

CITY OF MENASHA  
COMMON COUNCIL  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
Monday, October 2, 2006  
**MINUTES**

I. Meeting called to order by Mayor Laux at 7:35 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL/EXCUSED ABSENCES

Present: Ald. Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack

Also Present: Mayor Laux, CA/HRD Brandt, FC Vander Wyst, Lt. Bouchard, CDD Keil,

Comp/Treasurer Stoffel, PWS Jacobson, Pk Supt Huss, Clerk Galeazzi, and the Press.

IV. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Administration Committee, 9/18/06

B. Board of Public Works, 9/18/06

C. Common Council, 9/18/06

C. Personnel Committee, 9/18/06

Moved by Ald. Michalkiewicz seconded by Ald. Eckstein to approve Minutes A-D.

**Motion carried on voice vote.**

Minutes to receive:

E. Committee on Aging; 3/9/06, 4/13/06, 5/11/06, 6/8/06

F. Public Library, 9/7/06; Finance Committee

G. Public Library, 9/11/06; Building & Grounds Committee

H. Information Technology Steering Committee, 8/16/06

I. N-M Sewerage Commission, 8/22/06

J. Safety Committee, 8/28/06, 9/26/06; Public Works and Parks

K. N-M Fire Rescue, Finance & Personnel Committee, 9/27/06

L. Plan Commission, 9/19/06

Communications:

1. Wisconsin Taxpayers Alliance, 9/12/06, 9/22/06

2. Mayor, 9/16/06; Post Crescent article: A Long Way To Go

3. MU GM Young to Menasha residents, 9/15/06; schedule of "steam blows"

4. Nancy Barker (Winn. Cnty. Supervisor), 9/15/06; Northwestern Article: Menasha survey sets example for Oshkosh

5. Memo from Jeff Jorgenson of 5/25/06 (Menasha Crime reduction coordinator) to PC Stanke regarding lighting options (Ald. Taylor).

6. Barb Drinkwine (Chair of Red, White & Blue Committee) to Mayor Joe, 9/12/06; Sincere thanks

7. Kristin Hart (WiDNR Air Mgmt) to Banta Co., 9/8/06; Notification of proposed revocation of air permits

8. Mayor, 9/27/06; article from Fond du Lac Reporter regarding storm-water cleanup rules

9. Menasha Utilities, 9/15/06; Monthly Construction Report for September 2006

10. PRD Tungate, 9/27/06; Downtown plaques, Curtis Reed Square Landscape lights, Trestle Trail lighting, Friendship Trail, Shoreline Landscaping near the Miron lift bridge

11. PRD Tungate, 9/27/06; Recreation Management Article, Tennis: Great news for clubs

12. Independent Inspections, LLC, 9/27/06; Permits issued for July 2006

13. CA/HRD Brandt to Lake Park Villas Homeowners' Association, 9/28/06; City of Menasha Report-Annual meeting

14. PWD Radtke, 9/28/06; Security Cameras at Public Works Facility

15. Robert Fahrback, 9/16/06; Resume

Moved by Ald. Michalkiewicz seconded by Ald. Eckstein to approve Minutes E-L and Communications 1-15.

Discussion: Ald. Wisneski, Minutes J (Safety Committee), PRD Tungate wasn't present at meeting.

**Motion carried on voice vote.**

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

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

- A. Forrest Weber, 750 Appleton Street. 1) Stormwater Utility Plan, what impact it will have on non-profit organization in the City; 2) Winnebago County has passed railroad resolution that was passed by City; 3) changes to street light issue needs to be done by motion of Council; 4) cable TV franchise fees
- B. Stan Sevenich, 645 9<sup>th</sup> Street. R-41-06, Council shouldn't rush into approving, need to look at everything, wait until budget is received to see if levy limits are exceeded.

VI. APPOINTMENTS

- A. Council President Michalkiewicz's recommendation for Council approval of the Utilities Commission:
  - 1. Appointment of Robert Fahrback, 1208 Greendale Street, Oct. 1, 2006 to Oct. 1, 2011.

Moved by Ald. Michalkiewicz seconded by Ald. Merkes to approve appointment.

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

VII. CLAIMS AGAINST THE CITY

VIII. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

IX. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

- A. Personnel Committee, 9/18/06 recommends:

- 1. Obtaining a proposal from Accurate Appraisal for Assessor services for balance of year.

Moved by Ald. Michalkiewicz seconded by Ald. Pack to approve.

Discussion.

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

- B. N-M Joint Fire Rescue, Finance & Personnel Committee, 9/27/06 recommends:

- 1. Additional \$3,000 be added to DC DeLeeuw's base salary effective October 2, 2006 in recognition of the additional responsibilities for his position due to the reorganization of the department that took place in March 2006.

Moved by Ald. Michalkiewicz seconded by Ald. Pack to approve.

Discussion.

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

- C. Administration Committee, 10/2/06:

- 1. Agreement between City of Menasha Health Dept. and State of Wisconsin Dept. of Commerce for Manufactured Home Community Agents, July 1, 2006-June 30, 2010 and authorize signature.

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

Discussion.

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

- 2. Request for Proposals – Property assessment Maintenance and Tax Listing Services.

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

Moved by Ald. Merkes seconded by Ald. Hendricks to amend to make the following changes to the Request for Proposals, under Scope of Services to be Provided by Assessment Firm, #10 (Office Hours), change City to Council, #12 (Telephone Access), telephone staffed from 8:00am to 4:00pm, and under General Specifications, #4 (Subcontractors), change City of Menasha to Common Council.

**Motion on amendment carried on roll call 7-1.**

**Ald. Pack – no.**

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

- 3. Accounts payable and payroll for the period 9-21-06/9-28-06 for the amount of \$858,403.35.

