A. CALL TO ORDER
Meeting called to order by Mayor Merkes at 6:31 p.m.

B. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

C. ROLL CALL
PRESENT: Aldermen Tom Grade, Ted Grade, Randy Ropella, Rebecca Nichols, James Taylor, Stan Sevenich, Mark Langdon, Steve Krueger.
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Jacobs, CDD Schroeder, DPW Radomski, PHD McKenney, PRD Tungate, LD Lenz, DDMO Alix, FM Sassman, HRC Huber, Clerk Galeazzi.

D. PUBLIC HEARING
1. Rezoning of 455 Baldwin Street (parcel #750049700), 435 Baldwin Street (parcel #750049800), and 981 Plank Road (parcel #750050000) from I-1 Heavy Industrial District to GU Government Use District to align the zoning designation with the land-use recommendation of Menasha’s Comprehensive Plan and to prepare the site for the new public works facility
CDD Schroeder explained the three parcels to be rezoned from I-1 Heavy Industrial to GU Government Use are where the Public Works Facility is located. This is in preparation of constructing the new Public Works Facility and it will be more in-line with the City’s Comprehensive Plan.
No one spoke.
Mayor Merkes closed the Public Hearing.

2. Rezoning of 638 Third Street (parcel #10011400) from R-1 Single Family Residence District to R-2 Two-Family Residence District
CDD Schroeder explained the request of the property owner to rezone from R-1 Single Family to R-2 Two-Family to allow for a duplex to be constructed on the vacant lot. The Plan Commission has tabled this item as this parcel is located next to the Third Street Diner and it might not be the best use of the site.
No one spoke.
Mayor Merkes closed the Public Hearing.

3. Proposed City of Menasha Budget for the Year 2019
ASD Jacobs explained the budget process and Resolutions that will be acted on later in the meeting.

Sandra Dabill Taylor, 545 Broad Street, Menasha. Commented that staff did little to reduce the budget, just shows dollars being shifted between accounts. She is concerned the City is adding more social programming. She had concerns about more collaboration with Menasha Joint School District especially on the Jefferson Park improvements and Health Department. She recommends Health Department should look at joining with the County Health Department. The City should look at other options for Senior Center as other municipalities have. She does not see a benefit from funding the Regional Partnership. The funds in Mayor’s budget for fireworks should be in Parks’
budget. Staff should examine Paint & Restore home improvement program before putting more money into it to see if the program is working. The $5 charge on tax bills for recycling carts should have a sunset clause. Menasha should follow Neenah’s new transportation fee formula to fund street projects. The training/miles/registrations for each department should be re-evaluated. She is concerned on what will be spent on improvements to Jefferson Park. Employees salary increases should be on a two tier system. She encourages cuts somewhere in the budget.

Amanda Wood, 1804 S. Bouten Street, Appleton. She is looking at purchasing property in Menasha and was curious on the budget process and why taxes in Menasha are higher than other municipalities.

4. Intent for the City of Menasha to Apply for USDA—Rural Development Program Loan (for Community Facilities Loans and Grants) for the New Public Works Facility

DPW Radomski explained holding a public hearing is part of the USDA Loan process.

Sandra Dabill Taylor, 545 Broad, Menasha. Commented since Redevelopment Authority will be taking on debt for new Public Works Facility, they will have to blight property or create a TIF District.

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
No one spoke.

No objection to Mayor Merkes’ request to move up Action Item 7.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

   Minutes to receive:
   a. Administration Committee, 11/5/2018
   b. Board of Health, 10/12/2018
   c. Board of Public Works, 11/5/2018
   d. Committee on Aging, 10/12/2018
   e. Parks and Recreation Board, 10/9/2018 & 11/13/2018
   f. Plan Commission, 11/6/2018
   g. Police Commission, 8/16/2018
   h. Redevelopment Authority, 11/5/2018
   i. Special Personnel Committee, 11/14/2018

   Communications:
   j. Racine Street Bridge Public Involvement Meeting
   k. November 6, 2018 General Election Results
   l. Resident letter to Mayor Merkes
   m. Orientation on-the-go: Public Power invite from WPPI Energy

