MINUTES

A. CALL TO ORDER
Meeting called to order by Mayor Merkes at 6:02 p.m.

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

C. ROLL CALL
PRESENT: Aldermen Stan Sevenich, Mark Langdon, Steve Krueger, Tom Grade, Ted Grade, Randy Ropella, Rebecca Nichols, James Taylor.
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Jacobs, CDD Schroeder, DPW Radomski, PRD Tungate, ES Montour, AP Stephenson.
DEPT. HEAD EXCUSED: PHD McKenney.

D. PUBLIC HEARING
1. Proposed Resolution Authorizing Public Improvement and Levying Special Assessments against benefited property (Province Terrace)
DPW Radomski described the type of street, sidewalk/trail, and curb and gutter that will be installed on Province Terrace and Province Link. Some of the properties will be special assessed and some will be covered by TIF #9.

Mayor Merkes opened the Public Hearing.

Mike Huelsbeck, 2227 W Hiawatha Drive, Appleton. Mr. Huelsbeck represents the property at 1269 Oneida Street, Menasha and other lots on Province Terrace owned by the Huelsbeck Family. He appreciates City staff correcting the frontage of 1269 Oneida Street that will be special assessed. He stated a hardship in trying to sell the other properties his family owns on Province Terrace. He asked if the City would consider installing a trail instead of sidewalks on the west side of Province Terrace. He also stated one of their lots is zoned agricultural and currently being farmed. He has concerns if the farm equipment used will damage curb and sidewalk who will be responsible.

Having no one else to speak 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.

Unanimous consent was given to take up item K-1 at this time.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. PHD McKenney—Community Health Survey Executive Summary and Press Release
Mayor Merkes stated PHD McKenney was unable to attend the meeting so this item will appear on the next Common Council agenda.

2. Clerk Galeazzi—the following minutes and communications have been received and placed on file:
Minutes to receive:
a. Board of Health, 1/11/2019
b. Board of Public Works, 2/4/2019
c. Library Board Minutes, 2/6/2019
d. Plan Commission, 2/5/2019
e. Redevelopment Authority, 2/5/2019
Communications:
f. Chris Evenson, 523 Broad Street, Letter to Council, 2/8/2019
g. Common Council Workshop Agenda, 2/20/2019
h. City of Menasha Sewer System Evaluation Survey (SSES), Phase No. 4, Segment 2 Foundation Drain and Sump Pump Inspections
i. PRD Tungate Letter of Thanks to Doty Island Development Council, Inc., 2/13/2019
j. DPW Radomski Letter to Residents of De Pere Street regarding Street Construction, 2/8/2019
k. PHD McKenney Memorandum, 2/14/2019, Grant Awards

Moved by Ald. Sevenich seconded by Ald. Krueger to receive Minutes and Communications a-k. General discussion ensued on Council members receiving invitation to a Habitat for Humanity event and Comm. f - letter from Chris Evenson regarding Broad Street.
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:
Board of Public Works, 2/4/2019
2. Recommendation to Award—McM. Contract No. M0002-9-18-00521; 2019 Water Main Reconstruction—DePere, Frederick, Second, Walnut, and Willow Streets; Lisbon Avenue; Lake Road; Donald Hietpas & Sons, Inc.; $868,787.50 (Menasha Utilities)
Plan Commission, 2/5/2019, Recommends the Approval of:
3. Certified Survey Map as proposed consolidating 730 Lake Park Road lot 5 and 6, 750 Lake Park Road, and 700 Lake Park Road (#7-01700-05, 7-01700-06, 7-01700-11, and 7-01700-10)
4. Certified Survey Map as proposed dividing 918 Plank Road (#5-00378-00) into four (4) lots

Ald. Sevenich requested to remove item 2 from Consent Agenda.

Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM THE CONSENT AGENDA
Moved by Ald. Krueger seconded by Ald. Langdon to approve Consent Agenda item 2, Recommendation to Award McM Contract No. M0002-9-18-0052 for 2019 Water Main Reconstruction, DePere, Frederick, Second, Walnut Streets, Willow Lane, Lisbon Avenue, and Lake Road to Donald Hietpas & Sons, Inc. in the amount of $868,787.50 (Menasha Utilities).
Motion carried on 8-0.

I. ACTION ITEMS
1. Accounts payable and payroll for the term of 2/6/2019—2/14/2019 in the amount of $4,804,718.79
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. Krueger to approve beverage operator’s license application for the 2017-2019 licensing period as listed in memo dated 2/13/19.
Motion carried on roll call 8-0.
3. **Motion to Reconsider**—Alderman Taylor—O-1-19 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinances (Motor Vehicles and Traffic) (Broad Street) (Requires 2/3 Vote)

Moved by Ald. Taylor to reconsider O-1-19 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinances (Motor Vehicles and Traffic) (Broad Street).

Motion failed on roll call 1-7. Ald. Taylor voted yes.

**Clerk’s Note:** As per Council Rules, a motion to reconsider does not require a second, is non-debatable, and needs a 2/3 vote to pass.

**J. HELD OVER BUSINESS**

**K. ORDINANCES AND RESOLUTIONS**

1. **R-2-19 Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property (Province Terrace)** (Introduced by Alderman Ropella; Recommended by Board of Public Works)

Moved by Ald. Krueger seconded by Ald. Sevenich to approve R-2-19 Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property (Province Terrace)

Moved by Ald. Krueger seconded by Ald. Sevenich to amend the Department of Public Works Special Assessment Report to reflect that Parcel No. 70000102 (1269 Oneida Street) will be assessed on 304.28’ of frontage instead of 485.27’. This will bring the assessment for the property to $38,387.96 and a total assessment for the Province Terrace Assessments to $627,012.66.

Motion on amendment carried on roll call 8-0.

General discussion ensued on the City’s special assessment and deferred payment policies, responsibility of property owner to maintain sidewalks, sidewalks for this project not being assessed to the property owner, the project expected start date in mid-April and completion date of mid-July, allowing curb cutouts in the area where farm equipment is used, and some project costs being include in TIF #9 project plan.

Unanimous consent was given to allow Mike Huelsbeck to speak.

Mr. Huelsbeck explained the arrangement with the person who farms the parcel zoned agricultural. He commented it would be a hardship to the family if they were required to maintain the sidewalks and asked if the sidewalks could be moved to the east side of the Province Terrace. He asked if the City could take responsibility to maintain the sidewalks like they maintain the trail.

DPW Radomski stated staff would work with the property owner for a curb cut to be placed in the parcel that is zoned agricultural to allow access for farm equipment.

CA Captain stated the City is not allowed by State Statute to maintain private property, so the City could not maintain the sidewalks on the west side.

Original motion as amended carried on roll call 7-1. Ald. Taylor 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 6:56 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk