

CITY OF MENASHA  
COMMON COUNCIL  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
Monday, October 16, 2006

**MINUTES**

I. Meeting called to order by Council President Michalkiewicz at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL/EXCUSED ABSENCES

Present: Ald. Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack, Hendricks.  
Also Present: CA/HRD Brandt, Lt. Brunn, DPW Radtke, CDD Keil, Comp/Treasurer Stoffel,  
PRD Tungate, Clerk Galeazzi, and the Press.

IV. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

- A. Administration Committee, 10/2/06
- B. Board of Public Works, 10/2/06
- C. Common Council, 10/2/06

Moved by Ald. Wisneski seconded by Ald. Eckstein to approve minutes A-C.

**Motion carried on voice vote.**

Minutes to receive:

- D. Police Commission, 9/21/06
- E. Board of Health, 9/13/06
- F. Park & Recreation Board, 9/12/06
- G. Redevelopment Authority, 10/4/06
- H. Plan Commission, 10/3/06

Communications:

- 1. Public Works Facility, 10/10/06; September 2006 Disposal Violations
- 2. FC Vander Wyst, 10/10/06; City of Neenah 2006 Classification Structure
- 3. WI DNR to Tree Managers, 10/3/06; Emerald Ash Borer insect situation
- 4. UW Extension Community Development Educator, 10/4/06; Menasha Community Economic Development Preparedness Index Presentation
- 5. Department Staffing reports from: Health Dept., Senior Center, Fire Dept., Assessor Dept., Finance Dept., IT Dept., Library, Park & Rec Dept., Public Works Dept., Community Devlp. Dept.
- 6. Mayor Laux, 10/11/06; 2007 Proposed Operating and Capital Budget
- 7. Comp. Stoffel, 10/10/06; Budget Comparison (2007 Tax Levy)
- 8. CA/HRD Brandt, 10/11/06; Placing items on agendas
- 9. Clerk Galeazzi, 10/10/06; Final Estimate of January 1, 2006 Population for Winnebago & Calumet Cty.
- 10. CA/HRD Brandt to WPPI Benefit Trust, 10/12/06; Participation Agreement
- 11. Clerk Galeazzi, 10/11/06; Policy for sending flowers
- 12. CDD Keil, 10/12/06; Building Foundation Survey
- 13. MU GM Young, 10/3/06; Street and Roadway Lighting Standards

Moved by Ald. Wisneski seconded by Ald. Eckstein to approve Minutes D-H & Communications 1-13

Discussion: Ald. Merkes, Comm. #5, what is current staffing for Parks Dept. PRD Tungate report currently the Parks Dept. has 8.1 positions filled, they are .5 position short.

Ald. Hendricks, Comm. #5, Senior Center staffing included with Health Dept. staffing.

Ald. Wisneski, Comm. #9, City population has increased to 17,282, city limits signs should be updated.

CA/HRD Brandt reported staffing of his three dept. (Attorney, Personnel, Clerk) are 100% staffed.

**Motion carried on voice vote.**

V. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(Five (5) minute time limit for each person)

VI. APPOINTMENTS

VII. CLAIMS AGAINST THE CITY

VIII. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

IX. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

A. Plan Commission, 10/3/06; recommends approval of:

1. Certified Survey Map – Lake Park Villas Lots 39-43 with the condition that the utility easement be increased from 6 ft. to 10 ft.

Moved by Ald. Merkes seconded by Ald. Eckstein to approve.

**Motion carried on voice vote.**

2. Certified Survey Map – Lake Park Villas Lots 48-52 & Outlot 12 with the condition that the utility easement be increased from 6 ft. to 10 ft.

Moved by Ald. Merkes seconded by Ald. Taylor to approve.

**Motion carried on voice vote.**

B. Administration Committee, 10/16/06:

1. Raise Marina slip rental fee from \$36/foot to \$36.50/foot for 2007  
(Recommendation from Parks & Recreation Board)

Moved by Ald. Eckstein seconded by Ald. Wisneski to approve.

**Motion carried on roll call 8-0.**

2. Revise event sponsorship and fee waiver policy effective January 1, 2007  
(Recommendation from Parks & Recreation Board)

Moved by Ald. Eckstein seconded by Ald. Wisneski to approve.

**Motion carried on roll call 8-0.**

3. Agreement by and between Department of Workforce Development and City of Menasha Public Health Dept., October 1, 2006-September 30, 2007, and authorize signature.

Moved by Ald. Eckstein seconded by Ald. Wisneski to approve.

**Motion carried on roll call 8-0.**

4. Proposal from Accurate Appraisal for assessing services for balance of 2006.

Moved by Ald. Eckstein seconded by Ald. Wisneski to approve.

**Motion carried on roll call 8-0.**

5. Accounts payable and payroll for the period 10-5-06/10-12-06 for the amount of \$511,276.16

Moved by Ald. Eckstein seconded by Ald. Wisneski to approve.

**Motion carried on roll call 8-0.**

C. Board of Public Works, 10/16/06:

1. Change Order:

- A. Gersek Construction; TIF #5 Stormwater Pond; Midway Business Park Regional Detention Basin; Contract Unit No. 2005-07; ADD: \$595.18 (One & Final)

Moved by Ald. Taylor seconded by Ald. Eckstein to approve.

**Motion carried on roll call 8-0.**

2. Payments:

- A. Vinton Construction Co.; River Street Relocation Roadway Construction; Contract Unit No. 2006-06; \$ 105,080.68 (Payment No. 2)

Moved by Ald. Taylor seconded by Ald. Eckstein to approve.

**Motion carried on roll call 8-0.**

- B. Gersek Construction; TIF #5 Stormwater Pond; Midway Business Park Regional Detention Basin; Contract Unit No. 2005-07; \$ 2,720.54 (Payment No.4 &Final)

Moved by Ald. Taylor seconded by Ald. Eckstein to approve.

