A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. OATH OF OFFICE

D. ROLL CALL/EXCUSED ABSENCES

E. PUBLIC HEARING

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

G. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
   1. CVMIC Video: *In the Scope of your Authority: Preventing Public Officials’ Liability*
   2. Clerk Galeazzi - the following communications have been received and placed on file:
      a. *Elected Officials Seminar s*
      b. *Heckrodt Board of Directors change in by-laws*
      c. *April 4, 2017 Spring Election Board of Canvas Minutes*

H. 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

I. ITEMS REMOVED FROM THE CONSENT AGENDA

J. ACTION ITEMS

K. HELD OVER BUSINESS

L. ORDINANCES AND RESOLUTIONS
   1. *R-9-17—A Resolution Providing for the Method of Selecting Certain Council/Committee
      Officials*
   2. *R-10-17— A Resolution Providing for the Method of Selecting Certain Council/Committee
      Officials*

M. APPOINTMENTS
   1. Common Council Appointments
      a. Council President (1 year term effective immediately)
      b. An Alderman Member to the Plan Commission (1 year term effective immediately)
c. An Alternate Alderman Member to the Plan Commission (1 year term effective immediately)

N. RECESS TO COMMITTEES
1. Administration Committee, Board of Public Works, Personnel Committee

O. APPOINTMENTS
1. Common Council Appointments
   a. NMFR Joint Finance and Personnel Committee
      i. Council President (no action necessary)
      ii. Personnel Committee Chair (or Administration Committee Chair if necessary)
   2. Mayor’s Appointments
      a. Approval of Alderman Ted Grade to the Parks & Recreation Board (1 year term effective immediately)
      b. Approval of Alderman Arnie Collier to the Landmarks Commission (1 year term effective immediately)
      c. Approval of Alderman Becky Nichols to the NMFR Joint Finance and Personnel Committee (1 year term effective immediately)
      d. Reappointment of Kara Homan to the Plan Commission for the term of 5/1/2017—5/1/2020
      e. Reappointment of Francis Ebben to the Police Commission for the term of 5/1/2017—5/1/2019
      g. Reappointment of Kristine Stacker to the Board of Health for the term of 5/1/2017—5/1/2020
      h. Reappointment of Lori Asmus to the Board of Health for the term of 5/1/2017—5/1/2020
      i. Appointment of Kevin Englebert, Principal Planner, to the Valley Transit Commission for the term of April 2017 to April 2020.

P. CLAIMS AGAINST THE CITY

Q. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
   (five (5) minute time limit for each person)

R. ACTION ITEMS

S. ADJOURNMENT

MEETING NOTICE
Monday, May 1, 2017
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

Following adjournment there will be a social at Parker John’s, 124 Main Street, Menasha. The public is invited.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

MEMORANDUM

DATE: April 13, 2017

TO: Common Council

FROM: Debbie Galeazzi, Clerk

SUBJECT: Elected Officials Seminars

Attached is information on two upcoming elected officials’ seminars. Please let me or Deputy Clerk Stephanie Cheslock know if you are interested in attending and we will register you. The first seminar is April 26 and we would need to register you by April 19.

Please feel free to contact me should you have questions.
Davis & Kuelthau, s.c. is pleased to invite you to its 39th Annual Public Officials Program for veteran and newly-elected public officials and administrators.

Our Labor and Employment, Municipal and School and Higher Education teams will update public officials regarding:

- Pending Supreme Court and state cases related to transgender students and employees.
- Current developments in employee benefits.
- Municipal statutory immunity from liability.
- Public records and open meeting matters.
- Immigration:
  - Latest trends including DACA adjudications;
  - Executive Orders concerning ICE enforcement policies;
  - Immigration enforcement in “Sensitive Locations” including schools, hospitals, churches and public events;
  - Rights and responsibilities of public institutions when interacting with ICE and undocumented residents.

The evening will conclude with a question and answer panel of Davis & Kuelthau attorneys who will collaborate on responses to questions regarding the topics presented as well as address any other issues of interest to public officials.

**When and Where**

Wednesday, April 26, 2017
5:00 p.m. – 8:30 p.m.

**NEW LOCATION:**
The Marq | 3177 French Rd | De Pere, WI
(Located a minute off I-41 at County Road S/Freedom Exit)

**Agenda**

- 5:00 p.m. Registration
- 5:30 p.m. Reception
- 6:00 p.m. Dinner
- 7:00 p.m. Program

**Who Should Attend**
School board members, city council members, town and village board members, county board members, school administrators, mayors, county executives, municipal administrators, human resource professionals and
others who have an interest in public sector issues will benefit from attending this program. The program will be particularly helpful to newly-elected public officials.

Please complete the attached registration form and mail together with payment of $30.00 per person (check payable to Davis & Kuelthau, s.c.), to:

Ms. Stephanie S. Dantinne, Office Administrator
318 S. Washington St., Ste. 300 | Green Bay, WI 54301

You may also register via http://tiny.cc/DKPublicOfficials2017 with payment mailed.

Questions? Ms. Dantinne may be reached at 920.431.2233 or sdantinne@dkattorneys.com.

Davis & Kuelthau represents many municipalities and school districts throughout the State of Wisconsin. Our firm emphasizes personalized, high-quality client service in all of our practice areas: business law, labor and employment law, commercial and civil litigation, environmental law, municipal special counsel, employee benefits, school law, intellectual property, real estate, commercial finance, insurance coverage, construction, health care, public utilities, and trusts, estates and succession planning.

Meet Our Public Sector Team

Robert W. Burns | Sherry D. Coley | Bruce B. Deadman
Nicholas R. DiUlio | Mary S. Gerbig | Aaron E. Hall | Joseph S. Heino
Christopher J. Jaekels | James M. Kalny | Mark G. Kmiecik
Stephen L. Knowles | James E. Lowe, Jr. | Laurie E. Meyer
Elizabeth K. Miles | Kathy L. Nusslock | Thomas V. Rohan | Hugo P. Rojas
Benjamin J. Sauer | Katharine G. Shaw | Ryan M. Spott
Anthony J. Steffek | Joseph E. Tierney IV

Please return the completed registration form and $30.00 fee (per person) via mail no later than April 19, 2017.
At Four Locations:

Local Government 101
2017

www.wisleague.org

Look for the latest details and register online at

A Month Ahead

Budgeting

Addressing Housing Developers

Healthy Communities

Ethics

Conflict Resolution

Workforce Attraction

The Impact of Public Art

Alcohol Licensing & Policy Development

Cyber Security

Workshop Toppers Will Include:

Radisson Paper Valley, Appleton

October 12-20, 2017

Tips, Trends & Tactics

119th Annual Conference

League of Wisconsin Municipalities

665 Lansdale Ave.

Friday, June 2, 2017

Green Bay

2700 Cliff Rd.

Friday, May 19, 2017

Eau Claire

4407 E. Washington Ave.

Friday, May 12, 2017

Madison

2304 N. Candida St.

Friday, May 5, 2017

Pewaukee

8 Locations

Workshop Dates

For more information, visit www.wisleague.org/101

The League's one-day workshops provide an excellent framework for those who want to brush up on their knowledge of local governance. Workshops are designed to enable attendees to understand key issues, strategies, and best practices, and to provide suggestions for their own communities. The workshops cover a wide range of topics, including budgeting, ethics, workforce development, and more. Attendees will have the opportunity to network with other professionals and learn from experts in the field. Register early to secure your spot!
We will contact you to make the necessary arrangements.

☐ Please check the box if you need an accommodation regarding a disability or dietary restriction.

Registration fees are due the day of the event. Payment options are provided below.

For questions, contact the Wisconsin Association of Local Government by phone (608) 273-2081 or email info@walgov.org.

Phone: (608) 273-2081, Fax: (608) 273-2093. Online payment available.

Mail or drop off your registration fee to: 171 W. Wilson St., Madison, WI 53703

Payment by phone or mail must be received by the deadline noted on the registration form or by the event date.

Please endorse registration fee of $75 (member) or $100 (non-member) per person. Make checks payable to the League of Wisconsin Municipalities.

Name on Card:

Expiration Date:

Card Type:

Payment Method:

Visa

Discover

American Express

Check

Credit Card

$75 Member (non-refundable)

$100 Non-Member (non-refundable)

Address:

City:

State:

ZIP:

Phone:

Fax:

Email:

Contract Person (for questions regarding this registration):

Position:

☐ Green Bay: Holiday Inn Lodi & Conference Center, June 5, 2017

☐ Rancho Cucamonga Resort & Conference Center, May 15, 2017

☐ Hyatt Regency Madison, June 5, 2017

☐ Holiday Inn McMahon’s West, May 5, 2017

Register online at www.lwgov.org or use this form to make the following reservations:

2017 Local Government 101
February 27, 2017

Don Merkes, Mayor
City of Menasha
140 Main St.
Menasha, WI 54952

Dear Mayor Merkes,

In June 2016, the Heckrodt Wetland Reserve Board of Directors adopted revised by-laws for the organization. All appointed board positions were replaced by elected board members serving three year terms. Nonvoting board positions were eliminated. We are pleased that both Sheila Brucks and Arnie Collier have agreed to serve three year elected board positions, as they are both valuable and active members of our Board of Directors.

