

CITY OF MENASHA  
COMMON COUNCIL  
100 MAIN STREET  
DECEMBER 19, 2022  
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:18 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

PRESENT: Ald. Ted Grade, Ropella, Nichols, Eisenach, Sevenich, Hammond, Schmidt, Tom Grade

ALSO PRESENT: PC Styka, CDD Schroeder, DPW Jungwirth, DDE Gordon, FD Sassman, PHD Hutter, CA Struve, Mayor Merkes, Clerk Krautkramer

D. PUBLIC HEARING

E. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Clerk Krautkramer - the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. Administration Committee, 9/19/22
- b. Board of Health, 10/14/22
- c. Board of Public Works, 12/5/22
- d. Committee on Aging, 9/9/22 & 11/11/22
- e. Housing Authority, 12/5/22
- f. Neenah-Menasha Sewerage Commission, 11/22/22
- g. Park & Recreation Board, 10/11/22 & 11/8/22
- h. Plan Commission, 12/6/22
- i. Police Commission, 9/15/22
- j. Redevelopment Authority, 12/6/22
- k. Water & Light Commission, 11/16/22

Communications:

- l. Letter of Interest – Federal Railroad Administration Corridor Identification and Development Program
- m. 2021 Annual Tax Increment Financing Report
- n. Executive Director Retirement Announcement – Heckrodt Wetland Reserve
- o. Police Chief Announcement Press Release
- p. Bird Scooter Year End Review
- q. Racine Street Bridge DOT Press Release

Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve minutes and communications a-q.

Motion carried on voice vote.

F. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

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

## 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 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 Consent Agenda.)

### Minutes to approve:

1. Common Council, 12/5/22

### Board of Public Works, 12/5/22, Recommends Approval of:

2. Change Order for Northeast Asphalt, Inc; Contract Unit No. 2022-03 for Street Construction & Rehabilitation in various locations an ADD \$42,137.66 (Change Order No. 2 & Final)
3. Payment to Northeast Asphalt, Inc; Contract Unit No. 2022-03 for Street Construction & Rehabilitation in various locations in the amount of \$99,689.66 (Payment No. 3 & Final)
4. Doty Island Development group to install neighborhood street signs on the Menasha side of Doty Island

### Special Board of Public Works, 12/19/22, Recommends Approval of:

5. Change Order – Vinton Construction, Inc; Contract Unit No. 2022-02; Street Reconstruction – Airport Road; ADD \$81,424.63 (Change Order No. 2 & Final)
6. Payment – Vinton Construction, Inc; Contract Unit No. 2022-02; Street Reconstruction – Airport Road; \$81,424.63 (Payment No. 5 & Final)
7. Change Order – Vinton Construction, Inc; Contract Unit No. 2022-01; Street Reconstruction – Main Street; DEDUCT \$3,159.88 (Change Order No. 1 & Final)
8. Payment – Vinton Construction, Inc; Contract Unit No. 2022-01; Street Reconstruction – Main Street; \$5,058.31 (Payment No. 3 & Final)
9. Recommend to Award – Contract Unit No. 2023-01; Brin Underground Storm Water; Advance Construction, Inc; \$808,109.00

Ald. Sevenich requested to vote on each item separately.

Mayor Merkes ruled the motion germane.

## H. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve Consent Agenda Item 1, Common Council, 12/5/22.  
Motion carried on voice vote.
2. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 2, Change Order for Northeast Asphalt, Inc; Contract Unit No. 2022-03 for Street Construction & Rehabilitation in various locations an ADD \$42,137.66 (Change Order No. 2 & Final).  
Motion carried on roll call 8-0.
3. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 3, Payment to Northeast Asphalt, Inc; Contract Unit No. 2022-03 for Street Construction & Rehabilitation in various locations in the amount of \$99,689.66 (Payment No. 3 & Final).  
Motion carried on roll call 8-0.
4. Moved by Ald. Sevenich seconded by Ald. Nichols to approve Consent Agenda Item 4, Doty Island Development group to install neighborhood street signs on the Menasha side of Doty Island as outlined during the Board of Public Works meeting of 12/5/22.  
Motion carried on roll call 8-0.

5. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 5, Change Order – Vinton Construction, Inc; Contract Unit No. 2022-02; Street Reconstruction – Airport Road; ADD \$81,424.63 (Change Order No. 2 & Final).  
Motion carried on roll call 8-0.
6. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 6, Payment – Vinton Construction, Inc; Contract Unit No. 2022-02; Street Reconstruction – Airport Road; \$81,424.63 (Payment No. 5 & Final).  
Motion carried on roll call 8-0.
7. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 7, Change Order – Vinton Construction, Inc; Contract Unit No. 2022-01; Street Reconstruction – Main Street; DEDUCT \$3,159.88 (Change Order No. 1 & Final).  
Motion carried on roll call 8-0.
8. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 8, Payment – Vinton Construction, Inc; Contract Unit No. 2022-01; Street Reconstruction – Main Street; \$5,058.31 (Payment No. 3 & Final).  
Motion carried on roll call 8-0.
9. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 9, Recommend to Award – Contract Unit No. 2023-01; Brin Underground Storm Water; Advance Construction, Inc; \$808,109.00.  
Motion carried on roll call 8-0.

