

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
September 19, 2011  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krueger, Zelinski, Englebert, Klein, Taylor, Sevenich, Langdon

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Acting PC Brunn, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, LD Lenz, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 9/6/11](#)

Moved by Ald. Langdon, seconded by Ald. Krueger to approve minutes.

**Motion carried on voice vote.**

D. ACTION/DISCUSSION ITEMS

1. [Appeal of Operator's License – Cortany Shearer](#)

Cortney Shearer, 1724 N. Eugene Street, Appleton explained why she should receive her operator's license. She explained the circumstances for which she received citations for alcohol related offences.

Acting PC Brunn explained the reasons for denying Ms. Shearer an operator's license and the guidelines.

General discussion ensued on Ms. Shearer offenses.

Moved by Ald. Taylor, seconded by Ald. Krueger to approve Operator's License for Cortany Shearer.

**Motion failed on roll call 3-4.**

**Ald. Taylor, Krueger, Langdon – yes**

**Ald. Klein, Sevenich, Zelinski, Englebert – no**

2. [Accept donation from Gold Cross Ambulance to Menasha Police Department.](#)

Acting PC Brunn explained Gold Cross has offered to donate one of their ambulance units to the Police Department. The only cost to the City would be for removing the current markings and retrofitting some equipment. The donated vehicle would replace the current Crime Scene Unit.

Moved by Ald. Taylor, seconded by Ald. Zelinski to recommend approval to Common Council to accept donation from Gold Cross Ambulance to Menasha Police Department.

**Motion carried on voice vote**

3. [O-14-11 An Ordinance Relating to Regulation of Firearms and Explosives](#)

CA/HRD Captain explained that changes in State Statutes have made it necessary for the City of amend their ordinances to be consistent with State laws. Cities have authority to locally regulate firearms by ordinance if the ordinance is the same, or similar to, and no

more stringent than the State Statute. Changes to the State Statutes are effective on November 1, 2011.

General discussion ensued on the new laws and how they will affect residents and employees. Responsibility of the municipalities was also discussed.

Moved by Ald. Zelinski, seconded by Ald. Krueger to forward O-14-11 to Common Council.

**Motion carried on voice vote.**

4. [O-15-11 An Ordinance Relating to Carrying Concealed Weapons](#)

CA/HRD Captain explained that a change in State Statute allows a permitted person to carry concealed weapons in City buildings. The Police Station is exempt. The City can adopt an ordinance prohibiting this action. Signs would need to be posted on the buildings notifying the public. The City is unable to prohibit permitted persons from carrying concealed weapons on City grounds or in parking facilities.

General discussion ensued on how changes affect City employees.

Moved by Ald. Zelinski, seconded by Ald. Krueger to forward O-15-11 to Common Council.

**Motion carried on voice vote.**

5. [O-16-11 An Ordinance Relating to Disorderly Conduct](#)

CA/HRD Captain explained the change in State Statute relating to disorderly conduct when a permitted person with a concealed weapon is involved.

General discussion ensued on working with the municipal court on incidents.

Moved by Ald. Zelinski, seconded by Ald. Krueger to forward O-16-11 to Common Council.

**Motion carried on voice vote.**

6. [O-17-11 An Ordinance Relating to Council Procedures \(Ald. Taylor\)](#)

Moved by Ald. Taylor, seconded by Ald. Zelinski to forward O-17-11 to Common Council

**Motion carried on voice vote.**

7. [Regulations on Mobile Restaurants \(Ald. Sevenich\)](#)

Lengthy discussion ensued on mobile restaurants not paying taxes and other fees like the brick-and-mortar restaurants in the City. General discussion on where mobile restaurants can set up in comparison to the downtown restaurants. It was suggested to check with neighboring communities on their regulations of mobile restaurants.

PHD Nett explained the City's current policy on licensing mobile restaurants. The City acts as an agent for the State and if a vendor is licensed through the State, that license is honored in other municipalities. The City currently does not restrict where a mobile unit may set up. All State codes are followed when licensing a mobile restaurant.

Chairman Klein opened the discussion up to people in the gallery.

Rick Brey, Naut's Landing. Commented on the real estate property taxes and fees paid by established restaurants. Mobile restaurants are not required to pay real estate property taxes.

Renee Brey, Naut's Landing. Regulate where mobile restaurants set up and how often.

Janet Haufe, Mihms Charcoal Grill. Brick-and-mortar restaurants pay real estate and personal taxes, what are mobile restaurants required to pay?

Randy Haufe, Mihms Charcoal Grill. Hot-dog vendor only around for a limited time, mobile restaurants can set up anywhere, any time.

Jay Barnes, Kangaroo Restaurant Mobile Restaurant. They were happy to participate in Menasha's Farm Fresh Market and introduced their followers to the market; licensed and regulated through State and based out of Appleton; not their intent to set up in front of an established restaurant.

Committee members will work on a change in the ordinance and have business owners input.

#### 8. Status of Menasha Post Office (Ald. Sevenich)

Ald. Sevenich commented that he heard the Menasha Post Office would be moving their day to day operations from Menasha to Neenah Post Office. The window would remain open and the PO boxes would still be maintained. He was concerned the Menasha Post Office may eventually close down.

Mayor Merkes reported that he checked with the Post Master for the Menasha Post Office and was told the mail carriers would start and end their day at the Neenah Post Office. Window service and PO boxes would remain at the Menasha Post Office. The Council could send a letter or a Resolution to Congressmen Petri.

It was requested by the Committee that the Mayor prepare a letter or Resolution.

#### E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Sevenich to adjourn at 9:25 p.m.

**Motion carried on voice vote.**

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk