

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
November 5, 2007

MINUTES

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1. CALL TO ORDER

Meeting Called to Order by Chairman Wisneski at 5:00 p.m.

2. ROLL CALL/EXCUSED ABSENCES

A. [Roll Call](#)

PRESENT: Ald. Eckstein, Michalkiewicz, Chase, Merkes, Taylor (5:05pm), Wisneski, Pack, Hendricks

ALSO PRESENT: Mayor Laux, CA/HRD Brandt, Lt. Brunn, FC Vander Wyst, DPW Radtke,

CDD Keil, C/T Stoffel, PRD Tungate, PHD Nett, Clerk Galeazzi, the Press.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Administration Committee Minutes, 10/15/07](#)

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to approve minutes.

Motion Carried on voice vote

Results:

4. DISCUSSION

A. [Isle of Valor Awards Presentation - VFW Nicolet Post 2126, Martenson and Eisele, Miron Construction.](#)

Mayor Laux presented a plaque and thanked Tom Robinson representing VFW Nicolet Post 2126, Stan Martenson representing Martenson and Eisele and Dave Voss representing Miron Construction for their roles in the successful Isle of Valor project

B. [Update on Steam Utility Project \(Discussion Only\) 1\) Dresser Rand Letter 2\) Latest Financials 3\) Joint Meeting of Common Council and Utilities Commission 4\) Noise issue at Steam Plant](#)

GM Doug Young reported staff has been working on the back-pressure turbine, financial modeling, budgeting, coal contracts, spare parts, new customers, rates, customer negotiations, strategic planning in addition to the daily operations of the plant. Utilities Commission is now meeting on a weekly basis to address the issues.

1) Dresser Rand Letter – Staff has been in contact with Dresser-Rand on the turbine generator.

A time table has been set for completing key project milestones in improving the steam control system of the No. 5 turbine generator. Specific changes have been addressed by personnel of Dresser-Rand

2) Latest Financials – October’s preliminary financial performance was very favorable.

They indicate that plant operations are improving. The final figures will be available at the end of the month. The plant was fully operational during the month of October. No major expenses were incurred.

3) Joint Meeting of Common Council and Utilities Commission – a joint meeting is scheduled for December 3, 2007

4) Noise issue at Steam Plant – Dick Sturm, Steam Plant Manager, submitted a letter giving a history of the noise issue. Staff is working with the vendor to resolve the issue. The resolution could be costly and take longer than expected to resolve.

C. [Authorization of additional commitment of \\$3,000 for continued Davis and Kuelthau representation regarding the issue of Fox River PCB contamination.](#)

CA/HRD Brandt explained this is in addition to the \$12,000 previously approved for a total of \$15,000. This is the same amount as City of Neenah .

D. [R-18-07 Resolution Approving the City of Menasha's Liability Insurance Renewal Through Cities and Villages Mutual Insurance Company \(CVMIC\)](#)

CA Brandt explained this will continue our commitment to CVMIC for 2009-2010. Since going with CVMIC for our liability insurance in 1988, the City has saved over \$3,000,000 in premiums.

E. [Offer to Purchase, 81 Racine Street and 504 Broad Street, Dr. Vernon A. Larsen of Riverside Building Inc., \\$29,450.00](#)

Discussion ensued on the ability to sell this to a private party; if it can be used as a commercial site; how it will fit in with the Schreiber-Anderson Report; the appraised value/assessed value of the parcel; eminent domain proceedings; Plan Commission and RDA involvement in developing area.

Ald. Taylor referred to when 87 Racine Street was purchased by the Barth Family.

Point of Order by Ald. Michalkiewicz – getting off topic.

Point of Order well taken by Chairman Wisneski.

Ald. Taylor referred to how the Barth Family obtained 87 Racine Street .

Point of Order by Ald. Pack – doesn’t pertain to item on the agenda.

Point of Order well taken by Chairman Wisneski.

F. [Selection of brokerage firm for City-owned commercial properties and authorization to enter into listing contract.](#)

CDD Keil explained he has no recommendation as all proposals received are from well qualified brokerage firms.

