

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  
June 20, 2016  
6:30 PM  
or immediately following Common Council  
AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. Administration Committee, 6/6/16

D. DISCUSSION/ACTION ITEMS

1. Starting in 2017, raise daily boat launch fee from \$5 to \$6, with a portion of increase to be place in the Neenah/Menasha Fire & Rescue budget in a manner to be determined by the Mayor and appropriate staff to partially offset water rescue costs.(Referred from Common Council)
2. Creation of the Water Rescue Trust Fund administered by the City of Neenah on behalf of the Neenah Menasha Fire Rescue with funds received from the increased boat launch fees approved by the Parks & Recreation Commission of both cities as well as other donations designated for water rescue services that shall be deposited into this trust account. Oversight of the Water Rescue Trust Fund shall be assigned to the Joint Finance & Personnel Committee. (Referred from Common Council)

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  
June 6, 2016  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:58 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Keehan, Zelinski, Benner, Nichols, Taylor, Collier.

EXCUSED: Aldermen Krautkramer and Spencer

ALSO PRESENT: Mayor Merkes, CA Captain, Capt. Halderson, DP Radtke, ASD Steeno, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Administration Committee, 5/16/16](#)

Moved by Ald. Keehan seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [O-4-16 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances \(Polling Places\). \(Introduced by Ald. Keehan\).](#)

Clerk Galeazzi explained the polling place for voters in Districts 5&7 will be moved to Jefferson School as Clovis Grove School will not be available for the August 9, 2016 election. Fliers were handed out to those who voted in the April election; signage will be posted at Clovis Grove explaining where to vote; and a notice will be published in the Post Crescent.

Moved by Ald. Keehan seconded by Ald. Collier to recommend to Common Council O-4-16 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances (Polling Places) (Introduced by Ald. Keehan).

Motion carried on roll call 6-0.

2. [O-5-16 An Ordinance Amending Title 7, Chapter 2 of the Code of Ordinances \(Reserve "Class B" Intoxicating Liquor License Fee\).](#)

Clerk Galeazzi explained a recent change in State Statute prohibits municipalities from refunding, rebating, or offering a grant program of Reserve "Class B" liquor license fee. Current City ordinance allows for a one time grant to a Reserve "Class B" liquor license holder if certain criteria are met.

Moved by Ald. Keehan seconded by Ald. Zelinski to recommend to Common Council O-5-16 An Ordinance Amending Title 7, Chapter 2 of the Code of Ordinances (Reserve "Class B" Intoxicating Liquor License Fee) (Introduced by Ald. Keehan).

Motion carried on roll call 5-1. Ald. Collier voted no.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Taylor to adjourn at 8:12 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk



## MEMORANDUM

Date: June 16, 2016  
To: Administration Committee  
From: Mayor Merkes  
Subject: Proposed Boat Launch Fee Increase

By utilizing fees from users of the lake and river, the City will be able to continue to offer water rescue services without increasing costs to City taxpayers who may or may not utilize the service. In order to ensure that the Common Council has oversight on an annual basis of this additional funding I suggest that the Administration Committee recommend the following:

- Change the daily boat launch fee from \$5 to \$6 beginning Jan 1, 2017 and
- Budget a set amount of this additional revenue to be placed into a trust fund administered by the Neenah Menasha Joint Finance and Personnel Committee for water rescue.

These actions should provide approximately \$2,300 in new revenue. The Park Board has recommended that approximately half be used for water rescue. The process would be similar to the process used for City contributions toward the operation of Heckrodt.



## MEMORANDUM

To: Common Council  
From: PRD Tungate BT  
Date: June 2, 2016  
RE: 2017 Daily Boat Launch Fee

**BACKGROUND:** In 2015, Former Neenah/Menasha Fire Rescue (NMFR) Chief Al Auxier initiated discussions with Neenah and Menasha about increasing boat launch fees to help offset water rescue costs. These discussions were held too late to be considered for the 2016 budgets for Neenah & Menasha.

