CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
November 4, 2013
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Nichols at 6:58 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Benner, Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski
EXCUSED: Alderman Englebert
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, Clerk Galeazzi

C. MINUTES TO APPROVE
1. Administration Committee, 10/21/13
Moved by Ald. Langdon, seconded by Ald. Benner to approve minutes.
Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS
1. Amendment to City of Menasha Public Records Notice and Policy.

CA/HRD Captain explained the City's current Public Records Policy states a charge of $2.00 for a photocopy of the first page of an open records document. State Attorney General's opinion is the cost of a photocopy should only be actual cost. The IT staff has determined the actual cost of a photocopy should not be more than $0.25 a page.

Moved by Ald. Sevenich, seconded by Ald. Keehan to amend City of Menasha Public Records Notice and Policy paragraph 4. a & b to charge $0.25 per page.
Motion carried on roll call 7-0.

E. ADJOURNMENT
Moved by Ald. Langdon, seconded by Ald. Benner to adjourn at 7:02 p.m.
Motion carried on voice vote.

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