Moved by Ald. Sevenich seconded by Ald. Krueger to receive Minutes and Communications a-m. General discussion ensued on Racine Street Bridge public involvement meeting. 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 placed 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, 11/5/2018
Administration Committee, 11/5/2018, Recommends the Approval of:
3. Accepting the renewal quote from Municipal Property Insurance Company (MPIC) for property insurance coverage for 2019 at the annual premium of $37,555

Board of Public Works, 11/5/2018, Recommends the Approval of:
4. Street Use Application—First Eve; Monday, December 31, 2018; 2:00pm—12:30am (Community Forward, Inc)
5. Payment—MCC, Inc.; Contract Unit 2018-02; New Street Construction and Street Reconstruction—Various Streets; $276,457.04 (Payment No. 5)
6. Change Order—Donald Hietpas & Sons, Inc.; Menasha Utilities & City of Menasha 2018 Water Main and Sanitary Reconstruction; McM. No. M0002-9-17-00839; ADD: $5,435.60 (Change Order No. 1)

Personnel Committee, 11/14/2018, Recommends the Approval of:
7. Maintaining the same insurance program and level of benefits to employees in 2019, with the elimination of out-of-network coverage, with the continuation of the HRA component, increase in funding the HRA level to 40% (from the previous 35%), and increase the maximum out-of-pocket expenses to employees by a potential $1,000 (single) or $2,000 (all other plans) by utilizing a co-insurance component after the deductible levels have been met, and to provide health insurance at the rates and terms listed in memo dated 11/13/18. In addition the cost of the City’s health insurance program to retired employees include both 100% of the premium costs and 100% of the HRA administration and HRA 40% funding for 2019
8. 2019 Wage/Salary Increase of 2.25% and 7.5% health insurance employee premium share for non-represented employees as included in the 2019 budget as per memo dated 11/13/18

Ald. Taylor requested to remove item 4 and Ald. Sevenich requested to remove items 3, 5, 6, 7, 8 from Consent Agenda.

Moved by Ald. Sevenich seconded by Ald. Krueger to approve Consent Agenda items 1 & 2. Motion carried on voice vote.

H. ITEMS REMOVED FROM THE CONSENT AGENDA
1. Moved by Ald. Nichols seconded by Ald. Krueger to approve Consent Agenda item 3, accepting the renewal quote from Municipal Property Insurance Company (MPIC) for property insurance coverage for 2019 at the annual premium of $37,555
Motion carried on roll call 8-0.

Ald. Taylor left the room.

2. Moved by Ald. Krueger seconded by Ald. Sevenich to approve Consent Agenda item 4, Street Use Application for First Eve on Monday, December 31, 2018, 2:00pm—12:30am (Community Forward, Inc).
Motion carried on roll call 7-0. Ald. Taylor abstained.

Ald. Taylor returned.

3. Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 5, Payment to MCC, Inc., Contract Unit 2018-02 for new street construction and street reconstruction of various streets in the amount of $276,457.04 (Payment No. 5).
Motion carried on roll call 8-0.

Motion carried on roll call 8-0.
No objection to Ald. Sevenich’s request to postpone action on Consent Agenda items 7 & 8 until after action on Resolution R-29-18.

5. Moved by Ald. Ted Grade seconded by Ald. Sevenich to approve Consent Agenda item 7, Maintaining the same insurance program and level of benefits to employees in 2019, with the elimination of out-of-network coverage, with the continuation of the HRA component, increase in funding the HRA level to 40% (from the previous 35%), and increase the maximum out-of-pocket expenses to employees by a potential $1,000 (single) or $2,000 (all other plans) by utilizing a co insurance component after the deductible levels have been met, and to provide health insurance at the rates and terms listed in memo dated 11/13/18. In addition the cost of the City’s health insurance program to retired employees include both 100% of the premium costs and 100% of the HRA administration and HRA 40% funding for 2019.
Motion carried on roll call 7-1. Ald. Taylor voted no.

6. Moved by Ald. Ted Grade seconded by Ald. Sevenich to approve Consent Agenda item 8, 2019 Wage/Salary Increase of 2.25% and 7.5% health insurance employee premium share for non-represented employees as included in the 2019 budget as per memo dated 11/13/18.
Motion carried on roll call 5-3.
Ald. Nichols, Sevenich, Krueger, Tom Grade, Ted Grade voted yes.
Ald. Taylor, Langdon, Ropella vote no.

