

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
December 17, 2012  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 6:48 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Aldermen Englebert, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 12/3/12](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Proposed Acquisition of 7265 Manitowoc Road, Menasha](#)

CDD Keil reviewed the proposal to acquire 7265 Manitowoc Road. The primary objective of acquiring the parcel is to consolidate the property with existing city-owned parcels to create a large parcel with a configuration that is better suited for commercial development. The parcel is located in TID #9, so funds to acquire the parcel could come from TID #9.

General discussion ensued on the zoning for the property, use of land, TID #9.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council acquisition of 7265 Manitowoc Road for \$36,275.00, funds to come from TID #9.

Motion carried on roll call 6-0.

2. [Proposed Weights and Measures Fees for licensing year 7/1/13-6/30/14  
\(Recommended by Board of Health\)](#)

PHD Nett explained the Weights and Measurers program is completely funded by fees. Increases in costs of the program make it necessary to increase fees.

Moved by Ald. Krueger, seconded by Ald. Sevenich to recommend to Common Council proposed Weights and Measures fees for licensing year 7/1/13-6/30/14.

Motion carried on roll call 6-0.

3. [Grant Agreements between Winnebago County and City of Menasha for the term 1/1/13 – 12/31/13 for Senior Center Coordinator and Senior Center Activity Coordinator, and authorized signature. \(Recommended by Committee on Aging\)](#)

PHD Nett explained the Grant Agreement with Winnebago County is for the salary of the Senior Center's Administrative Coordinator and Activity Coordinator. The terms of the agreement are the same as the previous year.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council Grant Agreements between Winnebago County and City of Menasha for the term 1/1/13-12/31/13 for Senior Center Coordinator and Senior Center Activity Coordinator and authorized signature.

Motion carried on voice vote

4. [2013 Agreement and Contract Among ADVOCAP, Inc and City of Menasha & Neenah-Menasha YMCA, for the term 1/1/13-12/31/13, and authorized signatures. \(Recommended by Committee on Aging\)](#)

PHD Nett explained this is the annual agreement with ADVOCAP for meal service provided at the Senior Center. The terms of the agreement are the same as the previous year.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council 2013 Agreement and Contract among ADVOCAP, Inc and City of Menasha and Neenah-Menasha YMCA for the term 1/1/13-12/31/13 and authorized signatures.

Motion carried on voice vote.

#### E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Krueger to adjourn at 7:08 p.m.

Motion carried on voice vote.

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