

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
June 1, 2009
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, 5/18/09](#)
- D. ACTION ITEMS
 - 1. [Appeal of Denial of Operator's License – Kathryn A. Harding](#)
 - 2. [R-14-09 Resolution Relating To 2010 Census Complete Count Committee](#)
 - 3. Retain Jeff Brandt as Consultant/Interim City Attorney (Ald. Pack) (Held 5/18/09)
- 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
May 18, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 6:23 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Zelinski, Englebert, Benner, Pamerter, Taylor, Wisneski, Pack, Hendricks
ALSO PRESENT: Mayor Merkes, Attorney Rich Carlson, PC Stanke FC Vander Wyst,
Eng. Supv. Montour, Comptroller Stoffel, CDD Keil,
Deputy Clerk Sewall, and the Press

C. MINUTES TO APPROVE

1. Administration Committee, 5/4/09

Moved by Ald. Pack, seconded by Ald. Pamerter to approve minutes.
Motion carried on voice vote

D. ACTION ITEMS

1. Approval of Consulting Agreement with McClone Agency, Inc. for the period
July 1, 2009 to June 30, 2010 and authorize signature. (Held 5/4/09)

Moved by Ald. Pack, seconded by Ald. Englebert to recommend approval to Common
Council

Discussion ensued about waiting until there is a new attorney on board before making a
decision on this item.

Moved by Ald. Zelinski, seconded by Ald. Pack to table.
Motion carried on voice vote to table.

2. Accept quote of The Post Crescent as the official City newspaper,
May 2009-May 2010.

Moved by Ald. Pamerter, seconded by Ald. Pack to recommend approval to Common
Council
Motion carried on voice vote

3. Retain Jeff Brandt as Consultant/Interim City Attorney (Ald. Pack)

Moved by Ald. Pamerter, seconded by Ald. Pack to recommend approval to Common
Council

Discussion ensued about the Mayor already been given power by the Common Council to make
this decision, the potential need for an on-site attorney during the interim, and the cost difference
between outsourcing different attorneys versus having former CA Brandt on staff until a new
attorney is hired.

Request made by aldermen to have Mayor Merkes contact former CA Brandt to find out if his
original quote is negotiable.

Moved by Ald. Pamerter, seconded by Ald. Englebert to hold this item
Motion carried on voice vote to hold item

DRAFT

E. ADJOURNMENT

Moved by Ald. Pack, seconded by Ald. Zelinski to adjourn at 6:37 p.m.
Motion carried on voice vote

Respectfully submitted by
Kristin Sewall
Deputy City Clerk

Menasha City Hall
140 Main Street
Menasha, WI 54952

RECEIVED

MAY 14 2009

CITY OF MENASHA
BY dg

May 13, 2009

Dear Judge,

It is my understanding that I will be speaking with you on May 18, 2009, regarding the denial of a bartending license. I was given a temporary license and have secured a job at R&R Bar in Menasha. I am doing well in this position. I feel there is mutual appreciation between the customers, co-workers and myself. I need the license to continue employment.

I was informed my license was denied due to some misdemeanors years ago, three DUI's and two possessions of THC. The first citation was for underage drinking in the fall of 2000, just before I turned 21. My last DUI citation was in June, 2003. The first THC citation was when an acquaintance left the substance in my car without my knowledge, and the last was dropped in court. I realize I have made some poor decisions in the past. I have served jail time, paid my fines, attended class and changed my attitude. I have not been able to complete another assessment and treatment expectation due to lack of health insurance. My job is necessary to save the money for this. I get along well with the co-workers, managers and boss at R&R who give me encouragement to stay on the right track. I have matured and believe I am a good person, capable of appropriate decisions.

I am aware that others with felony records have licenses to tend bar. I do not understand how they can achieve this and I am denied with misdemeanors.

My job is essential. I work by the rules, am a responsible person free of any citation for years. I will not put anyone in jeopardy. I would appreciate your support in securing a bartending license. Thank you for your time and consideration in this matter.

Respectfully,



Kathryn A. Harding



To: Members of the Administration Committee
From: Chief Stanke
Date: May 27, 2009
Re: Kathryn Harding Bar Tender Appeal

Kathryn Harding is appealing my denial of her bartender's application. My reasons for denial are rather straightforward. Kathryn was convicted of O.W.I. on November 29, 2001, April 15, 2003 and September 29, 2003. In addition she was convicted of Possession of THC on February 10, 2005.

Ms Harding indicated that at least one of the O.W.I.'s and the possession charge related to her being at the R.R. Bar.

I did not find any other charges since the 2005 incident.

I feel that there is a direct relationship between (3) O.W.I. convictions and the possession of THC with the responsible distribution and serving of alcoholic beverages.

Although I can recall at least one similar appeal that the council over ruled I do not believe that a drug possession charge was attached to it.

In any case it is the Administration Committees role to rule on the appeal.

RESOLUTION R – 14 – 09

RESOLUTION RELATING TO 2010 CENSUS COMPLETE COUNT COMMITTEE

Introduced by Mayor Merkes

WHEREAS, our United States Constitution requires a Census of the population of our nation every ten years; and

WHEREAS, Census information is used to determine how many members our state has in the United States House of Representatives and is also used to determine districts in our state legislature and local governing bodies; and

WHEREAS, having an accurate and complete Census count is important to our community in determining Federal and State aids and grants, economic development, housing assistance, transportation improvements and many other uses; and

WHEREAS, every resident of our community counts and deserves to be counted,

THEREFORE, BE IT RESOLVED, that the Common Council of the City of Menasha recognizes the importance of the 2010 Census and agrees to form a Complete County Committee and to promote the Census to assure that all residents of our community are counted.

Passed and approved this day of June, 2009.

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

Local or Tribal Government Complete Count Committees

Local Complete Count Committees are formed by the highest elected official in that jurisdiction, such as a mayor, county commissioner, tribal leader, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint residents of the community to serve as members of the CCC. Members appointed could be representative of a cross section of the community, be willing and able to serve until the census is over, and help implement a creative outreach campaign in areas that may pose a challenge in 2010. Members could include persons from the areas of education, media, business, religion, and community groups. Most local government CCCs are small to medium size depending on the jurisdiction. A town may have a small committee with only 3–5 members, while a city CCC may be medium to large size with anywhere from 10 to more than 100 members, depending on the size of the city or tribe.

Both county and regional CCCs, since they cover a larger geography, tend to be larger in size with 20–50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census data impacts their communities. In previous censuses, experience has shown that local government CCCs are more productive with subcommittee structure.

Examples of subcommittees and what they do are covered under “What is the subcommittee structure of a Complete Count Committee?” on page 15.

Examples of Local and Tribal Complete Count Committee Strategies

Nationwide, there were 11,800 Complete Count Committees formed in Census 2000, and the majority of them were local government committees. Here are some suggested strategies that worked for them:

- Allocate funds for the CCC, and assign a staff person to work with the committee.

- Set clear, achievable goals and objectives.
- Identify areas of the community that you want to target, either a geographical area or a population group that might be hard to count.
- Use a “grassroots” approach, working with community-based organizations and groups who have direct contact with residents, especially those who may be hard to count.
- Create promotional materials and products customized for your area.
- Implement special events such as a Census Day “Be Counted” parade.

Sample Activities of Local Complete Count Committees

2008–2009

- Develop a list of barriers or concerns that might impede the progress of the 2010 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and communities with gated residents. Explore ways/activities to address or overcome those barriers.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.
- Place census messages in water bills, property tax bills, and other correspondence generated by the jurisdiction.
- Develop and implement activities to involve local government employees in 2010 Census awareness campaign.
- Encourage corporations to become official sponsors of your census activities.
- Have census banners, posters, and other signage placed in highly visible public locations.
- Include the 2010 Census logo and message on bus schedules, brochures, newsletters, and your local jurisdiction Web site.
- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Sponsor a contest to design a sticker or poster promoting the 2010 Census.
- Have census information available during voter registration drives.