#### I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/2/22 – 12/15/22 in the amount of \$937,248.55

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve the accounts payable and payroll for the term of 12/2/22 – 12/15/22 in the amount of \$937,248.55.  
Motion carried on roll call 8-0.

2. Marketing of Winnebago County Properties – Parcels 2-00189-00 and 6-00822-00  
Staff provided an overview of the marketing of Winnebago County Properties for parcels 2-00189-00 and 6-00822-00.

General discussion ensued on:

- Tools used by the Redevelopment Authority to market properties
- Purchase of the properties
- Market values
- Marketing of the properties
- Listing price
- Listing Agreement
- Listing the properties
- Realtor listing
- Property listing ideas for a Realtor
- Buyer stipulations
- Marketing the site with a Realtor
- Building on the properties

- Conditions to a listing
- Standard practice for a Realtor
- Recommendations from Staff on the listing agreement
- Property square footage
- Adhering to City building code
- Conformance with current residence built in the neighborhood
- Timeframe of building on the property
- Lot price
- Listing contract for later Council approval

Moved by Ald. Sevenich seconded by Ald. Tom Grade to acquire 127 First Street and 1220 Grove Street as recommended by the Community Development Department using Strong Neighborhood property acquisition dollars and direct the Community Development Department to market the properties.

Moved by Ald. Ropella seconded by Ald. Eisenach to amend the original motion to enlist a relator to assist with the marketing of the properties.  
Motion carried on roll call 7-1.  
Ald. Hammond voted no.

Original motion as amended.  
Motion carried on roll call 8-0.

3. Strong Neighborhood Menasha Housing Program Update  
Staff provided an overview of the updates to the Strong Neighborhood Menasha Housing Program Update.

Moved by Ald. Hammond seconded by Ald. Schmidt to approve the Strong Neighborhood Menasha Housing Program Update.

Moved by Ald. Tom Grade seconded by Ald. Schmidt to remove the redlined Appeals section (page 11) of the Strong Neighborhood Menasha Housing Program packet.  
Motion carried on roll call 7-1.  
Ald. Nichols voted no.

General discussion ensued on:

- The City of Menasha Assessed Value Rate
- Rate timeframe
- Housing Authority discussions
- Program enrollment
- Program revisions
- Appeals changes
- Current appeals process
- Appeals fee
- Housing Authority appeals process
- HUD regional rate
- Applicant qualifications based on income
- Program eligibility

Original motion as amended.  
Motion carried on roll call 8-0.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-20-22 An Ordinance Amending Title 2, Chapter 1, Sec. 2-1-3 of the Code of Ordinances (City Government; Elections – Polling Places) (Introduced by Mayor Merkes)  
Staff provided an overview of O-20-22 An Ordinance Amending Title 2, Chapter 1, Sec. 2-1-3 of the Code of Ordinances (City Government; Elections – Polling Places).

Moved by Ald. Hammond seconded by Ald. Tom Grade to approve O-20-22 An Ordinance Amending Title 2, Chapter 1, Sec. 2-1-3 of the Code of Ordinances (City Government; Elections – Polling Places).  
Motion carried on roll call 8-0.

L. APPOINTMENTS

1. Mayor's reappointment of Richard Sturm to the Park & Recreation Board through 10/1/23  
Moved by Ald. Ted Grade seconded by Ald. Tom Grade to approve the Mayor's reappointment of Richard Sturm to the Park & Recreation Board through 10/1/23.  
Motion carried on voice vote.

2. Mayor's reappointment of Timothy Hale to the Park & Recreation Board through 10/1/24  
Moved by Ald. Ted Grade seconded by Ald. Tom Grade to approve the Mayor's reappointment of Timothy Hale to the Park & Recreation Board through 10/1/24.  
Motion carried on voice vote.

3. Mayor's reappointment of Tom Marshall to the Park & Recreation Board through 10/1/25  
Moved by Ald. Ted Grade seconded by Ald. Tom Grade to approve the Mayor's reappointment of Tom Marshall to the Park & Recreation Board through 10/1/25.  
Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ADJOURNMENT

Moved by Ald. Schmidt seconded by Ald. Hammond to adjourn at 7:27 p.m.  
Motion carried on voice vote.

Haley Krautkramer  
City Clerk