

It is expected that a Quorum of the Personnel Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
May 20, 2013
6:45 PM
or immediately following Personnel Committee
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Administration Committee, 5/6/13](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [Accept quote of The Post Crescent as the official City newspaper, May 2013-May 2014.](#)
 - 2. [Agreement with Spielbauer Fireworks Co., Inc for fireworks programs on July 4, 2013 and July 4, 2014](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
May 6, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, FC Auxier, DPW Radtke, CDD Keil, Dpty Treasurer Sassman, PHD Nett, PRD Tungate, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. Administration Committee, 4/16/13

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. O-2-13 An Ordinance Amending Section 8-1-6 of the Code of Ordinances (Destruction of Noxious Weeds) (Introduced by Ald. Keehan)

CA/HRD Captain explained the amendments are in accordance with State Statutes. General discussion ensued on reporting and removal of noxious weeds from properties.

Moved by Ald. Keehan, seconded by Ald. Benner to recommend to Common Council O-2-13 An Ordinance Amending Section 8-1-6 of the Code of Ordinances (Destruction of Noxious Weeds)

Motion carried on roll call 8-0.

2. R-5-13 Resolution Continuing Appropriations (Introduced by Ald. Nichols)

Dpty Treasurer Sassman explained the resolution is to carry forward funds from the 2012 Budget to the 2013 Budget to finance ongoing projects.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council R-5-13 Resolution Continuing Appropriations.

Motion carried on roll call 8-0.

3. R-6-13 Resolution Transferring/Appropriating Funds (Introduced by Ald. Nichols)

Dpty Treasurer Sassman explained the resolution is to transfer funds to cover 2012 Budget overages and to appropriate revenues received but not budgeted.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council R-6-13 Resolution Transferring/Appropriating Funds.

Motion carried on roll call 8-0.

4. Wellness Incentives for participation in WEA Initiatives

Mayor Merkes explained WEA is offering reductions in the City's insurance premiums for 2014 if employees and their spouses participate in a personal health assessment program. Employees participating in the personal health assessment will share in the premium savings achieved with their help. All data collected during the health assessment will be kept confidential.

Moved by Ald. Englebert, seconded by Ald. Benner to recommend to Common Council Wellness incentives for participation in WEA Initiatives.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Benner to adjourn at 8:23 p.m.

Motion carried on voice vote.

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



MEMO

To: Common Council
From: Debbie Galeazzi, City Clerk
Subject: Official City Newspaper
Date: May 15, 2013

The Post-Crescent was the only quote received for publishing council proceedings and other city advertising for the ensuing year.

Attached to this memo are the 2013 and 2012 rate quotes for comparison. The rate quoted for 2013 is slightly lower from 2012 and is based on the Post Crescents' most recent certification from the state of Wisconsin.

Wis. Stats. 985.06 states that the eligible newspaper making the lowest effective bid for the city's legal notices shall be awarded the contract. Eligibility is determined pursuant to Wis. Stats. 985.03.



May 1, 2013

Deborah A. Galeazzi
 City Clerk
 City of Menasha
 140 Main St.
 Menasha, WI, 54952

Dear Ms. Galeazzi

In accordance with the legal advertising rates established by the State of Wisconsin as well as the May 1st, 2013 legal bid deadline, we are pleased to quote you the following legal advertising rates for the publication of council proceedings and other city legal advertising for the upcoming year.

Classified 10 Column Per Line charge – Arial 6-point Font:

Number of Columns	First Insertion	Subsequent Insertion(s)
1	\$0.6547	\$0.5143
2	\$1.2641	\$0.9931
3	\$1.9675	\$1.5458
4	\$2.6710	\$2.0984
5	\$3.3744	\$2.6511
6	\$4.0709	\$3.1982
7	\$4.7743	\$3.7509
8	\$5.4778	\$4.3035
9	\$6.1743	\$4.8507
10	\$6.8777	\$5.4034

Retail 6 Column Per Line charge – Arial 6-point Font:

