

CITY OF MENASHA

140 Main Street, 3rd Floor Council Chambers

140 Main Street, Menasha

April 2, 2007

MINUTES

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I. CALL TO ORDER

A. [Call to Order](#)

Item Action:
None

Motions

Motion Type	Motion Text Comments	Made By	Seconded By	Motion Result
	Meeting called to order by Chairman Eckstein at 6:00 p.m.			

II. ROLL CALL/EXCUSED ABSENCES

A. [Roll Call](#)

Item Action:
None

Motions

Motion Type	Motion Text Comments	Made By	Seconded By	Motion Result
	PRESENT: Ald. Michalkiewicz, Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein.			
	EXCUSED: Ald. Chase			
	ALSO PRESENT: CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, Comp/Treasurer Stoffel, PRD Tungate, PHD Nett, MU GM Young, Melanie Krause, Clerk Galeazzi.			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [Administration Committee Minutes, 3/19/07.](#)

Item Action:
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
approve	Administration Committee Minutes, 3/19/07	Alderman Pack	Alderman Michalkiewicz	Passed
	Motion carried on voice vote.			

IV. DISCUSSION

A. [Update on Steam Utility Project and Water Treatment Plant Project \(Discussion only\).](#)

Item Action:
None

Motions

Motion Type	Motion Text Comments	Made By	Seconded By	Motion Result
	MU GM Young reported on the Steam Plant: The #3 boiler is down for maintenance repair, but should be back up soon. Spare parts were hard to find, but finally did get some. Extra parts were ordered to keep in stock. The #4 boiler has been producing steam for all the			

customers. There has been no delay in service. Staff is looking into the cost benefit to using only one boiler. Mr. Young explained a few adjustments to the financial statement dealing with depreciation. They are moving ahead on capital projects. Orders have been placed for a motor replacement, the heat reducer project and vent valve. Staff is working with the equipment vendor on the noise issue. Modifications have been made to the motor fan assembly. CA/HRD Brandt reported he received a letter from the arbitrator and the suit filed by PCI has been dismissed. No ruling on the other claims.

Comments

Water Treatment Plant: The monthly report was reviewed. Walls are up and the concrete pours are complete. Two buildings are being framed and roofed. Crews are working on enclosing the area. They are a little behind schedule due to weather, but still on the construction time line.

- B.** [R-8-07 - Resolution Authorizing the Issuance and Sale of up to \\$779,363 Combined Utility Revenue Bonds, Series 2007, and Providing for Other Details and Covenants with Respect Thereto \(Safe Drinking Water Loan Program\).](#) **Item Action:** None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Comments			

Melanie Krause from Menasha Utilities explained this resolution is for the Safe Drinking Water Loan Program. This is the second phase of the loan being applied for. The first phase of \$12,061,890 was received last year. The \$779,363 being requested will cover the total of the project, \$12,841,254. The interest rate is very favorable at 2.365%

- C.** [Annual request of Nauts Landing to serve alcoholic beverages on their deck from April 15-October 31, 2007.](#) **Item Action:** None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Comments			

Discuss ensure on all request - Nauts Landing, Stone Toad and Locker Room. PC Stanke reported no major issues or problems with any of the establishments in the past. Discussion ensued on the starting and ending dates. Locker Room is requesting April 14 to November 30, whereas the others are requesting April 15 to October 31.

- D.** [Accounts payable and payroll for 3-22-07/3-29-07 for the amount of \\$709,764.10](#) **Item Action:** None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Comments			

Ck. #11808-Badger Labs-\$4,182. - wastewater samplings for River Street, will be reimbursed. Ck. #11825-Lake Park Villas Homeowners-\$1,813.24 - City's portion of cost for pond maintenance/insurance/utilities. Ck. #11916-D&M Interiors-\$145.95 – floor sealer for City buildings. Ck. #11929-Laurel's Creations-\$45. – hats & caps for Police Dept. Ck. #11937-Menasha Postmaster-\$65. – mailing of Sen. Center newsletter. Ck. #11947-Nover Engelstein-\$600. – software for City Sanitarian. Ck. #11958-Schmidt Engineering & Equipment-\$1,103.08 – parts for snow plows. Ck. #11966-Superior Lamp-\$246.48 – light bulbs for City buildings. Ck. #11980-WIDOT-\$50,950 – work on intersection at SHW 10/114/LP Ck. #11910-Beck Electric-\$747.84 – light bulbs for street lights. Ck. #11949-OfficeMax-\$189.29 – office supplies for Mayor/Clerk/Attorney/Personnel/Council/Election.

- E.** [Authorization to approve Sargent & Lundy for Workout Plan and Engineering Services Consultant \(Recommendation of Utilities Commission\).](#) **Item Action:** None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Comments			

The Utilities Commission reviewed RFP from four different companies to prepare a workout plan and engineering report to help troubleshoot issues with the Steam Utility project. The Commission recommended hiring Sargent & Lundy from Chicago at a cost of \$19,500. Discussion ensued on the time spent by the Commission reviewing the RFP. The cost for the workout plan would come from the Steam Plant budget. A one day on-site visit is included in the cost, but if additional visits are required, that would fall under the time and material part of the proposal.

- F.** [Development Agreement between City of Menasha and Silver Birch Investments, LLC.](#) **Item Action:** None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Comments

DPW Radtke explained this is a standard development agreement. The City will construct a regional stormwater management facility and the developer will be assessed for their portion of the cost. The low density of the subdivision will not require sidewalks. Discussion ensued whereas the City will be required to make payments to the developer in 15 days, but the developer has 30 days to make payments. Discussion also on parkland dedication fees.

Comments

6:55 p.m. - Recess for Public Hearing.

Comments

6:56 p.m. – Reconvene.

- G.** [Authorization to request funds from Winnebago County Commission on Aging for 2008: 1\) Senior Center Activity Coordinator; 2\) Senior Center Supervisor; 3\) 60+ Health Program, and authorize signatures.](#) **Item Action:**
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Comments			

PHD Nett explained these are request for funds from the County to cover the cost of programs at the Senior Center. These are the same as previous years.

- H.** [Annual request of Stone Toad to serve alcoholic beverages on their deck from April 15-October 31, 2007.](#) **Item Action:**
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Comments			

See Item F.

- I.** [Annual request of Locker Room to serve alcoholic beverages on their deck from April 14-November 30, 2007.](#) **Item Action:**
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Comments			

See Item F.

- J.** [Approval of Dept. of Transportation Click it or Ticket Traffic Safety Grant.](#) **Item Action:**
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Comments			

PC Stanke explained this grant was received last year and the program was a success. It is a good program.

V. ADJOURNMENT

- A.** [Adjournment](#) **Item Action:**
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
move	to adjourn at 7:19p.m.	Alderman Taylor	Alderman Michalkiewicz	Passed

Motion carried on voice vote.

Comments

Comments

Respectfully submitted by Deborah A. Galeazzi, City Clerk