development Partnership updated the Council on projects they are working on and businesses they are assisting.

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

Minutes to receive:

- a. [Administration Committee, 8/19/13](#)
- b. [Board of Health, 6/21/13](#)
- c. [Board of Public Works, 8/19/13](#)
- d. [City Hall Safety Committee, 7/19/13](#)
- e. [Committee on Aging, 7/11/2013](#)
- f. [Community Development Block Grant Public Participation Committee, 8/28/13](#)
- g. [IT Steering Committee, 7/9/13](#)
- h. [Library Board, 8/15/13](#)
- i. [Neeah-Menasha Sewerage Commission, 7/23/13](#)
- j. [Personnel Committee, 8/19/13](#)
- k. [Public Works/Parks Safety Committee, 7/23/13](#)
- l. [Sustainability Board, 6/25/13](#)

Communications

- m. [CDD Keil, 8/20/13; Report on Reduced Building Inspection Hours](#)
- n. [PD Styka, 8/28/13; Police K-9 Program](#)
- o. [WisDOT, 8/27/13; Notice of Public Hearings on the environmental aspects of the proposed conversion of US 41 to an Interstate Highway](#)
- p. [Public Hearing Notice Harrison Plan Commission](#)
- q. [League of Wisconsin Municipalities, 8/28/13; Annual conference on October 16-18, 2013 in Green Bay.](#)
- r. [WisDOA to Clerk Galeazzi, 8/10/13; Preliminary Estimate of January 1, 2013 Population](#)
- s. [Customers First! The Wire Newsletter, 8/2013](#)
- t. [Wisconsin Local Health Department Survey, 2011, 06/13](#)

Moved by Ald. Benner, seconded by Ald. Englebert to receive Minutes and Communication A-T.

General discussion ensued.

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, 8/19/13](#)
2. [Special Common Council, 8/26/13](#)

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda items 1 & 2.

Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 8/19/13 to 8/29/13 in the amount of \\$712,444.26.](#)

Moved by Ald. Nichols, seconded by Ald. Sevenich to approve accounts payable and payroll.

General discussion ensued on expenditures.

Motion carried on roll call 7-0.

2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)

Moved by Ald. Benner, seconded by Ald. Keehan to approve Beverage Operators License Applications as submitted.

Motion carried on roll call 7-0.

3. [Reserve "Class B" liquor license application for Salsa's Mexican Restaurant LLC, d/b/a Salsa's Mexican Restaurant, 1550 Appleton Road, Menasha, Ramiro Arellano/Agent, to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.](#)

Moved by Ald. Benner, seconded by Ald. Englebert to approve Reserve "Class B" liquor license application for Salsa's Mexican Restaurant LLC.

Motion carried on roll call 7-0.

4. Authorization to release remaining funds of \$8,750 to Fox Cities Economic Development Partnership

Moved by Ald. Sevenich, seconded by Ald. Englebert to approve authorization to release remaining funds

Of \$8,750 to Fox Cities Economic Development Partnership.

Motion carried on roll call 6-1. Ald. Zelinski voted no.

J. ORDINANCES AND RESOLUTION

1. [R-12-13 – Resolution Authorizing Submission of a Community Development Block Grant Application](#)

Moved by Ald. Englebert, seconded by Ald. Keehan to adopt R-12-13 Resolution Authorizing Submission of a Community Development Block Grant Application.

Motion carried on roll call 7-0.

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2014 \(held 8/19/13\)](#)

Moved by Ald. Taylor, seconded by Ald. Keehan to approve Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2014

Motion carried on roll call 7-0.

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

O. ADJOURN

Moved by Ald. Nichols, seconded by Ald. Benner to adjourn at 7:35 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk