A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE
   Moment of Silence

C. OATH OF OFFICE

D. ROLL CALL

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. Clerk Galeazzi - the following communications have been received and placed on file:
      Communications:
      a. Board of Canvas Report and Minutes for April 2, 2019 Spring Election

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.)

I. ITEMS REMOVED FROM THE CONSENT AGENDA

J. ACTION ITEMS

K. HELD OVER BUSINESS

L. ORDINANCES AND RESOLUTIONS
   1. R-12-19—A Resolution Adopting Rules of Common Council and Mayor (Introduced by
      Ald. Langdon)

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
         1. Council President (no action necessary)
         2. 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 Tom Grade to the Landmarks Commission (1 year term effective immediately).
      c. Approval of Alderman Randy Ropella to the NMFR Joint Finance and Personnel Committee (1 year term effective immediately).
      f. Reappointment of Candyce Rusin to the Board of Health for the term of 5/1/2019-5/1/2021

P. CLAIMS AGAINST THE CITY

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

R. ADJOURNMENT

MEETING NOTICE
Monday, May 6, 2019
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

Following adjournment there will be a social at Stone Toad, 1190 Oneida 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.”
Summary Statement and Certification of the Board of Canvassers
Spring Election – April 2, 2019

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 2, 2019.

The total number of votes cast for District 1 Alderman was 297, of which
Rebecca J. Nichols received 284
Write-ins received 13

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 19, 2021.

The total number of votes cast for District 3 Alderman was 258, of which
Stanley P. Sevenich received 248
Write-ins received 10

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 19, 2019.

The total number of votes cast for District 5 Alderman was 228, of which
Steve Krueger received 225
Write-ins received 3

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 19, 2019.

The total number of votes cast for District 7 Alderman was 307, of which
Ted J. Grade received 305
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 19, 2019.

Dated at the office of the City Clerk at City Hall, City of Menasha, Winnebago & Calumet Counties, Wisconsin, this 8th day of April, 2019.

Sue Seffker  Stephanie Cheslock  Deborah A. Galeazzi
# Tabular Statement of Votes Cast

City of Menasha  
Spring Election – April 2, 2019

## Alderman, District 1
- Rebecca J. Nichols  284
- Write-in  13

Total Votes Cast-Office  297  
Total Voters  385

## Alderman, District 3
- Stanley P. Sevenich  248
- Write-in:  10

Total Votes Cast-Office  258  
Total Voters  330

## Alderman, District 5
- Steve Krueger  225
- Write-in:  3

Total Votes Cast-Office  228  
Total Voters  298

## Alderman, District 7
- Ted J. Grade  305
- Write-ins:  2

Total Votes Cast-Office  307  
Total Voters  375
MINUTES OF THE BOARD OF CANVASS
April 3, 2019

Clerk Galeazzi called the meeting to order at 10:00 a.m.

Present: Members Sue Seffker, Stephanie Cheslock 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 2, 2019 Spring Election as follows:

### Alderperson, District 1
Rebecca J. Nichols 284
Write-in 13

### Alderperson, District 3
Stanley P. Sevenich 248
Write-in: 10

### Alderperson, District 5
Steve Krueger 225
Write-in: 3

### Alderperson, District 7
Ted J. Grade 305
Write-ins: 2

The Board of Canvass adjourned at 10:11 a.m. and will reconvene on Monday April 8, 2019 at 9:00 a.m., if required, to process and count the one provisional ballot cast on Election Day, April 2, 2019 and received in the clerk’s office by 4:00 p.m. Friday April 5, 2019.

**NOTE:** The one provisional ballot cast on April 2, 2019, was not canvassed as the proper documentation was not received in the Clerk’s off by 4:00 p.m. on Friday April 5, 2019

WITNESS OUR HANDS at the office of the City Clerk at City Hall, City of Menasha, Winnebago and Calumet Counties, Wisconsin, this 8th day of April, 2019

Sue Seffker
Stephanie Cheslock
Deborah A. Galeazzi
# April 2, 2019 Spring Election Results Sheet

<table>
<thead>
<tr>
<th>Ballot</th>
<th>Senior Center</th>
<th>B&amp;G Club</th>
<th>Clovis</th>
<th>Jefferson</th>
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<td>673</td>
<td>265</td>
<td>565</td>
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<td>Brian Hagedorn</td>
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<td>280</td>
<td>322</td>
<td>123</td>
<td>306</td>
<td>1304</td>
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<td>314</td>
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<tr>
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<td>435</td>
<td>520</td>
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# Return Sheet--Spring Election - April 2, 2019

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<th>Total City Percentage</th>
<th>Total residents of voting age</th>
<th>Registered at polls</th>
<th>No. Voters</th>
<th>Voter %</th>
<th>Absentees</th>
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<tr>
<td></td>
<td>13457</td>
<td>38</td>
<td>2714</td>
<td>20.0%</td>
<td>284</td>
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<table>
<thead>
<tr>
<th>District</th>
<th>Pre-registered voters</th>
<th>Registered at Polls</th>
<th>No Voters</th>
<th>Voter %</th>
<th>Absentees</th>
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</thead>
<tbody>
<tr>
<td>District 1</td>
<td>1126</td>
<td>2</td>
<td>385</td>
<td>34.0%</td>
<td>45</td>
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<tr>
<td>District 2</td>
<td>997</td>
<td>5</td>
<td>227</td>
<td>22.0%</td>
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<tr>
<td>District 3</td>
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<td>District 4</td>
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<td>265</td>
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<td>565</td>
<td>28.0%</td>
<td>44</td>
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</table>

| Total City | 9404 | 38 | 2714 | 28.0% | 284 |

A RESOLUTION ADOPTING RULES OF THE COMMON COUNCIL AND MAYOR

Introduced by Alderman Langdon

WHEREAS, it is desirous that ground rules be laid prior to the New Council session begins; and

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

NOW, THEREFORE, BE IT RESOLVED by the City of Menasha Common Council and Mayor adopt the following rules;

**1.01 MEETINGS**

1) The meetings of the City of Menasha Common Council shall be held at Menasha City Center, 100 Main Street, rooms 132,133,134 at 6PM on the first and third Monday of the month, excluding the organizational meeting. If the regularly scheduled meeting falls on a holiday the meeting shall be held on the next regular business day.

2) The organizational meeting shall be held the third Tuesday of April or as regulated by state statutes.

   1) Prior to the organizational meeting, each newly elected alderperson shall receive copies of the City's policies regarding ethics and code of conduct; as well as the proposed rules of the Common Council and Mayor.
   2) Following calling the meeting to order, it shall be the duty of the clerk to swear in all new members of the common council before calling roll
   3) A quorum being present the Common Council shall proceed
   4) The rules of the Common Council and Mayor for the one year term of the body shall be presented and adopted by a majority vote of the Common Council and Mayor.
   5) Council members shall occupy the respective seats upon the dais by district from right to left as viewed from the gallery with the Mayor, Clerk, and Attorney at the center.
   6) The rules of the Common Council and Mayor shall be amended during the one-year period only by a two-thirds vote of the membership of the Common Council and Mayor.
   7) Election of the common council president and chairman and vice-chairman for standing committees shall be by majority vote. Ballots shall be cast by voice vote, in the event that no alderperson gain a majority vote of those present the lowest vote getter shall be deleted from each
subsequent ballot until only two candidates remain on the ballot. In the event of a tie vote, the mayor shall not have the ability to break any tie, and the common council will vote again. If there are three subsequent tie votes the two candidates’ names will be placed in a hat and the winner drawn.

8) The common council shall recess to standing committees to select chairpersons.


3) Budget Review Sessions shall be on the first Wednesday and first Thursday in November, and the second Wednesday in November of each year. Such review session shall start at 5:00 PM; the Mayor shall distribute a listing of the individual budgets to be reviewed on each date. The Mayor will prepare and submit a proposed budget to the Common Council on or before October 15 of each year.

4) Special meetings may be called by the Mayor or Council President by notifying members in a manner likely to give each member notice of the meeting and providing the notice at least 24 hours, and a minimum of 6 hours for emergency meetings, before the meeting. The notice shall specify the time, place, and purpose of the meeting.

5) The Common Council shall be in continuous session from day to day until adjournment to a day certain or sine die.

1.02 CALL TO ORDER

The Mayor or Council President shall call the meeting to order. The Council members will indicate their attendance by pressing the attendance button on their control console or through a voice roll call. If a quorum is present (Wisconsin Statutes quorum is two-thirds of Council membership) the Council shall proceed to business; if there is no quorum present the members present may compel the attendance of absent members or adjourn. In the absence of the Mayor or Council President any member may call the Common Council to order, and thereupon the Common Council shall appoint one of its members to preside at such meeting.

1.03 NOTIFICATION OF ABSENCE OF MEMBERS

Any Alderman who cannot attend a Council meeting or Committee meeting shall notify the Mayor, City Clerk, President of the Council, or Committee Chair in advance if he/she is unable to attend such meeting except in the case of an emergency. Aldermen shall be recorded present or absent on the official minutes. If an Alderman enters a meeting after it convenes or leaves before it adjourns the time shall be noted in the official minutes.
1.035 QUORUM

A two-thirds (2/3) majority of the members-elect of the Common Council shall constitute a quorum. A less number may compel the attendance of absent members and adjourn. The Mayor shall not be counted in computing a quorum. No action shall be taken unless a quorum is present. A majority of all the members shall be necessary to a confirmation. In case of a tie the Mayor shall have a casting vote as in other cases.

1.04 ORDER OF BUSINESS

At all regular meetings, the order of business shall be according to the tentative agenda prepared by the City Clerk and provided to the Mayor and each member of the Common Council no later than the Friday preceding the regular meeting.

The order of business of Council meetings shall be as follows:

Without objection, the presiding officer may re-order any agenda item within the prescribed order of business or may temporarily set aside an agenda item for action later in the meeting for the convenience of the Common Council.

1) Call to order.
2) Pledge of Allegiance.
3) Roll Call/Excused Absences.
4) Public Hearing
5) Public Comment on any matters of concern to the City (five (5) minute time limit for each person).
6) Report of Department Heads/Staff/Consultants (Minutes to receive and Communications)
7) Consent Agenda
8) Items Removed from Consent Agenda
9) Action Items
10) Ordinances and resolutions.
11) Appointments.
12) Held Over Business
13) Claims against the City
14) Citizen Reprise (people from the gallery to be heard, only pertaining to matters on the agenda; five (5) minute time limit for each person).
15) Items for next meeting agenda (by majority vote)
16) Adjournment
1.05 SPECIAL RECOGNITION

The City of Menasha will consider requests for moments of silence at the beginning of Common Council meetings that relate to persons or events of community-wide, state-wide, or national significance involving Menasha residents. All requests should be made to the chair prior to the meeting and the Alderman making the request shall be recognized at the appropriate point within the agenda.

1.06 INTRODUCTION OF BUSINESS

1) No items may be removed from an agenda without approval from the chairperson after the initial approval of the agenda by the chairperson.

2) Ordinances can only be introduced by the request of the Mayor, any Alderman, standing or special committees of the Common Council. All ordinances submitted to the Council shall be in writing and shall begin with a brief statement of the subject matter, a title and the name of the Alderman or Mayor introducing the same. Any written material introduced may be referred to the appropriate committee pursuant to Section 2-2-5. Any member of the Council may require the reading in full of any ordinance or resolution at any time it is before the Council.

3) The Mayor or any Alderman may introduce an ordinance at any Council meeting simply by stating, "I desire to introduce the following ordinance." An ordinance may also be introduced by the Mayor or an Alderman directing the City Attorney to draft such ordinance and file it with the Clerk to be placed on the next Council agenda. The Clerk shall cause such proposed ordinance to be printed in the official City newspaper if any Alderman so requests. Such notice shall state the date the proposed ordinance will be considered by the Council or any committee. The public will be permitted to address the Council or any committee when the Council or committee considers any such ordinance. A specific public hearing shall be scheduled to consider any such ordinance upon request of any Council member. No second is required to introduce any ordinance, to request its publication, or to request a public hearing.

4) Each ordinance shall be related to no more than one (1) subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.

5) The Common Council may take action on an ordinance only if it appears on the written agenda for the meeting at which action is requested. No ordinance may be passed by the Common Council until the next Council meeting following its introduction at either a Committee or Council level. When said ordinance on its face does not adequately advise the public of its contents, the City Attorney shall add a brief note of explanation.
1.07 PRESIDING OFFICER TO PRESERVE ORDER

It shall be the duty of the presiding officer to preserve decorum; and if any member transgresses the rules of the Common Council, the presiding officer shall, on his or her own or at any members’ request, call such offending member to order. The Common Council if appealed to shall decide the matter.

1) When a question is pending, a member can condemn the nature of likely consequences of the proposed measure in strong terms, but the member must avoid personalities and under no circumstances can the member attack or question the motives of another member or the entire Common Council.

2) Points of Order may be used to draw attention to a breach in rules, an irregularity in procedure, the irrelevance or continued repetition of a speaker, the breaching of established practices, or contradiction of previous decision. The chair shall immediately acknowledge the Point of Order and rule on it. A Point of Order is non-debatable, however, may be overruled by a two-thirds vote of the body. Points of Order which are recognized shall be recorded in the official minutes.

1.08 MOTIONS

1) When a motion is made and seconded it shall be deemed to be in possession of the Common Council, and shall be stated by the presiding officer.

2) After a motion is stated by the presiding officer it shall not be withdrawn except by the unanimous consent of the Common Council.

1.09 MOTION TO RECESS

Any member or the chair may recess at any point during the meeting with a majority vote.

1.10 MOTION TO ADJOURN

A motion to adjourn shall always be in order unless the Common Council is engaged in voting and shall be decided without debate, pursuant to Roberts Rules of Order.

1.11 CALLING THE QUESTION

Any member wishing to terminate the debate may move the previous question as “shall the question before us now be put?” If two-thirds of the members present vote in the affirmative the question before the council shall be taken without further debate.
1.12 DIVISION OF QUESTION

Any member may call for a division of the question when the question is one that may be divided.

1.13 DEBATE

1) In the debate, each member has the right to speak unlimited times for an unlimited length of time.
2) A member who wishes to abstain must announce so at the start of debate, including reason(s) for abstaining to be included in the minutes and should consider leaving the room during the debate. A member who participates in debate cannot abstain from voting.
3) Upon the request of a member of the Common Council or Committee for any staff member to supply the body such information as requested the member must first be recognized by the presiding officer for that person to speak.
4) No officer, elected official or staff member may distribute, hold a loft, or place on the dais for public view additional information during or immediately before a Common Council meeting.

1.15 PRESENCE REQUIRED AT MEETINGS; ELECTRONIC COMMUNICATIONS AND DEVICES

1) Common Council and committee meetings’ purpose is to conduct official business of the City of Menasha, therefore, business casual attire is expected. With the exception of the City’s logo, business casual attire does not include apparel with advertising or logos, hats, shorts, flip flops, clogs, and the like.
2) No member shall be allowed to vote by proxy, nor shall meetings be conducted telephonically or electronically.
3) No member of the Council or Committee shall communicate electronically with another member of the Council or Committee or member of the public during a meeting on any matter on the meeting agenda, unless the electronic communication is saved and available under the Public Records Law.
4) Use of electronic devices during a meeting shall be limited in time and the scope should pertain only to researching items of the Common Council or Committee proceedings to be shared with the members not be allowed while the Common Council or Committee is in session.

1.21 RECONSIDERATION OF THE QUESTION

1) A motion for reconsideration can be made on any matter before the Common Council by a member who voted with the prevailing side. It must be made on the day the Common Council acted or at the next regular meeting. It does not require a second.
2) When a member who voted with the prevailing side moves to reconsider, such matter is automatically placed at the head of the calendar at the next Council meeting. This is a non-debatable motion and requires a two-thirds (2/3) vote of the members present. The effect of a motion to reconsider shall be to put the matter back in its original condition or status before the main motion was voted upon.

3) Reconsideration cannot be held, whenever the Council takes an action and something is done which cannot be undone by a motion to reconsider, such as a property right or where money has exchanged hands or other consideration given, such a motion is invalid.

1.29 CITIZENS RIGHT TO ADDRESS THE COMMON COUNCIL

1) The agenda for regular Common Council meetings shall include items “Public Comment on any matters of concern to the City (five minute time limit for each person)” and “Citizen Reprise (people from the gallery to be heard, only pertaining to matters on the agenda (five minute time limit for each person).” The meeting chair may provide limited answers to public questions but no debate and no action may be taken.

2) The agenda for special Common Council meetings shall include an item on the agenda “People from the gallery to be heard on matters pertaining to this agenda (five minute time limit for each person).”

3) Persons addressing the Common council during the two public participation forums shall be required to state their name and address before addressing the Common Council or Committee. A sign-up sheet will also be provided for those persons who do speak to sign in.

1.30 WRITTEN COMMUNICATIONS TO THE COMMON COUNCIL

1) Written communications to individual Common Council members may be mailed to the member’s home address as listed in the City Directory or delivered to City Hall. Items received at City Hall will be forwarded to the appropriate Common Council member with their next Common Council packet.

2) All communications to Common Council members are considered open records and shall be maintained by the guardian and made available by request.

1.31 PUBLIC HEARINGS

The appropriate Department Head will draft an explanation sheet that shall accompany any required notice to residents of any Public Hearing. The explanation sheet shall also be attached to the Public Hearing agenda. A brief explanation of the requested action shall be made by the appropriate Department Head at the Public Hearing. An explanation sheet as to the rules for any Public Hearing will be attached to the Public Hearing notice.
Persons addressing the Common council during a public hearing shall be required to state their name and address before addressing the Common Council. A sign-up sheet will also be provided for those persons who do speak to sign in.

1.32 ROBERTS RULES OF ORDER TO GOVERN COUNCIL

In the absence of a standing rule, ordinance, or statute, the Common Council shall be governed by Roberts Rules of Order.

1.33 CONFIDENTIAL INFORMATION

No official may use or disclose confidential information, including knowledge imparted orally, recordings, and written documents or records, concerning the property, government or affairs of the City gained in the course of or by reason of such official position or activities unless the release is ordered by a court or the informed consent of the subject, as applicable; or authorized by the legal custodian or other proper legal authorization is given. This includes confidential information received in a closed session of the governmental body. Inappropriate disclosure of such confidential information may subject the official to penalties including a fine or public censure. Other potential consequences for violating this restriction is criminal prosecution under §946.12, Wis. Stats., misconduct in public office or removal from office under Chapter 17 of the Wisconsin Statutes for cause.

Passed and approved this ____ day of April, 2019.

______________________________
Donald Merkes, Mayor

ATTEST:

_____________________________
Deborah A. Galeazzi, City Clerk

Recommended by:

Motion/Second:

Passed:   

Requires:  

April 9, 2019

Mayor Donald Merkes  
Menasha City Center  
100 Main Street  
Suite 200  
Menasha, WI 54952

Dear Mr. Mayor,

As per our discussion yesterday, I wish to be considered for the position on the Police Commission Board.

I believe I would be a good asset to the City of Menasha with my past experiences on the School Board and Parish Council at St. John the Baptist Parish. I also had the position as a Union Stewart for 32 years at my past employment. I believe that being a Stewart helped me work and understand both sides of discussions &/or disagreements and come to a fair and workable conclusion.

My wife and I are life-long residents of the City of Menasha and have been active in our community. We take great pride in our city.

If you have any questions, please feel free to call me at Phone # 920-585-6286.

Thank you,

Jerold A. Jakubek  
624 Tenth Street  
Menasha, WI 54952