

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 20, 2012
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 6:23 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. [Administration Committee, 2/6/12](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Renewal of Underground Storage Tanks Insurance](#)

CA/HRD Captain explained the City will need to continue with Underground Storage Tanks insurance to demonstrate financial ability in the case of a leak. Quotes were received from Liberty Surplus Insurance and ACE American Insurance Co. One quote from Liberty Surplus was for a one year term and a second quote was for 3/10/2012 to 12/31/2012.

DPW Radtke explained a quote for the 3/10/2012 to 12/31/2012 term was requested to be consistent with the dates of DNR permit coverage. Next year's coverage, if needed, would then involve a full calendar year.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council the renewal of the Underground Storage Tanks insurance coverage with Liberty Surplus Insurance Corp. for the term 3/10/2012 to 12/31/2012 in the amount of \$3,306.83.

Motion carried on roll call 8-0.

2. [Guidelines for Licensed Mobile Restaurants \(Ald. Klein\)](#)

General discussion ensued on guidelines for mobile restaurants in areas around the City and near schools. Comments were made on guidelines being more generic to include all mobile businesses.

Item will remain on agenda and Chairman Klein will bring back some recommendations.

3. [Special Event Policy \(Ald. Krueger\)](#)

General discussion ensued on for-profit and not-for-profit events and fees.

Item will remain on agenda and Ald. Krueger will bring back some recommended changes.

4. [O-2-12 An Ordinance Amending Section 12-1-5 of the Municipal Code \(Park Regulations\) \(Introduced by Ald. Krueger\)](#)

General discussion ensued on the purpose of amending the current section of the code pertaining to soliciting of donations.

CA/HRD Captain recommended changing the Personnel Policy and not amending the code as it deals with staff and not procedure.

Moved by Ald. Krueger, seconded by Ald. Zelinski to hold this item.
Item held until next meeting.

E. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Benner to adjourn at 7:26 p.m.
Motion carried on voice vote.

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