**Motion carried on roll call 8-0.**

3. Recommendation for Revisions to City Street Lighting Plan (DPW Radtke)

Moved by Ald. Wisneski seconded by Ald. Chase to approve as amended in Board of Public Works.

**Motion carried on roll call 8-0.**

IX. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

C. Board of Public Works, 10/16/06:

4. Requests for Revisions to City Street Lighting Plans

A. Pine Street: reinstall light on Pole #197 (Ald. Merkes)

No Action

B. Nassau Street: (Ald. Merkes)

1. Move light on Pole #187 to Pole #186

Moved by Ald. Merkes seconded by Ald. Hendricks to approve.

Discussion.

**Motion carried on roll call 8-0.**

2. Reinstall light on Pole #181

No Action.

C. Oak Street: reinstall lights on Pole #166 and Pole #162 (Ald. Merkes)

No Action.

D. Naymut Street: reinstall lights on Pole #2206 and Pole #146 (Ald. Merkes)

No Action.

E. Elm Street: reinstall lights on Pole #107, Pole #111 and Pole #115 (Ald. Merkes)

No Action.

F. Grandview Avenue: reinstall light on Pole #961 (Ald. Pack)

No Action.

G. Other specified street lights (various aldermen)

No Action.

X. ORDINANCES AND RESOLUTIONS

A. O-30-06 – An Ordinance Relating to the Common Council Packet Communications

Moved by Ald. Eckstein seconded by Ald. Pack to suspend the rules and take up O-30-06.

**Motion carried on roll call 6-2.**

**Ald. Wisneski, Pack, Hendricks, Eckstein,  
Michalkiewicz, Chase-yes**

**Ald. Merkes, Taylor – no**

Moved by Ald. Pack seconded by Ald. Eckstein to adopt O-30-06.

Moved by Ald. Merkes seconded by Ald. Hendricks to hold for two weeks.

XI. HELD OVER BUSINESS

XII. COUNCIL DIRECTIVES

A. CA/HRD Brandt - 1) Status of Heckrodt Wetland Reserve Annexation (Ald. Chase)

CA/HRD Brandt reported he is still waiting for the legal description. Once the legal description is received he will prepare the ordinance and other documents for the annexation.

2) Status of Gatehouse property (Ald. Hendricks)

CA/HRD Brandt reported he has created a partial release of mortgage and has sent it to the attorney representing the lien holder. He is waiting for the signed documents to be sent back.

3) Protocol for putting items on Council Agenda (Ald. Taylor)

CA/HRD Brandt reported on how the current ordinance reads pertaining to how items are placed on Administration Committee, Board of Public Works and Common Council agendas. Items must be presented to the Clerk before the agenda meeting. To have something added to the agenda after that would require the approval of the chairperson or Mayor. Supporting documents for the items on the agenda must be to the clerk by noon on the Thursday before the meeting.

A. CDD Keil - 1) Report on Larson Study (Ald. Michalkiewicz)

CDD Keil reported on the study that was conducted by Larsen Engineering to help discover some of the areas in the City that are having foundation problems. The property owners that responded to the survey indicated numerous complaints about the foundations of their homes. The type of soil in the areas may be a contributing factor to the problem, but they haven't determined the main cause. Larsen Engineering will evaluate the survey and visit some selected residents before they make their final report. That report is expected to be completed by December 2006. Larsen Engineering will make some recommendations on amending the City's building code.

XII. COUNCIL DIRECTIVES, Cont'd.

- B. CDD Keil - 2) Report on 81 Racine St. (Ald. Taylor)  
CDD Keil reported the hydraulic lift has been removed from the ground. The oil was tested and no PCB was found. He will be working with the Public Works Dept. on removing the snow fence and install a temporary surface cover.
- C. DPW Radtke – 1) Update on Stormwater Utilities Plan (Ald. Hendricks)  
DPW Radtke reported the stormwater utility plan is almost completed. They will present it to the Council upon its completion. The plan is expected to be implemented sometime between July 2007 and Jan. 2008. They will be holding two public hearings before the plan is implemented.  
2) Update on River St. (Ald. Wisneski)  
DPW Radtke reported the project is progress well. The south half of the street and the area around the railroad tracks needs to have concrete poured. This area will take a little longer because it will require the concrete to be poured by hand. Traffic will need to be re-routed when the concrete is being poured. If weather conditions are good, the project should be completed by late Oct or early Nov.  
3) Report on lumens standards for street lights (Ald. Wisneski)  
DPW asked for 2 weeks to prepare a report on this item.
- D. Clerk Galeazzi – Policy on sending flowers (Ald. Taylor)  
Outlined in memo dated 10/11/06.
- E. All Department Heads – Report on department staffing (Ald. Taylor)  
Outlined in memos from Department Heads.

Next Agenda: Ald. Merkes – Update on landscaping by Marina Place.

Ald. Taylor – 1) Status of 535 First Street; 2) Status of 81 Racine Street.

Ald. Chase – 1) Heckrodt Wetland Reserve Annexation; 2) Status of grocery store.

Ald. Eckstein – Status of SCA pending appeal

Ald. Hendricks – Status of gatehouse property.

CA/HRD Brandt explained there will need to be a Personnel Committee meeting to discuss union contracts and the RFP for the assessor services. Council agreed on Oct. 30.

XIII. CITIZEN REPRISE (People from the gallery to be heard; only pertaining to matters on the agenda – five (5) minute time limit for each person)

XIV. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Hendricks to adjourn at 7:45 p.m.

**Motion carried on voice vote.**

Deborah A. Galeazzi  
City Clerk