Former Chief Auxier, and more recently, Assistant Chief Sipin have been working with both cities' parks and recreation departments to seek approval of increasing overall boat launch revenues for 2017 with a portion going to offset NMFR costs associated with water rescue. The City of Neenah has taken action in support of what NMFR has requested. The Menasha Parks and Recreation Board has approved the recommendation listed below.

**FISCAL IMPACT:** Based on average usage numbers from 2014-2015, raising the daily fee from \$5 to \$6 would generate \$2,359. NMFR is seeking \$1,200 annually to help cover water rescue costs. This is approximately half of what the fee increase would generate.

**ANALYSIS:** The recommendation below was worded to allow the Common Council, Mayor, and Staff the flexibility to implement this recommendation during the 2017 budget process.

**RECOMMENDATION:** Beginning in 2017, raise the daily boat launch fee from \$5 to \$6, with a portion of this increase to be placed in the Neenah/Menasha Fire Rescue budget in a manner to be determined by the Mayor and appropriate staff, to partially offset water rescue costs.



## Memorandum

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**TO:** Director Brian Tungate  
Director Mike Kading  
City of Neenah Parks & Recreation Commission Members  
City of Menasha Parks & Recreation Board Members

**FROM:** Chief Al Auxier

**DATE:** March 30, 2016

**RE:** Proposed Boat Launch Fee Increase

In 2015, Neenah-Menasha Fire Rescue's (NMFR) Joint Finance and Personnel Committee asked me to initiate discussions with both Cities Park & Recreation Departments to see if it is possible to increase boat launch permit fees to help offset our water and dive rescue costs.

A lengthy discussion was held by our Committee members, recognizing the value and benefit of us providing water and dive rescues services. We do have non-residents who use our boat launches, and water ways, and our Committee members felt we should try to find an alternative funding source for our services from non-residents who require our services. These discussions resulted in the suggestion of increasing boat launch fees to help offset our water and dive rescue costs.

Over the last five years, we have averaged 18 water and/or dive calls per year. These calls range from towing stranded boats to pulling people out of icy waters and/or victim recovery. Some of these calls involve local residents and others do not.

Discussions with both Cities Park & Recreation Directors Eileen McCoy, newly appointed Director Mike Kading, and Brian Tungate resulted in support of raising the boat launch fees in the following manner.

**City of Neenah:** Directors McCoy & Kading felt the best way to accomplish this is to raise the seasonal boat launch permits by \$1.00. It was felt increasing the daily fees was not an option as Neenah's daily fees are already higher than Menasha's. In 2015, there were 1,230 permits sold and the \$1.00 increase would result in \$1,230 of revenue.

**City of Menasha:** Director Tungate felt the best way to accomplish this is to raise the daily boat launch permit fee by \$1.00. In 2015, there were 2,231 daily boat launch fees sold. In order to have increased revenues be equally represent each City, it was decided \$0.50, of the \$1.00 increase, would go to our Department and the remaining \$0.50 would stay with the City of Menasha Park & Recreation fund revenues. This would result in \$2,231 in additional revenue with NMFR receiving \$1,115.50.

The total fees from both Cities would average \$2,345.50 per year to help fund our water and dive rescues costs.

Please note this is only a recommendation for your consideration and not a final proposal. It would be up to the City of Neenah Park & Recreation Commission and the City of Menasha Park & Recreation Board to make a final recommendation to both Common Councils for consideration and approval.

I would appreciate an opportunity to meet with both the City of Neenah Park & Recreation Commission and the City of Menasha Park & Recreation Board to discuss the issue proposal.

Thank you for your consideration and I look forward to hearing from you soon.

AA/tt

Cc: NMFR Joint Finance & Personnel Committee

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**City Hall – 1<sup>st</sup> Floor Conference Room**  
**May 10, 2016**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:06 pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Nancy Barker, Lisa Hopwood, Ald. Alex Zielinski, Chr. Dick Sturm

MEMBERS EXCUSED: Sue Pawlowski, Brian Adesso, Tom Marshall

OTHERS PRESENT: PRD Tungate, PS Maas, Asst. Fire Chief Mike Sipin

**C. MINUTES TO APPROVE**

1. **Minutes of the April 12, 2016 Regular Park Board Meeting:** Moved by L. Hopwood, seconded by Ald. Zielinski to approve the minutes of the April 12, 2016 Park Board meeting. Motion carried.