I. ACTION ITEMS
1. Accounts payable and payroll for the term of 11/8/2018—11/15/2018 in the amount of $869,780.30
Moved by Ald. Nichols seconded by Ald. Ted Grade to approve accounts payable and payroll.
Motion carried on roll call 8-0.

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve beverage operator’s license application for the 2017-2019 licensing period as listed in memo dated 11/15/18.
Motion carried on roll call 8-0.

Police Department is recommending denying the beverage operator’s license application for Devon Bergner due to multiple convictions in a short amount of time as per City of Menasha Guidelines.

No one was present to represent Mr. Bergner.

Moved by Ald. Nichols seconded by Ald. Krueger to deny beverage operator's license application for Devon Bergner due to multiple convictions in a short amount of time as per City of Menasha Guidelines.

PC Styka stated Mr. Bergner has two convictions, one as a juvenile and one as an adult.
Motion carried on roll call 7-1. Ald. Langdon voted no.

ASD Jacobs explained there are no additional fees or costs with this agreement. Associated Appraisal staff will be updating the City’s CAMA model in lieu of inspecting 25% of the parcels.
Motion carried on roll call 8-0.
4. “Class B” Liquor License Application for 204 Coffee House and Wine Bar, LLC, Brandon W. Landro, Agent; d/b/a Your Daily Grind, 204 Main Street, Menasha for the 2018-2019 Licensing Year
   Moved by Ald. Nichols seconded by Ald. Tom Grade to approve Class B” Liquor License Application for 204 Coffee House and Wine Bar, LLC, Brandon W. Landro, Agent; d/b/a Your Daily Grind, 204 Main Street, Menasha for the 2018-2019 Licensing Year.
   Motion carried on roll call 8-0.

5. NAI Pfefferle Listing Agreement Amendment
   Moved by Ald. Nichols seconded by Ald. Krueger to approve NAI Pfefferle Listing Agreement Amendment.
   General discussion ensued on listing term for 140 Main Street is 6 months and other properties are for 12 months.
   Moved by Ald. Nichols seconded by Ald. Langdon to amend listing expiration date for 140 Main Street to October 31, 2019.
   Motion on amendment carried on voice vote.
   Original motion as amended carried on roll call 8-0.

6. Accept donation of land from Menasha Corporation (Parcels #3-00892-00 & 3-00890-00)
   Moved by Ald. Ted Grade seconded by Ald. Tom Grade to accept donation of land from Menasha Corporation (Parcels #3-00892-00 & 3-00890-00).
   Motion carried on roll call 8-0.

7. Tax Incremental Financing (TIF) District Creation—Shopko Plaza
   Moved by Ald. Sevenich seconded by Ald. Langdon to direct City staff to continue forward with the creation process of a new TIF District 14 also meeting with the Plan Commission, Joint Review Board, and Common Council for final approval.
   Motion carried on roll call 8-0.

   a. May adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons; and (f) Considering financial…or personal histories…of specific persons…which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data.
   No action required.

   b. May reconvene into open session to take action on items discussed in Closed Session
   No action required.

J. HELD OVER BUSINESS
   1. Administration Committee, 10/15/2018, Recommends the Approval of: CGI Communications Community Video Program Agreement (postponed from 11/5/2018)
   Mayor Merkes explained the CGI Communications agreement does not prohibit the City from contracting with other video companies; however those videos cannot be posted on CGI’s website or use footage from CGI’s videos. Mayor Merkes stated the sample letter that was included in previous packets is only a sample and CGI will work with staff on a letter that is specific to the City of Menasha.
   No action - this item will appear on next Common Council agenda.
K. ORDINANCES AND RESOLUTIONS

1. O-21-18 An Ordinance Amending Title 13, by Making Certain Changes to the District (455 Baldwin Street—Parcel #5-00497-00; 435 Baldwin Street—Parcel #5-00498-00; & 981 Plank Road—Parcel #5-00500-00); Introduced by Alderman Nichols; Recommended by Plan Commission 11/6/2018
   Moved by Ald. Nichols seconded by Ald. Krueger to approve O-21-18 An Ordinance Amending Title 13, by Making Certain Changes to the District (455 Baldwin Street—Parcel #5-00497-00; 435 Baldwin Street—Parcel #5-00498-00; & 981 Plank Road—Parcel #5-00500-00)
   Motion carried on roll call 8-0.

