

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  
February 1, 2010  
6:20 PM  
or immediately following Common Council**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Administration Committee, 1/18/10](#)
- D. ACTION ITEMS
  - 1. [Equipment Purchase Request for AT&T U-Verse TV Public Access Channel to Broadcast City of Menasha Common Council Meetings.](#)
  - 2. [R-5-10 – Resolution Opposing Wisconsin Department of Revenue \(DOR\) County Assessment Proposal.](#)
- 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  
January 18, 2010  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 7:46 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Benner, Roush, Taylor, Wisneski, Pack, Hendricks, Zelinski

EXCUSED: Ald. Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke,  
CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. [Administration Committee, 1/4/10](#)

Moved by Ald. Pack, seconded by Ald. Taylor to approve minutes.

Motion carried on voice vote

D. ACTION ITEMS

1. [Division of Public Health Contract #17382 for Childhood Lead, Immunization, Maternal Child Health, Prevention, and Radon Outreach, Jan. 1, 2010-Dec. 31, 2010, and authorized signature](#)

PHD Nett explained this is a renewal contract and the funding is about the same as previous years.

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

Motion carried on voice vote.

2. [Approval of the proposed parochial school fees for school year 2010-2011 \(Recommendation of Board of Health\)](#)

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

Motion carried on voice vote

3. [R-2-10 – Resolution Relating to Reduction of Poll Workers \(Introduced by Mayor Merkes\)](#)

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

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Pack, seconded by Ald. Hendricks to adjourn at 7:50 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



## MEMORANDUM

TO: City Council & the Mayor

FROM: Pamela A. Captain

SUBJECT: Public Access Broadcast on AT & T U-verse

DATE: January 26, 2010

Prior to my arrival discussions began among the city attorneys of the cities of Appleton, Green Bay, Neenah and Menasha and representatives from UW Fox Valley, Time Warner and AT & T relative to public access broadcast by AT & T. These discussions arose as a result of new video service being provided in the community by AT & T called U-verse. By law, AT & T is obliged to carry the public access channel similar to how Time Warner already carries the signal. The public access channel broadcasts the Common Council meetings to subscribers. While the new cable act requires new video service providers to carry a community's public access channel, it does not require the video service provider to pay for the cost of uploading the signal to their system.

The most cost effective way to accomplish the broadcast of the access channel in this community is to take the signal from the Time Warner feed and upload it directly to the AT & T U-verse system. This can be accomplished through our video producer, UW Fox Valley and they have agreed to so. Time Warner broadcasts in analog and AT & T broadcasts in digital. As a result, it is necessary to acquire equipment to translate the signal from analog to digital. A router is also required and UW Fox Valley has a surplus router that may be used without cost to the participating municipalities (approximately \$1,500 value). Finally, additional wiring is needed to connect the system to the closest AT & T connection point. This equipment and wiring is required in order to get the public access channel onto the AT & T U-verse system and has no other value to UW Fox Valley. Common council meetings will not be seen on the U-verse system without an investment in the necessary broadcast equipment.

