

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
September 17, 2012
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, 9/4/12](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [How Budget Line Items Are Used & Department Budget Management \(Ald. Klein\)](#)
- 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
September 4, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Englebert, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, C/T Stoffel, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 8/20/12](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Liability Insurance – CVMIC Update/Renewal](#)

CA/HRD Captain gave a brief update on the liability insurance. Action is needed on how the City wants CVMIC to pay their portion of the declared dividends. CA/HRD Captain is recommending Option 1 pay all dividends to City on March 1, 2013.

Moved by Ald. Krueger, seconded by Ald. Benner to recommend to Common Council Option 1 payment of CVMIC dividends to Menasha on March 1, 2013.

Motion carried on voice vote.

2. [Offer to Purchase – Trident Real Estate LLC – Lot 4 Midway Business Park](#)

CDD Keil provided a counter-offer received from Trident Real Estate LLC, which is affiliated with R/JL Dental. They are looking to build a separate administrative office. The original offer was \$40,000. The City countered at \$50,000 based on the \$40,000 per acre asking price for lots in the business park. The Counter-Offer from them states a purchase price of \$45,000 and an acceptance of a waiver of the right of first refusal from CB Kidz. CB Kidz owner, Pat Gamsky, is ok with the waiver.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council Counter-Offer #1 by buyer Trident Real Estate LLC, Lot 4 Midway Business Park at \$45,000 and accept on or before September 30, 2012.

Motion carried on roll call 6-0.

3. [Revisions to US Cellular Cell Phone Contract](#)

C/T Stoffel explained the City falls under the State contract with US Cellular. The revisions to the contract will save the City approximately \$200 a month.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council approval of US Cellular Cell Phone Contract.

Motion carried on roll call 6-0.

4. [Variance request for Clean Water Fund Loan from Wisconsin Department of Administration for Neenah-Menasha Sewerage Commission Project No. N0008-910101.21](#)

Moved by Ald. Taylor, seconded by Ald. Sevenich to recommend to Common Council variance request for Clean Water Fund Loan from Wisconsin Department of Administration for Neenah-Menasha Sewerage Commission Project No. N0008-910101.21
Motion carried on roll call 6-0.

5. [Resolution Authorizing Execution of Agency Agreement between the Neenah-Menasha Sewerage Commission and the City of Neenah, City of Menasha, Town of Menasha, Town of Neenah Sanitary District No. 2 and Waverly Sanitary District of the Town of Harrison](#)

Moved by Ald. Taylor, seconded by Ald. Sevenich to recommend to Common Council Resolution authorizing execution of Agency Agreement between the Neenah-Menasha Sewerage Commission and the City of Neenah, City of Menasha, Town of Menasha, Town of Neenah Sanitary District No. 2 and Waverly Sanitary District of the Town of Harrison.
Motion carried on roll call 6-0.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Krueger to adjourn at 7:45 p.m.
Motion carried on voice vote.

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

CHAPTER 1

Finance

SEC. 3-1-1 PREPARATION OF TAX ROLL AND TAX RECEIPTS.

- (a) Taxes shall be paid and collected in the City of Menasha as provided in Chapter 74.031, Wis. Stats., and as herein provided.
- (b) Twenty-five percent (25%) of real estate tax plus all special assessments shall be known as the first installment and shall be paid on or before January 31.
- (c) If a taxpayer complies with provisions of the preceding Subsection, the first one-third (1/3) of the remaining seventy-five percent (75%) may be paid without penalty on or before March 31 of each year, and such payment shall be known as the second installment. The second one-third (1/3) of the seventy-five percent (75%) of such postponed tax shall be known as the third installment and may be paid on or before May 31; the fourth installment may be paid on or before July 31. Any such payments not made within the time specified shall have added interest at the rate of one percent (1%) per month or fraction thereof from the date such payment became due until paid; provided, however, any such tax remaining unpaid after July 31 shall become subject to interest as provided by statute, namely, one percent (1%) per month as of January 1 until paid.

State Law Reference: Sections 70.65, 74.03(1)(6) and 74.08, Wis. Stats.

SEC. 3-1-2 DUPLICATE TREASURER'S BOND ELIMINATED.