2. O-22-18 An Ordinance Amending Title 2, Chapter 2 of the Code of Ordinances (Mayor; Common Council); Introduced by Alderman Sevenich & Ted Grade
   Moved by Ald. Sevenich seconded by Ald. Krueger to suspend the rules and take up O-22-18 An Ordinance Amending Title 2, Chapter 2 of the Code of Ordinances (Mayor; Common Council).
   Motion carried on roll call 7-1. Ald. Taylor voted no.
   Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve O-22-18 An Ordinance Amending Title 2, Chapter 2 of the Code of Ordinances (Mayor; Common Council).
   General discussion ensued on comparison to other municipalities and the Mayor’s salary after the four years as stated in ordinance.
   Motion carried on roll call 8-0.

3. R-29-18 A Resolution Levying Taxes for the Purpose of Paying the Operating Expenses for the Year 2019 for the City of Menasha; Introduced by Mayor Merkes
   Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve R-29-18 A Resolution Levying Taxes for the Purpose of Paying the Operating Expenses for the Year 2019 for the City of Menasha.

7:50 p.m. – Recessed
7:55 p.m. – Reconvened

Moved by Ald. Sevenich seconded by Ald. Ropella to reduce Common Council-Recording Fees (100-0405-513.21-08) by $1,000.
ASD Jacobs explained this covers closed captioning and taping cost of Council meetings.
Motion carried on roll call 7-1. Ald. Nichols voted no.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to reduce City Attorney-Legal (100-0201-512.21-01) by $1,000.
CA Captain explained this is used for any outside legal services.
Motion carried on roll call 8-0.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to reduce Police Department-Lodging/Meals (100-0801-521.34-03) by $1,000.
General discussion ensued on training opportunities for Police Department.
Motion carried on roll call 7-1. Ald. Nichols voted no.

Moved by Ald. Sevenich seconded by Ald. Ropella to reduce Library-Overtime (100-0601-551.10-03) by $1,000.
LD Lenz explained this account is for the Library custodian who is called in after-hours when there is a building emergency.
Motion failed on roll call 2-6.
Ald. Langdon, Ropella voted yes.
Ald. Nichols, Taylor, Sevenich, Krueger, Tom Grade, Ted Grade voted no.
Moved by Ald. Sevenich seconded by Ald. Langdon to reduce Pool-Overtime (100-0704-552.10-03) by $1,000.
PRD Tungate explained overtime at the pool is not anticipated but unknown events that may cause a need for overtime.
Motion carried on roll call 7-1. Ald. Nichols voted no.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to remove $8,000 from Bank Sick Leave Fund.
General discussion ensued on reducing the sick leave payout benefit, funding the benefit by the General Funds, spreading funding over all departments, impact on future budgets, how benefit is used, and change in employee benefits.
Moved by Ald. Ropella seconded by Ald. Taylor to amend to increase from $8,000 to $10,000 amount removed from Bank Sick Leave Fund.
Motion on amendment failed on roll call 1-7. Ald. Ropella voted yes.
Original motion carried on roll call 7-1. Ald. Nichols voted no.

Moved by Ald. Sevenich seconded by Ald. Krueger to reduce Health Insurance (100-1199-519.15-01) by $10,000.
Discussion ensued on savings on insurance premiums.
Motion on roll call 7-1. Ald. Nichols voted no.

Moved by Ald. Ted Grade seconded by Ald. Sevenich to reduce Assessor-Other Municipal Entities (100-0402-513.25-01) by $500.
ASD Jacobs explained the amount is for the service of assessing manufacturing properties at the State level.
Motion carried on roll call 8-0.

Moved by Ald. Ted Grade seconded by Ald. Sevenich to transfer $7,500 from Street Construction-Department (100-1003-541.30-18) to Storm Water Utilities-Street Construction-Department (625-1003-541.30-18).
DPW Radomski explained these funds are used for rental of machines to crush stone used for street projects.
Motion carried on roll call 7-1. Ald. Nichols voted no.

Moved by Ald. Ted Grade seconded by Ald. Sevenich to reduce Recycling-Solid Waste-Tools & Equipment (266-1027-543.30-15) by $2,500 and reduce Refuse Collect-Dispose-Tools & Equipment (100-1016-543.30-15) by $5,000 for GPS Hardware.
DPW Radomski explained there are funds in the 2018 budget for GPS.
DDMO Alix explained the GPS hardware will be installed in refuse trucks to keep track of trucks and locate potholes. He also explained other tasks the GPS will be used for.
Motion carried on roll call 7-1. Ald. Nichols voted no.

Moved by Ald. Ted Grade seconded by Ald. Krueger to transfer $4,500 from Community Development-Engineering (100-0304-562.21-02), $1,500 to TIF10-Engineering (487-0304-562.21-02), $1,500 to TIF 11-Engineering (489-0304-562.21-02) and $1,500 to TIF12-Engineering (492-0304-562.21-02) for Hotel Study
Motion carried on roll call 8-0.

Moved by Ald. Krueger seconded by Ald. Langdon to reduce Community Development-Marketing (100-0304-562.21-10) by $3,000.
General discussion ensued on removing the amount for the Fox Cities Regional Partnership.
Motion carried on roll call 6-2.
Ald. Sevenich, Langdon, Krueger, Tom Grade, Ted Grade, Ropella voted yes.
Ald. Nichols, Taylor voted no.
Moved by Ald. Sevenich seconded by Ald. Ted Grade to increase Health Department revenue account (100-0000-432.14-00) by $5,000
PHD McKenney explained a grant that the Health Department is eligible for and have a good chance of receiving.
Motion carried on roll call 8-0.

Moved by Ald. Taylor seconded by Ald. Ropella to approve 2019 cost of living increase of 1.25% for salaries over $70,000 and cost of living increase of 1.75% for salaries under $70,000.
General discussion ensued on 2.25% cost of living increase for all employees approved by Personnel Committee, impact to budget, tier system for wage increase, different increase for different employees, look at pay structure in the future, Act 10 eliminated some unions, policy for pay compression, and clarification on which employees are eligible.

Moved by Ald. Taylor seconded by Ald. Langdon to amend, the increase is for non-represented employees only.
Motion carried on voice vote.

DPW Radomski explained the difficulty in filling some common labor positions and ASD Jacobs explained for some employees the 2.25% cost of living increase may not cover the increase in insurance premium and change in insurance plan.
Motion failed on roll call 3-5.

Moved by Ald. Taylor seconded by Ald. Langdon to approve 2019 cost of living increase of 1.75% for all non-represented employees.
Motion failed on roll call 3-5.

Moved by Ald. Taylor seconded by Ald. Langdon to approve 2019 cost of living increase of 2% for all non-represented employees.
ASD Jacobs explained the impact to the budget.
General discussion ensued on what private sector employers offer their employees.
Motion failed on roll call 3-5.

PC Styka explained the reduction in the 2019 contract with the Fox Valley Humane Association.
Moved by Ald. Ropella seconded by Ald. Krueger to reduce Animal Impoundment (100-0806-532.25-01) by $1,500
Motion carried on roll call 8-0.

ASD Jacobs and IT Manager James explained the cost to upgrade the camera system. The amount in CIP budget is $20,000, however the written quote received is closer to $27,800 without an additional microphone.
Moved by Ald. Sevenich seconded by Ald. Krueger to increase Capital Improvement (470-0405-513.80-05) by $7,800.
Motion carried on roll call 7-1. Ald. Nichols voted no.
ASD Jacobs provided an updated Resolution R-29-18 based on amendments made. He explained the tax rate for each County and compared it to last year's tax rate. ASD Jacobs also explained that the charges from Harrison Utilities, formerly Waverly Sanitary District, which in the past had been added to tax bills for properties serviced by Harrison Utilities, will not be included on this year's tax bill as there is no agreement between City of Menasha and Harrison Utilities to collect this fee.


4. R-30-18 A Resolution of the City of Menasha Adopting its General, Special Revenue, Capital Projects, Debt Service, Enterprise, and Internal Service Funds and Component Unit 2019 Budgets; Introduced by Mayor Merkes
 ASD Jacobs explained the breakdown of revenues and expenditures as listed in the Resolution. Motion carried on roll call 7-1. Ald. Nichols voted no.

 Motion carried on roll call 7-1. Ald. Nichols voted no.

L. APPOINTMENTS

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. Krueger seconded by Ald. Ted Grade to adjourn at 11:24 p.m.
   Motion carried on voice vote.