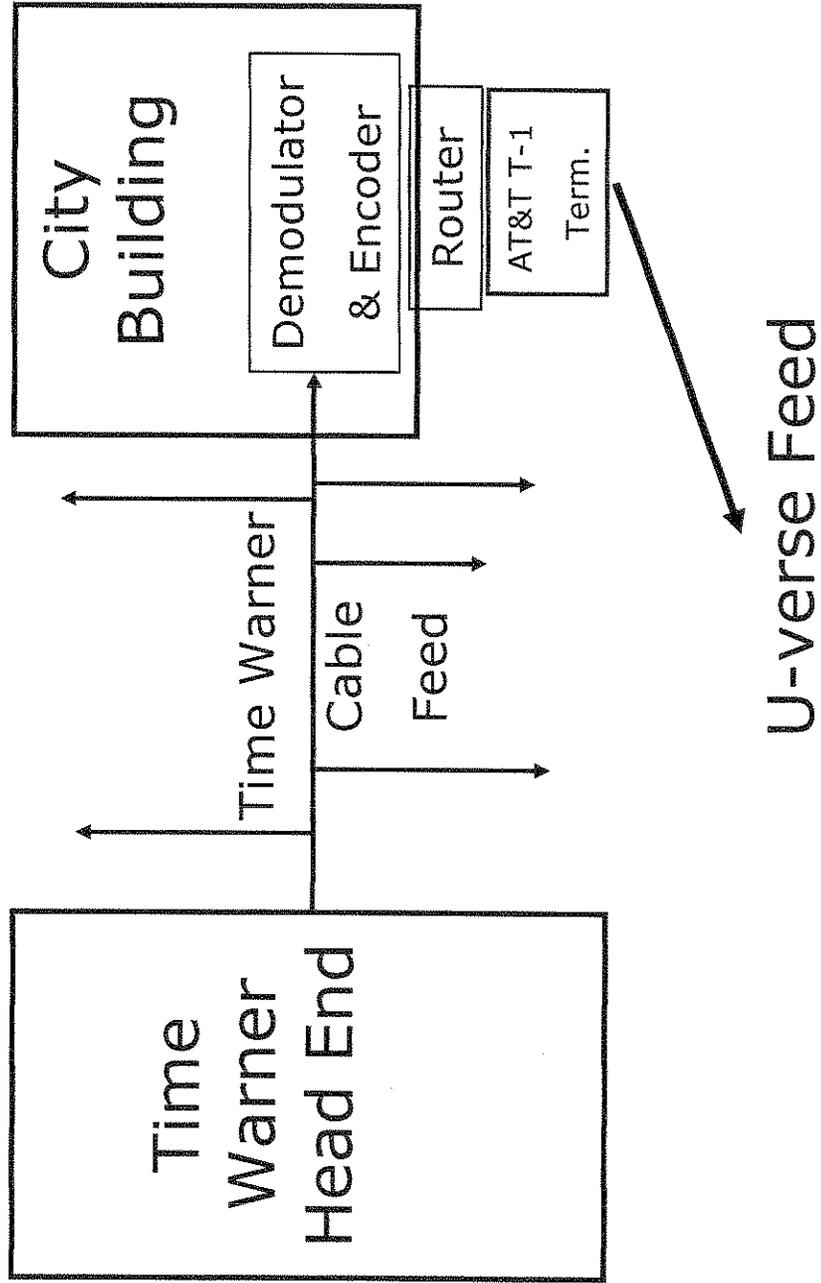
The total anticipated cost of the equipment (\$3,346.96 digital encoder) and wiring (\$295) is \$3,641.96 to be divided up between the participating municipalities. If the above mentioned four municipalities split the cost, each community's share will be approximately \$910.49. There are ongoing discussions with other communities that benefit from uploading the signal to see if they are willing to participate in the costs.

You are being requested to authorize the City of Menasha to participate in the payment of costs not to exceed \$910.49 to UW Fox Valley to acquire the necessary equipment and wiring to allow for the rebroadcast of the cable public access channel on the AT & T U-verse system with the funds to come from the Common Council budget.

**Placement of cities' equipment  
in a building designated by the Cities  
that has Time Warner service.**

Site 1 - Appleton & Green Bay

Site 2- Neenah & Menasha



**RESOLUTION R – 5 – 10**

**RESOLUTION TO OPPOSE WISCONSIN DEPARTMENT OF REVENUE (DOR) COUNTY ASSESSMENT PROPOSAL**

INTRODUCED BY ALDERMAN WISNESKI

Whereas, the Wisconsin Department of Revenue (DOR) proposes to change from municipal assessment to county assessment of real and personal property;

Whereas, moving the assessment from the town, village, and city level to the county will take away local control and increase costs to the taxpayers;

Whereas, DOR acknowledges the costs of a county assessment system will be on average \$25 per parcel statewide, which will be a significant increase in property taxes from the county level at a time when increased property taxes are already a burden;

Whereas, property owners will lose the convenience of open book and board of review proceedings in their own municipality by having to travel to county sites for open book and board of review;

Whereas, the DOR proposal will provide little oversight over county assessment practices and no appeal rights of individual towns, villages, and cities of their municipal full value as determined by the county assessment;

Whereas, the DOR has expressed concern over some local assessment practices and other issues such as assessor certification and performance that can be addressed under the current municipal assessment system without mandating a county assessment system;

Whereas, the DOR proposal for “single value” assessment may reduce state costs for state equalization between municipal assessing districts, however there is no showing that “single value” assessment is required in Wisconsin, nor that the change to county assessment without state equalization will in fact bring more uniformity and equity to assessment practices;

Whereas, if valid concerns exist over current assessment practices of municipal assessment, these issues should be studied by the various interested stakeholders including local governments and assessors to determine if changes to municipal assessment practices could be implemented to improve the current system rather than blindly mandate county assessment;

NOW THEREFORE BE IT RESOLVED, that the City of Menasha Common Council does hereby oppose the implementation of county assessment in Wisconsin;

FURTHER, BE IT RESOLVED, that the City of Menasha Common Council hereby directs the City Clerk to transmit a copy of this resolution to all Legislators representing constituents in the city of Menasha, to the League of Wisconsin Municipalities and the Office of Governor James Doyle.

Passed and approve this            day of            , 2010.

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Donald Merkes, Mayor

Attest:

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Deborah A. Galeazzi, City Clerk