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

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

IX. REPORT OF COMMITTEES/BOARDS/COMMISSIONS, Cont'd

D. Board of Public Works, 9/18/06:

1. Payments:

- A. Vinton Construction Co.: River Street Relocation Roadway Construction:  
Contract Unit No. 2006-06: \$172,796.27 (Payment No. 1)

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

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

X. ORDINANCES AND RESOLUTIONS

- A. O-29-06 – An Ordinance Relating to Abandoned or Unclaimed Bicycles

Moved by Ald. Taylor seconded by Ald. Wisneski to adopt O-29-06.

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

- B. R-40-06 – A Resolution Pertaining to Sewer Service Charges and Surcharges

Moved by Ald. Pack seconded by Ald. Michalkiewicz to adopt R-40-06.

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

- C. R-41-06 – A Joint Resolution of the Cities of Menasha and Neenah Authorizing Neenah-Menasha Fire Rescue to Exceed the Local Levy Limits Pursuant to Wis. Stat. Sec. 66.0602(3)(h)

Moved by Ald. Michalkiewicz seconded by Ald. Eckstein to adopt R-41-06.

Discussion.

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

XI. HELD OVER BUSINESS

XII. COUNCIL DIRECTIVES

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

CA/HRD Brandt reported Davel Engineering has been contracted to prepare the legal description of the property that will be annexed. CA/HRD Brandt will prepare the ordinance and publish the notice once he receives the legal description. The boundary agreement between the City and Town of Menasha does not require land exchange in an annexation if the land being annexed is unimproved property.

- 2) Status of Gatehouse property (Ald. Merkes)

CA/HRD Brandt reported a Right of Entry has been prepared and given to Tom Grade. Mr. Grade had started doing some work to the building. The necessary documents to finalize the sale of the property have been sent to the attorney representing the previous owners. He will be meeting with the attorney next week to finalize everything.

- 3) Budget (Ald. Merkes)

CA/HRD Brandt explained state law requires a  $\frac{3}{4}$  vote of the Common Council when moneys are appropriated from the undesignated reserve to pay for any non-budgeted item. Menasha has always allowed departments to move funds within a budget from one item to another without council approval provided the bottom line budget is not exceeded at the end of the year.

- B. CDD Keil - 1) Follow up on complaint of 354 3<sup>rd</sup> Street (Ald. Taylor)

CDD Keil reported he has contacted the owners of 354 3<sup>rd</sup> Street. The owners informed him this is rental property and they are cleaning up after having bad tenants in the property. He has had the building inspectors check out the property and they have indicated a few code violations. CDD Keil has informed the property owners of the violations and they understand these violations must be corrected before they can rent the property.

- 2) Curtis Reed Square Landscape lighting and missing plaques (Ald. Taylor)

CDD Keil referred to PRD Tungate's memo of 9/27/06 that explained repair work has been done on the landscape lighting. Parts have been ordered to repair some of the lights, which should be completed within two weeks.

Staff has located the missing plaques for Curtis Reed and the International Peace fountain. They will be installed within the next week.

- 3) Report on The Shops at Waverly strip mall (Ald. Hendricks)

CDD Keil reported he has contacted the developer of the mall and their plan is to complete each store to suite the needs of the tenant.

XII. COUNCIL DIRECTIVES, Cont'd.

B. CDD Keil, cont'd.

4) Clean up of sidewalk in front of Broad Street Condominiums (Ald. Hendricks)

CDD Keil reported part of the sidewalk was replaced earlier this summer, but they needed to wait for the telephone company to move a wire before they could complete the last part of the sidewalk. The telephone company has relocated the wire, so the final part of the sidewalk has now been poured.

C. PWD Radtke – 1) Report on cameras at Public Works Facility (Ald. Taylor)

Outlined in memo dated 9/28/06.

D. PRD Tungate – 1) Report on lights on trestle trail (Ald. Taylor)

Outlined in memo dated 9/27/06.

E. Clerk Galeazzi – Written policy regarding unsigned communications (Ald. Taylor)

Clerk Galeazzi reported she researched records and could not locate a written policy on accepting unsigned letters. She checked with a former alderman and clerk and it was their recollection that it was a mutual understanding among the aldermen not to accept unsigned letters addressed to the Council. The Council can write a policy or introduce an ordinance addressing this issue.

F. Ald. Taylor – Time table for Mayor's trip to Japan (Ald. Taylor)

Ald. Taylor asked Mayor Laux when he was going to Japan and who from the City he was going with. Mayor Laux replied his past practice has been to submit a letter and instructions to the Council President as to when he will be out of the area. Which he will be doing this week. He will not be traveling with anyone from the City.

NEXT AGENDA: Ald. Michalkiewicz – Report on the Larsen Study

Ald. Hendricks – 1) Status of the Gatehouse Property; 2) Stormwater Utility Plan

Ald. Chase – Heckrodt Wetland Reserve Annexation

Ald. Taylor – 1) Status of 81 Racine Street; 2) Report of department heads on staffing;

3) Policy for sending flowers;

4) Agenda protocol, what gets placed on Common Council agenda

Ald. Wisneski – 1) Update on River Street construction;

2) Report on lumens standards of street lights.

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

A. Forrest Weber, 750 Appleton Street. 1) As Council President, he didn't respond to unsigned letters; 2) lights on Trestle Trail are closer together than City street lights.

B. Stan Sevenich, 645 9<sup>th</sup> Street. 1) Unsigned letters should not be accepted; 2) Should create an Ordinance that items be specified in budget.

XIV. ADJOURNMENT

Moved by Ald. Eckstein seconded by Ald. Taylor to adjourn at 8:30 p.m.

**Motion carried on voice vote.**

Deborah A. Galeazzi  
City Clerk