**D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION**

**E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS**

1. **Department Report:** PRD Tungate reported on the interviewing and hiring process for the pool and recreation programs, softball leagues play will begin soon, collaboration with the MHS art class to make a small metal turtle sculpture for the Gilbert site, project planning for the final phase of tennis court work at Clovis Grove park this summer, new play equipment will be ordered soon for Hart Park. Summer Board meeting locations were discussed and decided on. *June: Jefferson Park July: Smith Park August: New Eastside Park Sept: Gilbert Waterfront Picnic Shelter*
2. **Park, Pool and Vandalism Report:** PS Maas reported on some vandalism at Hart Park, grass cutting is now taking up a lot of staff time, Arbor Day ceremony was held on April 19 at MHS and trees were planted along School Ct. Rip rap was placed along small sections of the Gilbert shoreline, marina harbor house was re-roofed and a refurbished fuel dispenser was installed, work continues on getting the pool ready for the summer. Dr. Robert Gehringer has started to grow some small trees that he intends to donate to the city when they are large enough.

**F. DISCUSSION**

1. **New Eastside Park Community Playground Build, Saturday, June 4:** PRD Tungate gave an update on how volunteer recruitment is going. Approximately 10-15 more people are still needed. Volunteer registration forms are available on the city website. Board member L. Hopwood and B. Adesso are recruiting around the neighborhood. Final site prep plans will be completed soon. Some equipment work will be done by city staff on the Friday before the Saturday install.
2. **Garbage Containers in Parks:** Chr. Sturm led a discussion to determine the current Board's position on the department's policy on providing garbage containers in the parks. For approximately the past sixteen years, fewer garbage cans have been out in the parks. This was undertaken as part of a larger movement by other park and recreation departments to adopt more of a "carry it in, carry it out" philosophy in regards to garbage. Staff reported that this policy has not resulted in any more garbage being present on the ground within the park system. PS Maas noted that wind and birds can commonly contribute to garbage ending up on the ground. He also noted that even when cans are out-such in the case at the skatepark, park users frequently

choose not to use them. Containers are available at all main park shelter facilities and if someone reserves a picnic site. The consensus of the Board was to maintain the current policy of garbage can placement within the parks.

3. **Loop the Lake Update – 100 Fox Street:** PRD Tungate reported that staff was given authority by the Council to pursue an offer to purchase with the owners of this lot to be used for the Loop trail project. The lot would include a seven vehicle parking lot and has received favorable feedback from the adjacent property owner to the west. It also was reported that staff had a very positive discussion with the property owners earlier in the day. The hope is that an accepted offer to purchase can be forwarded to the Council by June 6.

#### **G. ACTION ITEMS**

1. **Starting in 2017, raise the daily boat launch fee from \$5 to \$6 with 50¢ from each daily fee going to the Neenah/Menasha Fire & Rescue budget to help offset water and dive rescue costs:** Asst. Chief Mike Sipin was at the meeting to further support the action item on the agenda. Part of the discussion had to do with specifics of how the new revenue would become part of Neenah/Menasha Fire & Rescue's 2017 budget. The action item was revised to give the Mayor, staff and Council the flexibility to insert the intended funds into the budget as they see fit. The amount of new revenue requested by Asst. Chief Sipin for 2017 was \$1,200, which is roughly half of the revenue that would be generated by raising the daily fee. The City of Neenah has already taken similar action. Motion by L. Hopwood, seconded by Ald. A. Zielinski that starting in 2017, raise the daily boat launch fee from \$5 to \$6, with a portion of this increase to be placed in the Neenah/Menasha Fire & Rescue budget in a manner to be determined by the Mayor and appropriate staff, to partially offset water rescue costs. Motion carried.

#### **H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute time limit for each person

#### **I. ADJOURNMENT**

Moved by L. Hopwood, seconded by Ald. Zielinski to adjourn at 7:54 pm. Motion carried.



