A. CALL TO ORDER
Meeting called to order by Mayor Merkes at 5:05 p.m.

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

C. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Kevin Benner, Rebecca Nichols, Stan Sevenich, Arnie Collier, Steve Krueger, Alex Zelinski, Ted Grade.
EXCUSED: Alderman James Taylor.
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Jacobs, CDD Schroeder, DPW Radomski, PRD Tungate, ES Montour, FM Sassman, Clerk Galeazzi.
DEPT. HEAD EXCUSED: PHD McKenney.

D. PUBLIC HEARING
1. Proposed Resolution Authorizing Public Improvement and Levying Special Assessments against benefited property (The Ponds of Menasha-Phase 1 and The Cottages at Lake Park Condominiums)
ES Montour gave a brief description and timeline of the project. He explained what access residents will have to their street and mail delivery.
Mayor Merkes opened the public hearing.
Jim Hennes, 3058 Villa Way, Menasha. Asked if driveway aprons installed in 2014 would have to be removed and reinstalled.
ES Montour explained that any temporary driveway aprons will be removed and then reinstalled. He stated sidewalks will be installed on the south side of Villa Way. ES Montour explained that 3058 Villa Way is not part of this project, but maybe part of a future project.
Dan Evans, 859 Lotus Trail, Menasha. Asked what type of access they will have to their homes and the start and end date of the project.
ES Montour explained property owners will have access to their homes at the end of each day. They encourage residents to try to avoid the work area during the day. It is anticipated the project to begin in July and be completed by end of October.
Mike Balthazor, 963 Lotus Trail, Menasha. Asked if sidewalks are required.
Mayor Merkes explained it was agreed upon when the subdivision was developed that sidewalks or a trail would be installed. The cost of the sidewalks would come out of the TIF.
Gail Zierler, 3058 Villa Way, Menasha. Asked if there will be access to the streets leading into the subdivision and if additional street lights will be installed with the project.
ES Montour explained the streets leading into the subdivision are not part of this project. An RFP will be prepared to extend Community Way leading to the subdivision. Next year County LP (Lake Park) will be reconstructed by WisDOT. There may be some increase in lighting as part of project but if additional lighting is needed the request should go to the Board of Public Works.
Tom Michaels, 3014 Villa Way, Menasha. Asked if speed limit signs could be installed.
ES Montour explained typically residential areas do not have speed limit signs. The signs are posted on the collector street. However, the request should go to Board of Public Works.
ES Montour explained the payment plan as per City policy.
No one else spoke, so Mayor Merkes called the public hearing to a close.
2. Special Use Permit by Trevor Rezner, Matthew’s Tire, 1690 Appleton Road, Menasha, to resurface parking lot

CDD Schroeder explained the request of Matthew’s Tire to resurface their parking lot. As per City Code an existing non-conforming parking lot that cannot be brought into conformance due to the physical site constraints or without increasing the degree of nonconformity can request a parking lot plan be reviewed through the special use permit process. CDD Schroeder stated to meet the required ten foot set back requirement the site would likely lose the majority of the parking stalls due to traffic circulation required for the garage bays.

Mayor Merkes opened the public hearing. 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)
No one spoke.

F. PRESENTATION TO OUTGOING COMMITTEE MEMBERS
1. Mary Crawmer, Library Board
2. Nancy Barker, Parks and Recreation Board
3. David Rashid, Board of Appeals
4. Tim Mauer, Housing Authority

Mayor Merkes recognized residents for their contribution to City committees. He thanked them for their service.

G. 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, 4/2/2018
   b. Board of Public Works, 4/2/2018
   c. Committee on Aging, 3/9/2018
   d. Library Board, 3/28/2018
   e. Parks and Recreation Board, 2/13/2018 & 3/13/2018
   f. Plan Commission, 4/3/2018
   **Communications:**
   g. Year-End 2017 Financial Overview—Preliminary/Pre-Audit Memorandum, 4/11/2018, ASD Jacobs
   h. Library Week Proclamation
   i. Update—Acquisition of the RR Donnelley/Banta Property Memorandum, 4/17/2018, CDD Schroeder

Moved by Ald. Sevenich seconded by Ald. Krueger to approve Minutes and Communications a-i. Motion carried on roll call 7-0.

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 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, 4/2/2018
2. Board of Public Works, 4/2/2018, Recommends the Approval of:
3. Street Use Application—NEW Omnium; Sunday, May 13, 2018; 7:30—6:00pm (Diablo Cycling)
4. Payment—Pheifer Bros. Construction Co., Inc.; Contract Unit No. 2017-04; Fox River “Loop the Lake” Bridge Crossings; $244,184.50 (Payment No. 5)
5. Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2019
Plan Commission, 4/11/2018, Recommends the Approval of:

5. Special use permit as presented to allow the resurfacing of Matthews Tire located at 1690 Appleton Road with the following condition:
   a. Prior to issuance of permits, a site improvement agreement must be recorded.

Ald. Sevenich requested to remove item 3 from Consent Agenda.

Moved by Ald. Sevenich seconded by Ald. Collier to approve Consent Agenda items 1, 2, 4, 5. Motion carried on roll call 7-0.

I. ITEMS REMOVED FROM THE CONSENT AGENDA

Moved by Ald. Sevenich seconded by Ald. Grade to approve Consent Agenda item 3, Payment to Pfeifer Bros. Construction Co., Inc., Contract Unit No. 2017-04 for Fox River “Loop the Lake” Bridge Crossings in the amount of $244,184.50 (Payment No. 5). Motion carried on roll call 7-0.

J. ACTION ITEMS


   Moved by Ald. Krueger seconded by Ald. Grade to approve accounts payable and payroll. Motion carried on roll call 7-0.


   Moved by Ald. Krueger seconded by Ald. Collier to approve beverage operator’s license application for the 2017-2019 licensing period as listed in memo dated 4/11/18. Motion carried on roll call 7-0.

3. Televising Common Council Meetings with Closed Captioning Costs

   Mayor Merkes explained what the cost would have been to record Common Council and committee meetings with the closed captioning feature over the past five years.

   ASD Jacobs explained the current budget only has funds for recording the Common Council and committee meetings. To add cost of including closed captioning feature to the recording would require a budget adjustment.

   General discussion ensued on actual cost compared to budgeted amount over the past five years, live streaming through the internet, options available through City of Oshkosh Media, statewide group meeting to discuss closed captioning, and taping and broadcasting just Common Council meetings versus all meetings.

   Moved by Ald. Zelinski seconded by Ald. Krueger to record all meetings but only add closed captioning feature to Common Council meetings. Motion failed on roll call 3-4.


   Ald. Sevenich requested to act on item J-4, Fox Cities Room Tax Fiscal Agency Agreement, after item L-3 Ordinance O-7-18 is acted on.

   Mayor Merkes honored that request.

4. Fox Cities Room Tax Fiscal Agency Agreement

   Moved by Ald. Sevenich seconded by Ald. Krueger to approve Fox Cities Room Tax Fiscal Agency Agreement. Motion carried on roll call 7-0.
5. Grade and Salary Range for IT Help Desk Technician
ASD Jacobs explained where the funding for the IT Help Desk Technician position will come from. Staff is recommending a salary range before they start advertising for the position.

General discussion ensued on how the recommended salary range was established, how it compares to other municipalities, and savings in the IT budget.

Moved by Ald. Grade seconded by Ald. Krueger to approve grade and salary range for IT Help Desk Technician.
Motion carried on roll call 7-0.

K. HELD OVER BUSINESS
None

L. ORDINANCES AND RESOLUTIONS
1. O-5-18 An Ordinance Creating Title 10, Chapter 1, Section 10-1-27 of the Code of Ordinances (Broad Street Alley Unloading Zone); Introduced by Ald. Taylor; Recommended by Board of Public Works
Moved by Ald. Zelinski seconded by Ald. Krueger to approve O-5-18 An Ordinance Creating Title 10, Chapter 1, Section 10-1-27 of the Code of Ordinances (Broad Street Alley Unloading Zone).
Motion carried on roll call 7-0.

2. O-6-18 An Ordinance Amending Title 5, Chapter 2 of the Code of Ordinances (Open Burning); Introduced by Mayor Merkes; Recommended by Administration Committee
Motion carried on roll call 7-0.

3. O-7-18 An Ordinance Amending and Restating Title 7, Chapter 10 of the Code of Ordinances (Hotel and Motel Room Tax); Introduced by Alderman Sevenich
Moved by Ald. Sevenich seconded by Ald. Nichols to suspend the rules and take up O-7-18 An Ordinance Amending and Restating Title 7, Chapter 10 of the Code of Ordinances (Hotel and Motel Room Tax).
Motion carried on voice vote.

Moved by Ald. Sevenich seconded by Ald. Krueger to approve O-7-18 An Ordinance Amending and Restating Title 7, Chapter 10 of the Code of Ordinances (Hotel and Motel Room Tax)
CA Captain explained changes to the original agreement regarding the percentage of room tax collected and where it is to be applied. Each municipality is asked to approve an agency agreement and amend their City Code to update the distribution of room tax collected. There is no fiscal impact to the City to approve the agency agreement and ordinance.
Motion carried on roll call 7-0.

4. R-10-18 Memorandum of Agreement for the Racine Road Roundabout Lighting Installation and Maintenance Costs between the City of Menasha and the Village of Fox Crossing; Introduced by Ald. Taylor; Recommended by Board of Public Works
Moved by Ald. Krueger seconded by Ald. Collier to approve R-10-18 Memorandum of Agreement for the Racine Road Roundabout Lighting Installation and Maintenance Costs between the City of Menasha and the Village of Fox Crossing.
Motion carried on roll call 7-0.
5. **R-11-18 Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property (The Ponds of Menasha—Phase 1 and The Cottages at Lake Park Condominiums);** Introduced by Alderman Benner; Recommended by Board of Public Works
   Moved by Ald. Benner seconded by Ald. Krueger to approve R-11-18 Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property (The Ponds of Menasha—Phase 1 and The Cottages at Lake Park Condominiums)
   Motion carried on roll call 7-0.

6. **R-12-18 Resolution to Approve the Cancellation of Outstanding Checks; and the Write Off of General Uncollectible Accounts Receivables and Delinquent Personal Property Receivables;**
   Introduced by Mayor Merkes
   Moved by Ald. Krueger seconded by Ald. Grade to approve R-12-18 Resolution to Approve the Cancellation of Outstanding Checks; and the Write Off of General Uncollectible Accounts Receivables and Delinquent Personal Property Receivables
   Motion carried on roll call 7-0.

7. **R-13-18 Resolution Approving a Property Tax Rescission,** Introduced by Mayor Merkes
   Motion carried on roll call 7-0.

**M. APPOINTMENTS**

None

**N. CLAIMS AGAINST THE CITY**

None

**O. PRESENTATION TO OUTGOING ALDERMAN**

1. **Alderman Arnie Collier—District 4**
   Mayor Merkes presented a plaque to Ald. Collier and thanked him for his service to the City of Menasha.
   Ald. Collier thanked the Mayor, staff, and his constituents.

2. **Alderman Alex Zelinski—District 6**
   Mayor Merkes presented a plaque to Ald. Zelinski and thanked him for his service to the City of Menasha.
   Ald. Zelinski made a statement about his time on the Council.

3. **Alderman Kevin Benner—District 8**
   Mayor Merkes presented a plaque to Ald. Benner and thanked him for his service to the City of Menasha.
   Ald. Benner thanked the Mayor and staff for their support during his 10 years on the Council.

**P. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA**

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

No one spoke.

**Q. ADJOURNMENT—Sine Die**

Moved by Ald. Benner seconded by Ald. Collier to adjourn Sine Die at 6:25 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC, City Clerk