Thank you for your careful selection of appointed board members in the past. If you are aware of someone who would like to serve on the HWR Board of Directors, we accept applications all year, interview potential candidates in October and November, and seat new board members in January every year. We will be happy to provide a BOD application packet to anyone with an interest.

Sincerely,
HWR Board of Directors
Summary Statement and Certification of the Board of Canvassers
Spring Election – April 4, 2017

We, the undersigned, certify that we are the members of the Board of Canvassers for the City of Menasha, Wisconsin.

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the City Clerk.

We further determine and certify that the following persons received the greatest number of votes for the respective office for which each was a candidate on April 4, 2017.

The total number of votes cast for District 1 Alderman was 382, of which
Rebecca J. Nichols received 220
Kathy Stahl received 160
Write-ins received 2

Rebecca J. Nichols having received the highest number of votes cast, was declared elected District 1 Alderman for the City of Menasha for a two year term expiring April 2019.

The total number of votes cast for District 3 Alderman was 285, of which
Stanley P. Sevenich received 146
Melissa Suttner received 139
Write-ins received 0

Stanley P. Sevenich having received the highest number of votes cast, was declared elected District 3 Alderman for the City of Menasha for a two year term expiring April 2019.

The total number of votes cast for District 5 Alderman was 221, of which
Scott Haag received 91
Steve Krueger received 130
Write-ins received 0

Steve Krueger having received the highest number of votes cast, was declared elected District 5 Alderman for the City of Menasha for a two year term expiring April 2019.

The total number of votes cast for District 7 Alderman was 201, of which
Emilie Steinmann received 90
Ted J. Grade received 109
Write-ins received 2

Ted J. Grade having received the highest number of votes cast, was declared elected District 7 Alderman for the City of Menasha for a two year term expiring April 2019.

Dated at the office of the City Clerk at City Hall, City of Menasha, Winnebago & Calumet Counties, Wisconsin, this 5th day of April, 2017.

Thomas Stoffel
Greg K
Deborah A. Galeazzi
### Alderman, District 1
Rebecca J. Nichols  220  
Kathy Stahl  160  
Write-in:  2  

Total Votes Cast-Office  382  
Total Voters  386  

### Alderman, District 3
Stanley P. Sevenich  146  
Melissa Suttner  139  
Write-in:  0  

Total Votes Cast-Office  285  
Total Voters  291  

### Alderman, District 5
Scott Haag  91  
Steve Krueger  130  
Write-in:  0  

Total Votes Cast-Office  221  
Total Voters  233  

### Alderman, District 7
Emilie Steinmann  90  
Ted J. Grade  109  
Write-ins:  2  

Total Votes Cast-Office  201  
Total Voters  214
Clerk Galeazzi called the meeting to order at 10:20 a.m.

Present: Members Greg Keil, Thomas Stoffel and City Clerk Deborah A. Galeazzi

The Board compared the ImageCast Evolution (ICE) machine print-outs with the return sheets filed and determines and certifies the Alderperson for Districts 1, 3, 5, 7 races of the April 4, 2017 Spring Election as follows:

**Alderperson, District 1**
- Rebecca J. Nichols 220
- Kathy Stahl 160
- Write-in 2

**Alderperson, District 3**
- Stanley P. Sevenich 146
- Melissa Suttner 139
- Write-in: 0

**Alderperson, District 5**
- Scott Haag 91
- Steve Krueger 130
- Write-in: 0

**Alderperson, District 7**
- Emilie Steinmann 90
- Ted J. Grade 109
- Write-ins: 2

Having all business done, moved by Greg Keil, seconded by Thomas Stoffel to adjourn at 10:36 a.m.

Motion carried on voice vote.

