

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  
August 19, 2013  
6:30 PM  
or immediately following of Common Council  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Administration Committee, 8/5/13](#)
- D. DISCUSSION/ACTION ITEMS
  - 1. [Appeal of Voiding Operator's License Application – Melissa Hagen](#)
- 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  
August 5, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

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

C. MINUTES TO APPROVE

1. [Administration Committee, 7/15/13](#)

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. [CVMIC to CA/HRD Captain, 7/15/13, Worker's Compensation Audit](#)

No action required.

E. DISCUSSION/ACTION ITEMS

1. [Supplement to the SunGard Public Sector Inc Application Service Provider Agreement between SunGard Public Sector and City of Menasha.](#)

CA/HRD Captain explained this is the City's Finance and Payroll software package. This is a renewal of the original contract from 2008. The renewal is for 2 years with no increase in the monthly fee.

Moved by Ald. Englebert, seconded by Ald. Benner to recommend to Common Council Supplement to the SunGard Public Sector Inc Application Service Provider Agreement between SunGard Public Sector and City of Menasha for the annual amount of \$33,672.  
Motion carried on roll call 7-0.

2. [Roth Contribution Amendment to the Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust](#)

CA/HRD Captain explained the City offers employees an option to contribute to a before tax retirement fund, a 457 Deferred Compensation Plan with Nationwide Retirement Solutions. This amendment will include a Roth Plan option, which is an after tax retirement fund.

Moved by Ald. Englebert, seconded by Ald. Benner to recommend to Common Council Roth Contribution Amendment to the Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust.  
Motion carried on roll call 7-0.

F. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Keehan to adjourn at 6:40 p.m.

Motion carried on voice vote.

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

## Debbie Galeazzi

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**From:** Missy Hagen [missyhagen@yahoo.com]  
**Sent:** Friday, August 02, 2013 4:07 PM  
**To:** Debbie Galeazzi  
**Subject:** Request for appeal hearing

My name is Melissa L. Hagen and I am writing this e mail to request an appeal hearing pertaining to the voiding of my alcohol operators license application. It was said that my application was not accurately completed, and I would agree, however, there are reasons. The main reason: I have done many stupid things in my lifetime, and I cannot remember everything I have done. I have or have had my beverage license in 2 other cities and understand that a background check is always completed, therefor I would not omit anything on purpose. There are other things that could be discussed to further convince you that i did not do this intentionally and I would appreciate the time to discuss these things.

Thank you for your time,

Melissa Hagen  
56 manitowoc st,  
Menasha, WI

920-979-8589

Sent from my iPhone



VOID

City of Menasha • Police Department

Copy

07/24/13

Melissa L. Hagen  
56 Manitowoc St.  
Menasha, WI 54952

RE: City of Menasha Alcohol Operators License Application

Dear Ms. Hagen,

Upon reviewing your application for an Alcohol Operators License in the City of Menasha, I have determined your application has not been accurately completed in its entirety, therefore in accordance with the City of Menasha Ordinance and Guidelines I am rendering it void.

In answering number three (3) on the Application 'Have you ever been convicted of a misdemeanor?' you responded by indicating "yes (1)". On the back of the form where you explained the one (1) misdemeanor that you were convicted of, you indicated "theft, criminal damage, entering building without permission" all of which were over thirteen (13) or more years ago. In conducting a background check on you, I determined that in addition to this particular incident 13 years ago or more, you have other misdemeanor convictions that you did not list on the application. On April 8, 2000 you were convicted a misdemeanor Resisting Arrest in Fond Du Lac County. On August 27, 2001 you were convicted of misdemeanor Possession of Drug Paraphernalia in Green Lake County. On June 13, 2002 you were convicted of misdemeanor Issuing of Worthless Checks in Fond Du Lac County. On February 14, 2009 you were convicted of misdemeanor Disorderly Conduct in Winnebago County. On July 1, 2009 you were convicted of misdemeanor Disorderly Conduct in Fond Du Lac County. Under question number six the application asks you 'Have you ever convicted of any law, statute or ordinance pertaining to the possession, use or sale of illegal drugs?' and you replied "no." However, as indicated previously on August 27, 2001 you were convicted of misdemeanor Possession of Drug Paraphernalia in Green Lake County.

I'd like to further advise you that you may appeal this decision by contacting the City of Menasha Clerks Office at 920-967-3603 within thirty (30) days of the voiding of your application to request an appeal before the City of Menasha Administrative Committee.

