

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 6, 2010
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 8:10 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Hendricks, Zelinski, Englebert, Benner, Roush, Taylor, Wisneski, Langdon
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Lt. Brunn, DFC DeLeeuw, CDD Keil,
DPW Radtke, C/T Stoffel, PHD Nett, Clerk Galeazzi

C. MINUTES TO APPROVE

1. Administration Committee, 11/15/10

Moved by Ald. Hendricks, seconded by Ald. Englebert to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. First Amendment to the Lease Agreement between Morton Martin I LLC,
Dumke and Associates, LLC and the City of Menasha, January 1, 2011 to
December 31, 2011, and authorize signature.

PHD Nett and CA/HRD Captain meet with the landlord and amended the current lease for the
Health Dept. Several options were discussed and it was agreed to reduce the rent from \$7.90 to
\$4.00 for square foot for one year.

Moved by Ald. Hendricks, seconded by Ald. Roush to recommend approval to Common Council.
Motion carried on voice vote.

2. FY '08 Homeland Security Program Grant Award for Homeland Security/
Preparedness Volunteer Training with Office of Justice Assistance, and
authorize signature.

PHD Nett explained the Health Dept. has received a grant in the amount of \$4,258 to help train
volunteers in CPR.

Moved by Ald. Hendricks, seconded by Ald. Englebert to recommend approval to Common
Council
Motion carried on voice vote.

3. City of Menasha Special Event Policy.

Staff evaluated the value of the events held in the City and the actual cost to the City to hold the
event. The actual cost far exceeds the amount charged to the event holders. Staff created a
policy to charge event holders for the actual cost. Area municipalities have similar policies in
place.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to recommend approval to Common Council
Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Roush to adjourn at 8:35 p.m.
Motion carried on voice vote.

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