WITNESS OUR HANDS at the office of the City Clerk at City Hall, City of Menasha, Winnebago and Calumet Counties, Wisconsin, this 5th day of April, 2017

[Signatures]

Greg Keil
Thomas Stoffel
Deborah A. Galeazzi
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<tr>
<th>Office</th>
<th>Senior Center</th>
<th>Boys and Girls Club</th>
<th>Clovis</th>
<th>Jefferson</th>
<th>Winnegamie Dog Club</th>
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<td>Ted J. Grade</td>
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</tbody>
</table>
| Tom Maurer                | Alex Zelinski | 1 | 1
| Alex Zelinski             | 1          | 1        |
| Jim Bevers                | 2          | 2        |
| Allen Zillinski           | 1          | 1        |
| Ted Grade                 | 1          | 1        |
| Write In                  | 1          | 1        |
| Sharon Geurts             | 2          | 2        |
| Eric Thiede               | 1          | 1        |
| Keith Wilkenson           | 1          | 1        |
| Alex Zilinski             | 1          | 1        |
| Randall Neuton            | 1          | 1        |
| Raymond Krueger           | 1          | 1        |
| Fred Johnson              | 1          | 1        |
| Michelle A. Angell        | 1          | 1        |
| Roy Rogers                | 1          | 1        |
| Nancy Zelinski            | 1          | 1        |
| Michael Woods             | 1          | 1        |
| Kathy Searl               | 1          | 1        |
| Randy Ropella             | 1          | 1        |
| Ken Kubiak                | 1          | 1        |
| **AASD School Board Member** |   |         |
| Diane S. Barkmeier        | 99         | 99       |
| Alvin Pastor Dupree       | 78         | 78       |
| Barry O’Connor            | 87         | 87       |
| Write In                  | 1          | 1        |
CITY OF MENASHA  
WINNEBAGO COUNTY  
RECOUNT—ALDERMANIC DISTRICT 3  
WARDS 8 & 9  
3rd Floor Council Chambers  
140 Main Street  
Wednesday, April 12, 2017  
MINUTES

Meeting called to order by Clerk Galeazzi at 9:00 am

Original Result for City of Menasha Aldermanic District 3 April 4, 2017 Election:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
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<tbody>
<tr>
<td>Stanley P. Sevenich</td>
<td>146</td>
</tr>
<tr>
<td>Melissa Suttner</td>
<td>139</td>
</tr>
</tbody>
</table>

Electronic Voting Equipment Test Results: All ballots were read correctly by machine.

Board of Canvass Members: Debbie Galeazzi, Clerk, Tom Stoffel, and Greg Keil
Others Present: Deputy Clerk Stephanie Cheslock, City Attorney Pamela Captain, District 3 Aldermanic Candidate Melissa Suttner, District 3 Aldermanic Candidate Stan Sevenich, Chief Inspector Gary Coopman, Winnebago County Clerk Sue Ertmer

Notifications: Clerk Galeazzi reported that each of the District 3 Aldermanic Candidates received proper notice of the recount, which included the time and location. Both candidates returned signed statements to the Clerk’s Office confirmed receipt of the notice. The recount was properly noticed as a public meeting under Wis. Stat. §19.84.

Clerk Galeazzi described the three tasks which would take place during the recount.

1) Reconcile the poll books—count voters for District 3, wards 8 & 9
2) Verify number of absentees—reconcile log, envelopes, and applications (issued and received is the same)
3) Separating out and counting the ballots
   a. Find only District 3 ballots
   b. Separate the absentee ballots
   c. Find ballots that did not vote for the office of aldermen
   d. Separate by candidate
   e. Compare recreated ballots

Before opening the ballot bag the seal number was verified with the number listed on the Inspector’s Statement. 0870210 seal number

County Clerk Ertmer went through ballots with the guidance of Chief Inspector Coopman.

BOC members Greg Keil and Tom Stoffel examined the recreated ballots. Total of two; #1 done properly; #2 Voter intent cannot be determined on one of the offices but not on the aldermanic race—was recreated properly.
Chief Inspector Coopman and County Clerk Ertmer separated the ballots by district and then by voted for candidate. Each Chief Inspector Coopman and County Clerk Ertmer took one stack and counted and then to verify, switched stacks.

**Ballot Recount Results:**
No change
Stanley P. Sevenich 146
Melissa Suttner 139

BOC Members Greg Keil and Tom Stoffel reconciled the poll books. They looked for District 3 voters and counted each per page.

1) Found one page with an initialed error. Agreed the correct voter was recorded in each poll book

**Poll Book Reconciliation Results:**
No certificate voters
New Registrations—3 new registrants in District 3
BOC members agreed on number of voters on each page

County Clerk Ertmer adds up number of voters found by BOC members=296 (should be 291) City Clerk Galeazzi recounts the number of voters found by BOC members=296. Chief Inspector Coopman also counted 296.

