

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
February 3, 2014  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Keehan, Englebert, Benner, Nichols, Taylor

EXCUSED: Alderman Zelinski

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 1/6/14](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Amendment to Listing Contract with Newmark Grubb Pfefferle for 901 Airport Road.](#)

CDD Keil explained the listing contract is for the lot where the former fire station stood. Staff is recommending continuing to list the property with Newmark Grubb Pfefferle as they are not charging a commission to list the property.

CA/HRD Captain pointed out that there is no commission for the listing broker, but outside brokers will be paid a 4% commission.

Moved by Ald. Englebert, seconded by Ald. Langdon to recommend to Common Council Amendment to Listing Contract with Newmark Grubb Pfefferle for 901 Airport Road.

Motion carried on roll call 7-0.

2. [Amendment to Listing Contract with Drifka Group Inc for 81 & 87 Racine Street and 504 Broad Street.](#)

CDD Keil explained the expiration date has been changed to May 4, 2014 to coincide with expiration dates of other listing contracts for some City owned properties. The Redevelopment Authority will be discussing preparing Request for Proposals for listing contracts that may include all City owned properties.

Moved by Ald. Englebert, seconded by Ald. Langdon to recommend to Common Council Amendment to Listing Contract with Drifka Group Inc for 81 & 87 Racine Street and 504 Broad Street.

Motion carried on roll call 7-0.

3. [Amendment to Listing Contract with Drifka Group Inc for Lots 5 & 7 Midway Business Park, Lots 1, 2, 4, 10, 11, 12 Province Terrace and Lot 3 of CSM 1144 \(2027 Manitowoc Road\).](#)

CDD Keil explained the expiration date has been changed to May 4, 2014 to coincide with expiration dates of other listing contracts for some City owned properties. This property could be another City owned property to be part of the Request for Proposals the Redevelopment Authority will be discussing.

It was suggested to include in RFP requesting listing broker submit an activity report on the properties listed.

Moved by Ald. Englebert, seconded by Ald. Keehan to recommend to Common Council Amendment to Listing Contract with Drifka Group Inc for Lots 5 & 7 Midway Business Park, Lots 1, 2, 4, 10, 11, 12 Province Terrace and Lot 3 of CSM 1144 (2027 Manitowoc Road)

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Englebert to adjourn at 7:16 p.m.

Motion carried on voice vote.

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