

**CITY OF MENASHA**  
**Administration Committee**  
**140 Main Street, 3rd Floor Council Chambers**  
July 21, 2008

**MINUTES**

 [← Back](#)  [Print](#)

## 1. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 5:45 p.m.

## 2. ROLL CALL/EXCUSED ABSENCES

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

PRESENT: Ald. Pamentor, Taylor, Wisneski, Pack, Hendricks, Zelinski, Michalkiewicz, Benner.

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

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

### Minutes to approve:

#### A. [Administration Committee Minutes, 7/7/08](#)

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

Motion Carried on voice vote

Results:

## 4. DISCUSSION

### A. [The Wisconsin Historical Society Grant Agreement and Work Program. \(Recommendation of Landmarks Commission\)](#)

AP Beckendorf explained the City is receiving a grant from the Wisconsin Historical Society to assist with the completion of an intensive survey and related activities for historical preservation. The grant funds received will be used to hire an approved consultant to perform the site specific research and prepare the survey report. They will check properties that are or could be potentially eligible for the National Register of Historical Places.

AP Beckendorf explained a few changes will need to be made to the guidelines of the Landmarks Commission to make the City a Certified Municipality as required for the grant. These changes will be coming forward through an ordinance.

### B. [Offer to Purchase, Lot 10 Province Terrace, Wiegert Enterprises, LLC](#)

CDD Keil explained the offer is \$100,000 for 2.904 acres of land which is 85% of the asking price. This property was part of the land originally purchase by the City as a potential site for a new fire station. There is still a parcel in that area for a fire station. The buyer intends to build a day care facility. This type of business would be a good fit for that area. The buyer will have 18 months to build a facility or the City will have the option to repurchase the property. The parcel will need to be rezoned for commercial use. That will go through the Plan Commission.

**C. [Free Admission Day at the Pool on Saturday August 9, 2008. \(Recommendation of Parks & Recreation Board\)](#)**

PRD Tungate explained the pool will be opened to everyone at free admission on August 9, not just City residents. The Parks & Recreation Board though this would be a good way to promote the pool.

**D. [Request to extend timetable for landscaping 81/87 Racine Street and 504 Broad Street](#)**

CDD Keil explained there is a person interested in the property, but needs more time to put together a plan. If there will be construction on the property, there is no need to landscape the area.

**E. [O-12-08 An Ordinance Relating to Destruction of City Property \(Ald. Wisneski - Recommendation of IT Steering Committee\)](#)**

Ald. Wisneski explained the cost the City might incur in the preparation and marketing of surplus property is currently not included in the value of the property. This ordinance will allow the value of an item to include the cost of the time spent by City staff.

**F. [O-13-08 An Ordinance Relating to Landmarks Commission \(Ald. Pamerter - Recommendation of Landmarks Commission\)](#)**

AP Beckendorf explained this ordinance deals with the organization of the Landmarks Commission. A few changes need to be made to make the City a Certified Municipality to qualify for State grants.

**G. [Accounts payable and payroll for 7/10/08-7/17/08 in the amount of \\$777,030.78](#)**

Ck. #17611-All Sport Trophy-\$84.00 - name tags for P&R supervisors.

Ck. #17670-ACC Planned Services-\$2,469.44 - gun range air exchange for PD.

Ck. #17754-US Petroleum Equipment-\$228.66 - replace displace screen on gas pump at PWF.

**5. ADJOURNMENT**

**A. [Adjournment](#)**

Moved by Alderman Pack, seconded by Alderman Taylor to adjourn at 6:24 p.m.

Motion Carried on voice vote

Results:

Respectfully submitted by Deborah A. Galeazzi, City Clerk