

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, March 16, 2015
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:05 p.m.

B. PLEDGE OF ALLEGIANCE

Led by Eagle Scout Justin Hovarter and Boy Scout Troop 14.

C. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil
ASD Steeno, PRD Tungate PHD McKenney, LD Lenz, Clerk Galeazzi

D. PUBLIC HEARING

1. [An application for a Special Use Permit by Kwik Trip, Inc., to construct a convenience store with fueling canopy, diesel fueling canopy and a 2-bay car wash at 1233 Midway Road, Menasha.](#)

CDD Keil explained a Special Use Permit is required for the zoning district of 1233 Midway Road since this Kwik Trip store will have a larger retail section and a car wash.

No one spoke. Mayor Merkes closed the Public Hearing.

2. [An application for a Special Use Permit has been applied for by James Fletcher, broker/agent for AAK Holdings II to reoccupy the office space at 100 Main Street, Menasha.](#)

CDD Keil explained a Special Use Permit is required as the property has been vacant for more than 12 months and has lost its non-conforming status. Landscaping issues will be addressed with the Special Use Permit.

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)

Dick Meyer, 1201 Grove Street, Menasha. Issue with inaccurate information on campaign flyers by candidate.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. FC Auxier - introduction of new Firefighter, Jaimie Martinez, Jr.

FC Auxier introduced Firefighter Jaimie Martinez, Jr as the newest member of Neenah-Menasha Fire Rescue. Clerk Galeazzi swore in Firefighter Martinez and the Council gave him a warm welcome.

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

a. [Board of Health, 02/11/15.](#)

b. [Board of Public Works, 03/02/15.](#)

c. [Committee on Aging, 02/12/15.](#)

d. [Landmarks Commission, 02/18/15.](#)

e. [NMFR Joint Finance & Personnel Committee, 02/24/15.](#)

f. [NMFR Joint Fire Commission, 02/25/15.](#)

g. [Plan Commission, 03/03/15.](#)

h. [Water & Light Commission, 02/25/15.](#)

Communications:

- i. [Mayor Merkes, 02/24/15; Proclamation Saluting Eagle Scout Justin J. Hovarter.](#)
- j. [Patrick O'Brien, Winnebago County Solid Waste Management Board, 02/25/15; Winnebago County Recycling Resolution.](#)
- k. [ES Montour, 03/04/15; Phase 4 Cross Connection Home Inspection Letter.](#)
- l. [CDC Heim, 03/05/15; 2014 Building Permit Summary.](#)
- m. [ASD Steeno, 03/16/15; Website Survey.](#)
- n. [ASD Steeno, 03/16/15; Assessment Contract Update.](#)

Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications A-N.
General discussion ensued on Comm. I (Proclamation Saluting Eagle Scout Justin J. Hovarter) and Comm. K (Phase 4 Cross Connection Home Inspection Letter).
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, 03/02/15.](#)

NMFR Joint Finance & Personnel Committee, 02/24/15 – Recommends the Approval of:

2. [The Extended Contract for Statewide Structural Collapse Team Members and amend the contract period for January 1, 2015 through December 31, 2016.](#)

Plan Commission, 03/03/15 – Recommends the Approval of:

3. [The Special Use Permit for 1233 Midway Road, Kwik Trip convenience store and gas station with the following conditions:](#)
 - [The parking lot interior landscaping to comply with Sec. 13-1-12\(g\)\(5\)\(b\)](#)
 - [Landscape planters be placed adjacent to the building in lieu of landscaping adjacent to the building as required by Sec. 13-1-12\(g\)\(3\)](#)
 - [A new landscaping plan showing the revised parking lot interior landscaping and the planter location and planting plan be submitted for review](#)
 - [Bollards are to be placed in lieu of the curbing adjacent to the building requirements of Sec.13-1-51\(b\)\(2\)\(b\). A revised site plan is to be submitted showing the bollard locations](#)
 - [Erosion control and storm water management plans be approved by the Public Works Department prior to the issuance of a building permit](#)
 - [That the canopy lighting intensity be brought into compliance with the lighting standards of Sec. 13-1-12\(5\)](#)
 - [That parking lot lighting comply with Color Rendition Index of 50 or greater per Sec. 13-1-12\(5\)](#)
 - [That a revised lighting plan be submitted for review showing the changes to the parking lot and canopy lighting](#)
 - [Annexation of parcel #008-0381 be completed prior to building occupancy](#)
 - [Submission of a CSM recombining the parcels be completed prior to occupancy](#)
4. [The Special Use Permit for 100 Main Street, AAK Holdings II, LLC with the following conditions:](#)
 - [Replace the maple tree on the Main Street frontage and extend the transitional area to the dumpster](#)
 - [The parking lot transitional area to be brought into full compliance with all ordinance standards upon reconstruction of the parking lot](#)
 - [Parking lot to be sealed and striped upon sale of the property](#)
 - [Planting plan and tree replacement to be reviewed and approved by the City Forester](#)
 - [Stone mulch to match the existing mulch on property](#)
 - [Pursue installation of canopy trees with adjoining property using a mix of deciduous and evergreens](#)
 - [June 15, 2015 compliance date for planting installation](#)
 - [Replace trees on east side of property](#)
 - [Deciduous and evergreens](#)

Ald. Sevenich requested to remove Consent Agenda item 3.

Moved by Ald. Benner seconded by Ald. Sevenich to approve Consent Agenda items 1, 2, 4.

Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Zelinski seconded by Ald. Englebert to approve Consent Agenda item 3, Special Use Permit for 1233 Midway Road, Kwik Trip convenience store and gas station with conditions listed.
General discussion ensued on installing sidewalks on Appleton Road/STH 47, and landscaping versus landscape planters.
Motions carried on roll call 7-0.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 02/26/15 to 03/12/15 in the amount of \\$3,693,398.86.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve accounts payable and payroll.
General discussion on expenditures.
Motion carried on roll call 7-0.

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

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator's license applications for the 2013-2015 licensing period as listed on memo dated 3/11/15.
Motion carried on roll call 7-0.

3. [Authorization to distribute Community Development Investment Grant Funds to Foodmen 2, Inc. and F2R, LLC.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve authorization to distribute Community Development Investment Grant Funds to Foodmen 2, Inc. and F2R. LLC
ASD Steeno reported the City has received the Community Development Investment Grant Funds from Wisconsin Economic Development Corp.
Motion carried on roll call 7-0.

J. ORDINANCES AND RESOLUTIONS

1. [O-5-15; An Ordinance Amending Title 10, Chapter 1, Article C, SEC. 10-1-26 \(am\), Parking Regulations. \(Introduced by Alderman Sevenich\)](#)

Moved by Ald. Sevenich seconded by Ald. Keehan to adopt O-5-15 An Ordinance Amending Title 10, Chapter 1, Article C, SEC. 10-1-26 (am) Parking Regulations.
Motion carried on roll call 7-0.

K. APPOINTMENTS

L. HELD OVER BUSINESS

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. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 6:50 p.m.
Motion carried on voice vote.

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