

**CITY OF MENASHA**  
**Administration Committee**  
**140 Main Street, 3rd Floor Council Chambers**  
February 18, 2008

**MINUTES**

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**1. CALL TO ORDER**

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

**2. ROLL CALL/EXCUSED ABSENCES**

**A. [Roll Call](#)**

PRESENT: Ald. Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack.

ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, Clerk Galeazzi, and the Press.

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. [Administration Committee Minutes, 2/4/08](#)**

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

Motion Carried on voice vote

Results:

**4. DISCUSSION**

**A. [Recommendation of Redevelopment Authority for 81/87 Racine Street and 504 Broad Street for site marketing and landscaping.](#)**

CDD Keil explained the discussion and action by the Redevelopment Authority. Concerns of the RDA were what should be done with the parcel and what should go on that lot. The RDA recommended the City do some modest landscaping and market the property. The RDA discussed the conditions that limit the use of this parcel, size and traffic access.

Discussion ensued on using the parcel for parking lot; City has ample parking in downtown area; looking at long term for this area.

**B. [Recommendation of Redevelopment Authority to pursue Dept. of Commerce Planning Grant for the Gilbert Mill Site.](#)**

CDD Keil explained the process of submitting the application to the Dept. of Commerce for the planning grant. The purpose of the planning grant is to develop engineering and design details for the redevelopment of the former Gilbert Paper Mill site. The plan will outline the economic, social and recreational benefits of redeveloping the site. Staff had submitted a Brownfields Grant application in 2007 that was not approved. Progress has been made on the project on the Gilbert Mill site that this is a good time to re-submit the Grant application. The Dept. of Commerce has requested more information on the recreational, economic development impact and environmental portions of the application.

Discussion ensued on the relationship of the whitewater park to the overall site development. A public hearing will

need to be scheduled on the Planning Grant application at a future Common Council meeting.

- C. [Increase General Fund-Revenue Account-Sale of City Property \(31100-48-04-319-000\) by \\$25,105 and General Fund-Expenditure Account-Health Department-Other Services-Building Rental \(31100-53-09-102-296\) by \\$25,105. \(3/4 vote required\) \(Ald. Wisneski\)](#)

C/T Stoffel submitted a memo detailing the appropriation of funds for the lease that was approved by the Council for the Health Dept.

- D. [Increase General Fund-Revenue Account-Sale of City Property \(31100-48-04-319-000\) by \\$10,000 and General Fund-Expenditure Account-Transfer to Housing Rehabilitation Revolving Loan Fund \(31100-59-04-203-251\) by \\$10,000. \(3/4 vote required\) \(Ald. Wisneski\)](#)

Ald. Wisneski asked for this item to be held as they had not received all the information needed to make a decision.

Moved by Ald. Michalkiewicz, seconded by Ald. Eckstein to hold.

- E. [Authorization to prepare Offer to Purchase for Badger Highways land swap.](#)

CA/HRD Brandt explained Badger Highways approached the City on the offer to swap 17 acres of land. Staff is looking for direction from Council if there is interest in the land swap. An Offer to Purchase would need to be prepared and a Certified Survey Map would need to be created. The cost of creating the CSM would be split between Badger Highways and the City.

- F. [R-2-08 Resolution Authorizing the Issuance and Sale of up to \\$2,733,387 Sewerage System Revenue Bonds, Series 2008, and Providing for Other Details and Covenants with Respect Thereto. \(Clean Water Fund Program\)](#)

No Questions or Discussion.

- G. [Accounts payable and payroll for 2/7/08-2/14/08 in the amount of \\$3,457,140.49](#)

Ck. #15697-Accent Business Solutions-\$1,200 - attachment to second floor copier.

Ck. #15809-Manderfield Bakery-\$30 - cake for Senior Center Valentine Party, paid by SC Fundraiser Account.

Ck. #15827-Piggly Wiggly-\$139.29 - supplies for Senior Center Valentine Party, paid by SC Fundraiser Account.

## 5. ADJOURNMENT

- A. [Adjournment](#)

Moved by Ald. Taylor, seconded by Ald. Michalkiewicz to adjourn at 7:22 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, City Clerk