## MEMORANDUM

Date: June 16, 2016  
To: Administration Committee  
From: Mayor Merkes  
Subject: Proposed Boat Launch Fee Increase

By utilizing fees from users of the lake and river, the City will be able to continue to offer water rescue services without increasing costs to City taxpayers who may or may not utilize the service. In order to ensure that the Common Council has oversight on an annual basis of this additional funding I suggest that the Administration Committee recommend the following:

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These actions should provide approximately \$2,300 in new revenue. The Park Board has recommended that approximately half be used for water rescue. The process would be similar to the process used for City contributions toward the operation of Heckrodt.

**NMFR Joint Finance & Personnel Committee**  
**Meeting Minutes**  
**May 24, 2016 – 5:30 p.m.**  
**Hauser Room – City of Neenah**

Present: Ald. Pollnow, Krautkramer, Keehan, Benner and Kunz

Excused: Ald. Stevenson

Also Present: Interim Chief Voss, Director Steeno, Deputy Director Handevitd and MA Theisen

Public: Ald. Boyette

Ald. Benner called the meeting to order at 5:30 p.m.

Public Forum: No members of the public chose to speak.

Minutes: The Committee reviewed the meeting minutes from April 26, 2016. **MSC Pollnow/Keehan to approve the April 26, 2016 meeting minutes, all voting aye.**

Budget Report: The Committee reviewed the April 2016 budget report. **MSC Pollnow/Keehan to approve the April 2016 budget report and place on file, all voting aye.**

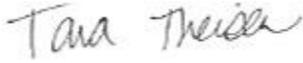
Monthly Activity Reports: The Committee reviewed the April 2016 activity and automatic aid reports. **MSC Pollnow/Keehan to approve the April activity and automatic aid reports and place on file, all voting aye.**

Boat Launch Fees: The Committee reviewed the information regarding the proposed boat launch fee increases by both Parks & Recreation Commissions. Ald. Kunz said there may be some concerns with breaking out specific fees and putting them into a trust fund versus back into the general fund. Ald. Keehan noted this is a unique situation and he didn't feel this was an issue. Ald. Pollnow said we do have other fees such as utility funds that go into specific funds. DC Voss said there have been questions about why there should be a special fund. He noted the equipment that we use is specialized for ice and water rescue services and the equipment is costly. We have a great partnership with Winnebago County who provides the boat for us to use. This fund will help maintain equipment that we can't predict would break and it's costly to repair and/or replace and we may not have the budget to replace this equipment at the time it breaks. Ald. Kunz said he overall agrees with the concept of this. However, the overall boat launch fees are very similar to other communities and the public doesn't know that they are paying for additional services that is provided by us. Ald. Steeno said these fees would help stabilize funding equipment that is now part of the operating budget. DC Voss said he can't speak for what has been done for the funding for the dive team for the past. However, we now have a service that we need to maintain and in the end it's all water rescue services. Our Department was asked to come up with another funding sources for our water rescue services to help maintain the budget. The fees will be collected by each City through the year. In January of the following year, each Finance Director will total up the monies collected and transfer this money into our fund. So we will be about a year behind before we can use the funds. Ald. Pollnow asked about the fee increase for this and if it affects reducing our tax levy. Director Steeno said the State had a specific fee structure for what this affects and she this wasn't part of this. Ald. Benner suggested each City look at adding a donation line for the boat launch fees and have this be another source of revenue for the fund. **MSC Pollnow/Keehan recommends the City of Neenah and City of Menasha Common Council's approve creation of the Water Rescue Trust Fund, administered by the City of Neenah on behalf of the Neenah Menasha Fire Rescue with funds received from the increased boat launch fees approved by the Park & Recreation Commissions of both Cities, as well as, other donations designated for water**

rescue services, shall be deposited into this trust account. Oversight of the Water Rescue Trust Fund shall be assigned to the Joint Finance & Personnel Committee, all voting

MSC Pollnow/Keehan to adjourn at 6:05 p.m., all voting aye.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Tara Theisen".

Tara Theisen  
Management Assistant