- (a) **BOND ELIMINATED.** The City of Menasha elects not to give the bond on the City Treasurer provided for by Sec. 70.67(1), Wis. Stats.
- (b) **CITY LIABLE FOR DEFAULT OF TREASURER.** Pursuant to Sec. 70.67(2), Wis. Stats., the City shall be obligated to pay, in case the City Treasurer shall fail to do so, all state and county taxes required by law to be paid by such City Treasurer to the County Treasurer.

State Law Reference: Section 70.67, Wis. Stats.

SEC. 3-1-3 CITY BUDGET.

- (a) **DEPARTMENTAL ESTIMATES.** On or before September 1 of each year, each officer, department, board and committee shall file with the City Comptroller an itemized statement of disbursements made to carry out the powers and duties of such officer, department, board or committee during the preceding fiscal year, and a detailed statement of receipts and disbursements on account of any special fund under the supervision of such officer, department, board or committee during such year, and of the conditions and management of such fund; also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the City and shall be designated as "Departmental Estimates," and shall be as nearly uniform as possible for the main division of all departments
- (b) **CONSIDERATION OF ESTIMATES.** The Mayor shall consider such departmental estimates in consultation with the department head.

- (c) **PROPOSED BUDGET.** On or before October 15 of each year, the Mayor shall prepare and submit to the Common Council an executive budget presenting a financial plan for conducting the affairs of the City for the ensuing calendar year. The budget shall include the following information:
- (1) The expense of conducting each department and activity of the City for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year.
 - (2) An itemization of all anticipated income from the City from sources other than general property taxes and bonds issued, with a comparative statement of the amounts received by the City from each of the same or similar sources for the last preceding and current fiscal year.
 - (3) An estimate of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary to meet the proposed expenditures.
 - (4) Such other information as may be required by the Common Council and by state law.
 - (5) The annual budget submitted by the Mayor and approved by the Common Council shall maintain the undesignated general fund balance at not less than 6% of the general fund budgeted expenditures.
- (d) **COPIES OF BUDGET.** The City Clerk shall provide a reasonable number of copies of the budget summary thus prepared for distribution to citizens. The entire fiscal budget shall be available for public inspection in the Office of the City Clerk and City Library during regular office hours.
- (e) **HEARING.** The City Attorney shall submit to the Council after the annual budget is submitted the draft of an appropriation ordinance providing for the expenditures proposed for the ensuing fiscal year. Upon the submission of the proposed appropriation ordinance to the Council, it shall be deemed to have been regularly introduced therein.
- (f) (1) The Common Council shall review the budgets on the first Wednesday and first Thursday in November, the second Monday in November, and the second Wednesday in November of each year. If the Common Council deems necessary, a fifth review date is established as the third Monday in November. Such review session shall start at 5:00 PM, the Mayor shall distribute a listing of the individual budgets to be reviewed on each date.
- (2) Final Common Council action on the budget shall be on the third Monday in November of each year.
- (3) The provisions of Sec. 2-2-16(d)(2)b. shall not apply to the budget.

State Law Reference: Sec. 62.12, Wis. Stats.

SEC. 3-1-4 CHANGES IN BUDGET.

- (a) Upon written recommendation of the Administration Committee, the Council may at any time, by a two-thirds (2/3) vote of the entire membership, transfer any portion of an unencumbered balance of an appropriation to any other purpose or object. Notice of such transfer shall be given by publication within ten (10) days thereafter in a newspaper in general circulation in the City.
- (b) Before any transfer of funds is made from one account to another, the Comptroller shall, in a separate memorandum, advise the Mayor and Common Council as to the remaining appropriation in the various funds, should such transfer become effective.

SEC. 3-1-5**CITY FUNDS TO BE SPENT IN ACCORDANCE WITH
APPROPRIATION; TRANSFER OF FUNDS.**

- (a) No money shall be drawn from the treasury of the City, nor shall any obligation for the expenditure of money be incurred, except in pursuance of the annual appropriation in the adopted budget or when changed as authorized by Section 3-1-4 of this Chapter. At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the general fund and shall be subject to reappropriation; but appropriations may be made by the Common Council, to be paid out of the income of the current year, in furtherance of improvements or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made shall have been accomplished or abandoned.
- (b) Before any transfer of funds is made from one account to another, the City Treasurer shall, in a separate memorandum, advise the Mayor and Common Council as to the remaining balances in the various funds, should such transfer become effective.