Clerks re-reconcile the poll books and find a few pages where the BOC members recorded an incorrect number of voters by including voters from District 4. Results of this re-reconciliation is to remove 7 voters, add one voter to the former count=290. Clerk Galeazzi and County Clerk Ertmer found 1 less District 3 voter than District 3 ballots and conclude that one voter from District 4 was issued a District 3 ballot. BOC Members agreed that one voter form District 4 was issued a District 3 ballot.

Clerk Galeazzi separated absentee envelopes by district and then compared absentee log with absentee envelopes.

**Absentee Results:**
42 Absentee envelopes
42 absentee listed in book
42 absentee ballots accounted for
0 rejected absentee ballots

The Board of Canvassers declared there ot be no change to the original numbers of 146 for Stanley P. Sevenich and 139 for Melissa Suttner.

Motion to adjourn by Greg Keil, seconded by Tom Stoffel. Motion carried by voice vote.

Meeting adjourned at 10:55am

Submitted by Stephanie Cheslock, Deputy Clerk
RESOLUTION R-9-17
AMENDED

A RESOLUTION PROVIDING FOR THE METHOD OF SELECTING CERTAIN COUNCIL/COMMITTEE OFFICIALS

Introduced by Alderman Rebecca Nichols

WHEREAS, it is desirous to provide a method for selection of the Council President, Administration Committee Chair, and Vice-Chair, Board of Public Works Chair and Vice-Chair, and Personnel Committee Chair and Vice-Chair, Alderman Member of the Planning Commission, and an Alternate Alderman Member of the Planning Commission; and,

WHEREAS, it is desirous that ground rules be laid prior to such selections; and

WHEREAS, it is desirous that city government operate in the most open and transparent method practicable

NOW, THEREFORE, BE IT RESOLVED, that the above-named officials be selected in the following manner:

1. In order for an alderman to be a candidate for any office, that alderman must be nominated and seconded by another alderman.

2. Should there be no additional nominations for any office, the Clerk shall cast a unanimous ballot for a particular candidate and such candidate shall be declared elected, unless there is objection from another alderman.

3. Should there be more than one nomination for any office, roll call shall be immediate and any candidate receiving the least votes shall be eliminated until there is one remaining who shall win the election.

4. In the case of a tie, successive roll calls shall take place until the tie is broken up to three (3) rounds if necessary. In the event a tie still remains, the winner shall be drawn from a container holding the names of each nominee (4 each). The Mayor shall not have the authority to break a tie.

5. All officers shall be for a period of one year.

Passed and approved this 18th day of April, 2017.

__________________________
Donald Merkes, Mayor

ATTEST: ______________________
Deborah A. Galeazzi, City Clerk
RESOLUTION R-10-17

A RESOLUTION PROVIDING FOR THE METHOD OF SELECTING CERTAIN COUNCIL/COMMITTEE OFFICIALS

Introduced by Alderman James Taylor

WHEREAS, it is desirous to provide a method for selection of the Council President, Administration Committee Chair, and Vice-Chair, Board of Public Works Chair and Vice-Chair, and Personnel Committee Chair and Vice-Chair, Alderman Member of the Planning Commission, and an Alternate Alderman Member of the Planning Commission; and,

WHEREAS, it is desirous that ground rules be laid prior to such selections.

NOW, THEREFORE, BE IT RESOLVED, that the above-named officials be selected in the following manner:

1. In order for an alderman to be a candidate for any office, that alderman must be nominated and seconded by another alderman.

2. Should there be only one nominations for any office, the Clerk shall cast a unanimous ballot for a particular candidate and such candidate shall be declared elected, unless there is objection from another alderman.

3. Should there be more than one nomination for any office, the City Clerk shall pass out ballots for written vote and any candidate receiving the least votes shall be eliminated until there is one remaining who shall win the election.

4. The Mayor shall not have the authority to break a tie. In the case of a tie, successive ballots shall be passed out until the tie is broken up to three (3) rounds if necessary. In the event a tie still remains, the winner shall be drawn from a container holding four (4) ballots from each nominee.

5. All officers shall be for a period of one year.

Passed and approved this 18th day of April, 2017.

__________________________
Donald Merkes, Mayor

ATTEST:__________________________
Deborah A. Galeazzi, City Clerk