G. [O-29-07 An Ordinance Relating to Controlled Intersections \(Marquette St. and Elizabeth St.\)](#)

No Questions or Discussion

H. [O-30-07 An Ordinance Relating to Building Materials and Site Plan Review](#)

CA/HRD Brandt explained Ordinance O-30-07 to O-37-07 cover the changes recommend by the Plan Commission on building materials and site plan review for the different zonings.

6:55 p.m. - RECESSED FOR PUBLIC HEARING

6:56 p.m. – RECONVENED

I. [O-31-07 An Ordinance Relating to R-3 Multi-Family, Medium Density Residency District](#)

No Questions or Discussion

J. [O-32-07 An Ordinance Relating to R-4 Multi-Family, High Density Residence District](#)

No Questions or Discussion

K. [O-33-07 An Ordinance Relating to C-1 General Commercial District](#)

No Questions or Discussion

L. [O-34-07 An Ordinance Relating to C-2 Central Business District](#)

No Questions or Discussion

M. [O-35-07 An Ordinance Relating to R-2A Multi-Family, Zero Lot Line Residence District](#)

No Questions or Discussion

N. [O-36-07 An Ordinance Relating to C-3 Business and Office District](#)

No Questions or Discussion

O. [O-37-07 An Ordinance Relating to C-4 Business Park District](#)

No Questions or Discussion

P. [O-38-07 An Ordinance to the Annexation of Certain Property to the City of Menasha, Wisconsin \(Andrysczyk Annexation\)](#)

CA/HRD Brandt supports this annexation.

Q. [Accounts payable and payroll for 10/18/07-11/1/07 in the amount of \\$1,086,629.55.](#)

Ck. #14497-UW Fox Valley-\$400. – videotaping of public service announcement

Ck. #14555-Bubrick's-\$519.31 – dry erase board for Fire Dept training room/Station 35

Ck. #14574-Larson Engineering-\$95. – foundation inspection of property on Natures Way

Ck. #14594-Raiserite Concrete-\$7,190. – mud jacking of sidewalks

Ck. #14518-Elan Cardmember-\$184. – Senior Center trip to Door County

R. [Motion to have GM Doug Young, Menasha Utilities, attend Common Council Administration Committee Meetings. \(Ald. Taylor\)](#)

Ald. Taylor requested this item to have updates on the Steam Plant project.

CA/HRD Brandt explained the Council has no authority to require GM Young to attend meetings. GM Young reports to the Utilities Commission. Council can ask Utilities Commission to ask GM Young to attend meetings.

S. [Menasha Steam Plant Noise Issue. \(Ald. Taylor\).](#)

Ald. Taylor requested this item in case some type of action would be required to resolve the noise issue. GM Young had reported on what the Steam Plant staff is doing to resolve the issue.

T. [Menasha Health Department Relocation \(Ald. Taylor\).](#)

Ald. Taylor requested this item to get information.

CCD Keil reported staff has been looking into relocating the Health Dept . as the owner of the building next to the Health Dept , the Wreath Factory, is interested in expanding the business. Staff has looked at a few locations, but have nothing to bring forward to the Council at this time.

U. [Athletica Fitness LLC Health Club, Lake Park. \(Ald. Taylor\)](#)

Ald. Taylor requested this item to inquire on who is maintaining the building.

CA/HRD Brandt reported the receiver is responsible for the building and keeping it maintained.

V. [Schreiber-Anderson Report, Racine Street Corridor. \(Ald. Taylor\)](#)

Ald. Taylor requested this item to discuss this report with the Offer to Purchase of 81 Racine Street and 504 Broad Street .

W. [81 Racine Street Property. \(Ald. Taylor\)](#)

Ald. Taylor requested this item in case any special action would be needed on this property.

5. ADJOURNMENT

A. [Adjournment](#)

Moved by Alderman Merkes, seconded by Alderman Michalkiewicz to adjourn at 7:25 p.m.

Motion Carried on voice vote

Results:

Respectfully submitted by Deborah A. Galeazzi, City Clerk