Sincerely,

Lt. Ron Bouchard  
City of Menasha Police Department  
Investigative Services

\$ 65.00

4167500  
Records  
920-967-5145 fax

CITY OF MENASHA  
ALCOHOL OPERATORS LICENSE APPLICATION

Establishment of Employment Hank's  
TEMPORARY \_\_\_\_\_ PROVISIONAL \_\_\_\_\_  REGULAR \_\_\_\_\_  RENEWAL \_\_\_\_\_

Name Hagen Melissa Lee  
Last First Middle

Address 56 Manitowac St Menasha WI 54952  
Street City State/Zip Code

Phone \_\_\_\_\_ Social Security \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eyes \_\_\_\_\_ Hair \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Birthplace \_\_\_\_\_

Scars, Marks, Tattoos tattoos on lower back, right side, stomach, chest, right  
Drivers License No. \_\_\_\_\_ State of Issue WI upper arm  
Expiration Date \_\_\_\_\_ back of  
neck

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete! Please read this section carefully.

Please explain all yes answers completely on the back of this form!  
Do you currently have any criminal charges pending against you? NO  
Have you ever been convicted of a felony? NO  
Have you ever been convicted of a misdemeanor? YES (1)  
Have you ever been convicted of operating a motor vehicle while under the influence of an intoxicant or drug? YES (2)  
Have you ever been convicted of any law, statute, or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)? YES (3)  
Have you ever been convicted of any law, statute, or ordinance pertaining to the possession, use, or sale of illegal drugs? NO

I UNDERSTAND THAT THE APPLICATION FEE WILL NOT BE RETURNED IF LICENSE IS DENIED.

SIGNATURE Melissa Hagen Date 7/17/13

WITNESS (VOID) Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Chief of Police Thomas R. Berg Date 7/22/13  
Comments: Application VOIDED

REVOKED FOR VIOLATION: \_\_\_\_\_

Please answer all yes questions from the front of this form completely! Include correct charges, date of offense, and sentence. Failure to include all information or inaccurate information may result in the denial of your application!

(1) theft Criminal damage entering building  
without permission, all of which was  
13 or more years ago.

(2) about 2 years ago and one about  
14 years ago

(3) Over 12 years ago

## ARTICLE B

### Operator's License

#### SEC. 7-2-20 OPERATORS' LICENSE

(a) **REGULAR OPERATORS' LICENSE APPLICATIONS**

- (1) Applications for all operators' licenses shall be made on a form provided by the Police Department.
- (2) An application shall be accurately completed in its entirety or shall be rendered void by the Police Department.
- (3) The Police Department shall verify the veracity of the application as well as research the qualifications of the applicant.
- (4) The license fee shall be submitted with the application.
- (5) Operators' licenses may be granted by the Common Council without further review in the event the Police Department approved of the application.
- (6) The Common Council shall issue an Operators' license to any applicant meeting the qualification under Wis. Stats. §§125.04(5) and 125.17(6) and shall be valid for a period of two (2) years and shall expire on the thirtieth (30) day of June.

(b) **TEMPORARY OPERATORS LICENSE.** The Police Department or designee is authorized to issued a Temporary Operator's license to an applicant under the terms outlined in Wis. Stats. §125.17(4).

(c) **PROVISIONAL LICENSE.**

- (1) The Police Department or designee is authorized to issue a Provisional Operator's license to an applicant for a regular Operators' license provided the applicant:
  - (a) Files a certified copy of a valid operators' license issued by another municipality; and
  - (b) Pays the fee; and
  - (c) Meets the "City of Menasha Guidelines for Operators' Licenses" adopted by the Common Council; and
  - (d) Has not been denied an Operators' license by the Common Council; and
  - (e) Has met the training requirement under Wis. Stats. §125.17(6)
- (2) A Provisional Operators license expires 60 days after its issuance or when a regular Operator's license is issued or upon expiration of an Operators' license issued by another municipality and filed under paragraph (1)(a) above, whichever is sooner.
- (3) The Police Department or designee may revoke a Provisional Operator's license upon discovery of a false statement made on the application or if an applicant enrolled in a responsible beverage server training course fails to successfully complete the course in which he or she is enrolled.

(d) **APPEALS.** Any applicant whose application has been voided or denied or whose license has been revoked by the Police Department may appeal such determination of the Administration Committee.

#### SEC. 7-2-21 OPERATORS' LICENSE FEE.

- (a) The fees for Operators' licenses shall be established by the Common Council.

#### SEC. 7-2-22 DISPLAY OF LICENSE.

- (a) Each Operators' license issued under the provisions of this Chapter shall be posted on the premises whenever the operator dispenses beverages.