

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
August 3, 2009  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 6:34 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Hendricks, Zelinski, Englebert, Benner, Pamentor, Taylor, Wisneski, Pack.

ALSO PRESENT: Mayor Merkes, Atty Rich Carlson, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Bldg Supv Alix, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 7/20/09](#)

Moved by Ald. Pack, seconded by Ald. Englebert to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Asbestos compliance Inspection Contract Agreement between Wisconsin Department of Natural Resources and City of Menasha Health Department, and authorize signature](#)

PHD Nett explained this is a renewal contract. It is expected that 10 inspections will be conducted per contract period. The Health Dept. is notified when a permit is taken out for asbestos removal. Most requests are for commercial buildings. There is some consulting with residents on asbestos removal.

Moved by Ald. Pack, seconded by Ald. Hendricks to recommend approval to Common Council

Motion carried on voice vote

2. [Agreement between the Fox Cities Convention & Visitors Bureau and the City of Menasha for wayfinding signage](#)

CDD Keil explained the City received a matching grant from Fox Cities Convention & Visitors Bureau in the amount not to exceed \$15,534 for the assembling and installation of wayfinding signs. Public Works staff will make the signs in accordance with specifications of Fox Cities Convention & Visitors Bureau consultants. A plan for the location of the signs will be presented to the Common Council.

Moved by Ald. Hendricks, seconded by Ald. Pack to recommend approval to Common Council.

Motion carried on voice vote

### 3. [Review proposals for municipal building lighting fixture upgrades](#)

Bldg. Supt Alix explained Request for Proposals for lighting assessment and fixture upgrades for energy efficiency for municipal buildings was sent out. Proposals were received from Faith Technologies, Orion and Beck Electric. Stimulus funds are available for installation of energy efficient fixtures.

Mayor Merkes explained WPPI is offering a zero percent loan program for the upgrading of lighting that reduces energy consumption.

Mike Herbst from Faith Technologies explained the proposal they submitted. Their proposal is to replace/upgrade existing fixtures. There are no additional fixtures being added.

Taylor Kapp from Orion explained their proposal. Their proposal had a couple different scenarios. This gives the City more options.

Discussion ensued on the three proposals submitted and the different options presents. Comments were made on it was hard to compare the proposals as there are different products quoted. More information would be needed to make an logical decision.

Moved by Ald. Benner, seconded by Ald. Pack to hold.

Discussion: Mayor Merkes stated stimulus funding requires installation by Sept. 30, 2009. Ald. Benner removed motion to hold.

Discussion ensued to have staff put together a comparison of the proposals.

No action on this item; will stay in Committee.

### E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Pamerter to adjourn at 7:23 p.m.

Motion carried on voice vote.

Respectfully submitted by  
Deborah A. Galeazzi, WCMC  
City Clerk