Number of Columns	First Insertion	Subsequent Insertion(s)
1	\$0.9994	\$0.7852
2	\$2.1765	\$1.7099
3	\$3.3535	\$2.6346
4	\$4.5306	\$3.5594
5	\$5.7007	\$4.4786
6	\$6.8777	\$5.4034

RECEIVED
 MAY 7 2013
 CITY OF MENASHA
 BY df



Classified Display rate for a font other than Arial 6-point Font:

1st Insertion - \$11.23; Subsequent Insertion(s) - \$8.82

Retail Display rate for a font other than Arial 6-point Font:

1st Insertion - \$18.72; Subsequent Insertion(s) - \$14.70

When electronic copy for the entire notice or substantial areas thereof is provided, eliminating typesetting, enlargements or reduction, or other changes by the newspaper, the maximum rate is the same as the maximum rate established for subsequent insertions.

Our rates/fonts have changed since last year's bid based on our most recent certification from the state of Wisconsin. Going forward, if the State of Wisconsin changes their legal rate certifications, a 30 day notice will be sent accordingly. We can discuss a change at that point if that specific rate change is suggested to take affect outside the normal bidding timeframe/guidelines

Thank you for the opportunity to serve your community.

Sincerely,

Nicole Mertes
Advertising Manager
Appleton Post Crescent

THE POST-CRESCENT

April 30, 2012

Deborah A. Galeazzi
City Clerk
City of Menasha
140 Main St.
Menasha, WI, 54952

Dear Ms. Galeazzi,

In accordance with the legal advertising rates established by the State of Wisconsin as well as the May 1st, 2012 legal bid deadline, we are pleased to quote you the following legal advertising rates for the publication of council proceedings and other city legal advertising for the upcoming year.

Classified 10 Column Per Line charge – Arial 6-point Font:

Number of Columns	First Insertion	Subsequent Insertion(s)
1	\$0.7217	\$0.5670
2	\$1.3935	\$1.0948
3	\$2.1689	\$1.7040
4	\$2.9443	\$2.3132
5	\$3.7197	\$2.9224
6	\$4.4875	\$3.5256
7	\$5.2629	\$4.1348
8	\$6.0383	\$4.7440
9	\$6.8061	\$5.3472
10	\$7.5815	\$5.9564

Retail 6 Column Per Line charge – Arial 6-point Font:

Number of Columns	First Insertion	Subsequent Insertion(s)
1	\$1.1017	\$0.8656
2	\$2.3992	\$1.8849
3	\$3.6967	\$2.9043
4	\$4.9942	\$3.9237
5	\$6.2840	\$4.9370
6	\$7.5815	\$5.9564

RECEIVED
MAY 01 2012
CITY OF MENASHA
BY dg

THE POST-CRESCENT

Classified Display rate for a font other than Arial 6-point Font:

1st Insertion - \$11.28; Subsequent Insertion(s) - \$8.82

Retail Display rate for a font other than Arial 6-point Font:

1st Insertion - \$18.80; Subsequent Insertion(s) - \$14.70

When electronic copy for the entire notice or substantial areas thereof is provided, eliminating typesetting, enlargements or reduction, or other changes by the newspaper, the maximum rate is the same as the maximum rate established for subsequent insertions.

Our rates/fonts have changed since last year's bid based on our most recent certification from the state of Wisconsin. Going forward, if the State of Wisconsin changes their legal rate certifications, a 30 day notice will be sent accordingly. We can discuss a change at that point if that specific rate change is suggested to take affect outside the normal bidding timeframe/guidelines

Thank you for the opportunity to serve your community.

Sincerely,



Jennifer Maertz
Advertising Manager
Appleton Post Crescent



Date: 14 May 2013
To: Members of the Common Council
From: Donald Merkes, Mayor

D/M

RE: 2013-2014 Fireworks Contract

The Communityfest fireworks are an important part of the quality of life that we enjoy here in Menasha. Spielbauer Fireworks has provided our dramatic displays for years, pleasing thousands of spectators, lighting the sky with color. In order to secure the best price the City normally enters into a two year contract. By doing this we lock in 2013 pricing for the 2014 show as well.

I have structured the contract for both 2013 and 2014 to have a base of \$15,500. This represents the City and Menasha Utilities contribution to the show. While the base show is passable, each year we do additional fundraising to create a spectacular display, adding in specialized shells, shell flights, midlevel boxes, and emphasis to the finale. We have the ability to add as many or few additional shells as funding is available for.

Portions of the 2013 show will be shot from a slightly different location (closer to the boat launch) to address issues with wind we have had for the past few years. In addition more aerial shells will replace ground displays to increase visibility to more in the park.

I would recommend that we approve a contract with Spielbauer Fireworks for both 2013 and 2014.



SPIELBAUER FIREWORKS CO., INC.

DISTRIBUTORS & EXHIBITORS

WISCONSIN'S OLDEST EXHIBITION FIREWORKS CO.

Office: 1976 Lane Road Factory & Warehouses: Bellevue
Green Bay, WI 54311

Telephone 1-920-336-0446

Fax 1-920-336-1214

Menasha

(Village)

WI

(Location)

Contract entered onto this 9th day of **May** A.D., 2013 by and between Spielbauer Fireworks Co., Inc. party of the first part, and the **City of Menasha**.

Authorized Agent Mayor Don Merkes
(Official in Charge)

Party of the first part agrees to furnish party of the second part Fireworks per program submitted, said display to be given on the evening of **July 4th, 2013** weather permitting. It should be understood that should inclement weather prevent the giving of said display on date herein mentioned, the program would be given on the next clear night falling during the above week, for the additional sum of three hundred dollars, to cover auxiliary costs suffered by party of the first part. If said display is not rescheduled, a cancellation fee of 20% of the contract price shall be charged.

Party of the second part agrees to furnish party of the first part sufficient space for the proper giving of said display, also to furnish dry space to store and prepare said fireworks; furnish necessary police protection and necessary lumber that may be required for erecting the display, to help our expert display man that we send to superintend said displays.

The party of the first part agrees that proper protection for the benefit of spectators will be covered by bodily injury and property damage insurance at the time of display, automobiles excluded. It is further agreed and understood that the party of the second part is to pay the party of the first part the sum of **\$15,500.00** for the above display, same to be paid **balance due by July 4th, 2013**.

The parties hereto do mutually and severally guarantee the terms, conditions, and payments of this contract, their articles to be upon the parties themselves, their heirs, executors, administrators and assigns.

IN WITNESS WHEREOF we set our hands and seals in duplicate hereof this 9th day of **May**, A.D., 2013.

WITNESSES:

ACCEPTED BY X

(Official in Charge)

Peter W. Spullian
Spielbauer Fireworks Co., Inc. REP

REMARKS:

Fireworks as per itemized proposal number 13Me2083 dated 5/9/13. Note that this is a one-year contract for July 4th, 2013.



SPIELBAUER FIREWORKS CO., INC.

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Office: 1976 Lane Road
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Telephone 1-920-336-0446

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Menasha

(Village)

WI

(Location)

Contract entered onto this 14th day of **May** A.D., 2013 by and between Spielbauer Fireworks Co., Inc. party of the first part, and the **City of Menasha**.

Authorized Agent Mayor Don Merkes
(Official in Charge)

Party of the first part agrees to furnish party of the second part Fireworks per program submitted, said display to be given on the evening of **July 4th, 2014** weather permitting. It should be understood that should inclement weather prevent the giving of said display on date herein mentioned, the program would be given on the next clear night falling during the above week, for the additional sum of three hundred dollars, to cover auxiliary costs suffered by party of the first part. If said display is not rescheduled, a cancellation fee of 20% of the contract price shall be charged.

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The parties hereto do mutually and severally guarantee the terms, conditions, and payments of this contract, their articles to be upon the parties themselves, their heirs, executors, administrators and assigns.

IN WITNESS WHEREOF we set our hands and seals in duplicate hereof this 14th day of **May**, A.D., 2013.

WITNESSES:

ACCEPTED BY X

(Official in Charge)

Spielbauer Fireworks Co., Inc. REP

REMARKS:

Fireworks as per itemized proposal number 13Me2083 dated 5/9/13. Note that this is a one-year contract for July 4th, 2014.