

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
TUESDAY, January 3, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 6:41 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, Connie Watt (IIL), Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 12/19/11](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Amendment to the contract for building inspection services with Independent Inspections, Ltd. \(office hours\)](#)

CDD Keil explained Independent Inspections is proposing a change in office hours at City Hall as the request for building permits have dropped in the past year. Staff feels this would be a reduction in the level of service provide to residents.

Connie Watt from Independent Inspections stated the revenue generated during the month of December, 2011 did not cover the expense of staffing during the current office hours. Building inspectors will be available by phone to answer questions and schedule appointments. Ms. Watt answered questions from the Committee.

General discussion ensued on the current contract with IIL; impact to residents and staff; other options for office hours.

Moved by Ald. Sevenich, seconded by Ald. Taylor to amend the office hours for Nov. 15-April 15 to 8:00-10:00am five days a week and staff report on the results.

General discussion ensued on the amendment.

Moved by Ald. Benner, seconded by Ald. Zelinski to amend the office hours to 8:00-9:30am five days a week and noon-1:00pm two days a week for a two month trial period.

General discussion ensued on the amendment.

Motion on amendment carried on roll call 4-3.

Ald. Klein, Taylor, Zelinski, Benner – yes

Ald. Sevenich, Langdon, Krueger – no

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council to amend the office hours of the contract for building inspections services with Independent Inspections Ltd. to 8:00-9:30am five days a week and noon-1:00pm two days a week for a two month trial period.

Motion carried on roll call 7-0.

2. [Special Event Policy \(Ald. Krueger\)](#)

General discussion ensued on the current policy. Concerns of Committee members were discussed. Suggestions on making the process easier to event holders were made.

Chairman Klein suggested Committee members make recommended changes and bring back to the Committee.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Benner to adjourn at 8:06 p.m.
Motion carried on voice vote.

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