

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
April 5, 2010
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Pack at 6:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Hendricks, Englebert, Benner, Roush, Taylor, Pack

EXCUSED: Alderman Wisneski, Zelinski

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DFC DeLeeuw,
DPW Radtke, CDD Keil, PHD Nett, Dpty. Treasurer Sassman, Sanit. Drew,
Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Administration Committee, 3/15/10](#)

Moved by Alderman Taylor, seconded by Alderman Roush to approve minutes.

Motion carried on voice vote

D. ACTION ITEMS

1. [State of Wisconsin Division of Public Health Contract Agreement ARRA Immunization and Vaccines for Children and Adults, Sept. 1, 2009 to Dec. 31, 2011, and authorize signature.](#)

PHD Nett explained this contract is for the stimulus funding the State received to increase immunization efforts for both adults and children. There are several vaccines that are now available to adults. The effort is to increase the number of children that get immunized. When questioned about the delay in receiving this contract, PHD Nett replied the delay was on the part of the State not getting the work plan out until after the first of the year.

Moved by Alderman Roush, seconded by Alderman Englebert to recommend approval to Common Council.

Motion carried on voice vote

2. [Approval of proposed fees for the licensing period July 1, 2010-June 30, 2011: a\) DHS Agent of the State; b\) DATCP Agent of the State; c\) Tattoo Parlor/Body Piercing Establishments; d\) Manufactured Home Park \(Recommendation of Board of Health\)](#)

PHD Nett explained some of the fees listed on the proposed fee schedule are new. Some new fees are for types of businesses not operating in the City, but the fees have been established for future use. The inspection and re-inspection fees have been adjusted to reflect simple, moderate or complete inspections to be more in line with the State structure.

Moved by Alderman Taylor, seconded by Alderman Hendricks to recommend approval to Common Council

Motion carried on voice vote

3. [O-5-10 An Ordinance Relating to the Regulation of Dogs, Cats and Ferrets. \(Introduced by Alderman Hendricks\)](#)

PHD Nett explained this ordinance expands the definition of a “bite” to include scratches. It also includes ferrets as being required to have rabies vaccine like dogs and cats.

Moved by Alderman Hendricks, seconded by Alderman Benner to recommend approval to Common Council.

Motion carried on voice vote

4. [O-6-10 An Ordinance Relating to Closing Hours of “Class B” Licensed Establishments \(Daylight Savings Hours\) \(Introduced by Mayor Merkes\)](#)

This ordinance lists the closing time on the Sunday that daylight savings begins.

Moved by Alderman Englebert, seconded by Alderman Hendricks to recommend to Common Council.

Motion carried on voice vote

5. [O-7-10 An Ordinance Relating to Licensing of Restaurants and Retail Food Establishments \(Introduced by Alderman Pack\)](#)

Sanitarian Todd Drew explained this ordinance is for updating current code numbers. Some of the code numbers referenced have changed or no longer exist. There were some differences between State and Federal codes that pertain to licensing. Having the changes in place will make it easier to participate in State and/or Federal programs. Other changes were in the hours of inspections. This will give more flexibility in scheduling inspections.

Moved by Alderman Hendricks, seconded by Alderman Roush to recommend approval to Common Council.

Motion carried on voice vote.

6. [R-8-10 Resolution Transferring/Appropriating Funds \(Introduced by Alderman Pack\)](#)

This resolution is to cover individual accounts which exceeded their budgeted amount or to appropriate revenues received but not budgeted for in the General Fund.

Moved by Alderman Roush, seconded by Alderman Hendricks to recommend approval to Common Council.

Motion carried on voice vote

7. [R-9-10 Resolution Continuing Appropriations \(Introduced by Alderman Pack\)](#)

Vice-Chairman Pack stated he does not support the amount of \$20,000 for pour in-place playground surfacing to be transferred from the 2009 budget to be used in 2010. He would like to have it removed from the list of continuing appropriations.

When asked PRD Tungate explain how the pour and play playground surfacing is used and installed. It is used in place of woodchips and saves on the cost of replacing woodchips annually. It is known to be safer and durable. It has the support of CVMIC for a safer surface. The City has installed it in other City parks and it is working fine. PRD Tungate explained this amount was budgeted in 2009, but do to the departure of the previous Parks Superintendent and the hiring of the new Superintendent time did not allow for the installation of the playground surfacing in 2009.

When asked about the payback on the pour and play surfacing compared to woodchips, PRD Tungate was not sure of the exact payback. He was asked to prepare an analysis on the payback for the Common Council meeting.

Mayor Merkes commented that this type of surfacing makes the playgrounds more accessible for everyone. The cost of the pour and play surfacing at Smith Park was funded partly by residents.

Moved by Alderman Hendricks, seconded by Alderman Benner to recommend approval To Common Council with the recommendation to have PRD Tungate prepare a cost analysis of the playground surfacing.

Motion carried on voice vote

E. ADJOURNMENT

Moved by Alderman Englebert, seconded by Alderman Hendricks to adjourn at 6:52 p.m.

Motion carried on voice vote

Respectfully submitted by
Deborah A. Galeazzi, WMCM
City Clerk