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
May 17, 2010
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, 5/3/10

D. ACTION ITEMS
   1. Accept quote of The Post Crescent as the official City newspaper, May 2010-May 2011.
   2. Amendment to Listing Contract with Core Development for Lake Park Square commercial lots.

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."

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
May 3, 2010
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Wisneski at 6:15 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Taylor, Wisneski, Hendricks, Zelinski, Englebert, Benner, Roush
EXCUSED: Alderman Langdon
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke, PHD Nett, CDD Keil, C/T Stoffel, Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE
1. Administration Committee, 4/20/10
Moved by Alderman Hendricks, seconded by Alderman Englebert to approve minutes.
Motion carried voice vote

D. ACTION ITEMS
1. Appeal of Denial of Operator's License – Chris Fiedler (held 4/20/10)
Alderman Taylor gave a brief history of the circumstances of the incident in 2004 when Mr. Fiedler received a citation for serving alcohol without a license. Alderman Taylor stated the citation issued to Mr. Fiedler in 2004 should be dismissed because the previous administration failed to hold a special meeting in June 2004 to approve his liquor license. Dismissal of the 2004 citation would qualify Mr. Fiedler for an operator's license under the criteria used by the Police Dept. when issuing operator's license.

Committee members discussed the circumstances of the 2004 incident; Mr. Fiedler willing operated his business knowing he did not hold a valid liquor license; Mr. Fiedler should have been allowed a Due Process Hearing in 2004; Mr. Fiedler had some financial issues at the time that needed to be straighten out before the liquor license could be issued.

CA/HRD Captain explained the Due Process procedure. The person making the appeal should provide evidence supporting their reason for the appeal. Mr. Fiedler was not present to provide evidence.

PC Stanke explained the citation issued in 2004 was for serving alcohol without a license and the citation in 2007 was in conjunction with the Dept. of Revenue and for serving without a licensed bartender on the premises. PC Stanke referred to the policy for approving operator's license and it states any conviction or current charge pending for two or more liquor license violations within seven years of application is basis for denial.

Moved by Alderman Taylor, seconded by Alderman Hendricks to approve an operator's license to Chris Fiedler.
Motion failed on roll call 1-6. Alderman Taylor-yes.

DRAFT

2. Pursue collaboration efforts between Senior Center and Neenah-Menasha YMCA (Recommended by the Committee on Aging)

PHD Nett explained with the upcoming retirement of SC Coordinator Sylvia Bull staff has been looking into options, either filling the current position and continue to do business as usual or to look into collaboration efforts with the Neenah-Menasha YMCA. The YMCA can reach more members of the community. Rough draft of collaborative agreement has YMCA being responsible for personnel and program activities, and the City responsible for the cost and maintenance of the building. The fees charged for the activities would cover the staffing costs. Grant funding from the County would not be effected by the collaboration.

Mayor Merkes stated the objective is to expand on services, but keep the cost down. The YMCA has the marketing resources to get the word out on what programs are offered at Senior Center and would be cost savings to the City. This will give Menasha residents more of a chance to use the YMCA programs. This is a good opportunity for seniors, taxpayers, and City.

When asked about collaboration efforts with other municipalities, PHD Nett said the Neenah-Menasha YMCA currently offers senior programs that are similar to the programs through Menasha Senior Center. The Older Adult Coordinator for the YMCA is located at the Neenah YMCA. Neenah seems to be the more appropriate partner.

Moved by Alderman Englebert, seconded by Alderman Roush to allow staff to pursue collaboration efforts with the Neenah-Menasha YMCA.
Motion carried on voice vote

3. Support Active Community Transportation Act 2010 (Rails to Trails Campaign) (Recommended by the Sustainability Board)

CDD Keil explained the Dept. of Transportation adopted a policy to support and promote the development and use of all modes of transportation. This policy is to incorporate safe and convenient walking and bicycling facilities into transportation projects. HR Bill 4772, the Active Community Transportation Act of 2010, will create a national program to provide municipalities with funding to create safer, better walking and bicycling opportunities and improved access to transportation for all residents.

When asked about applying for funding for projects, CDD Keil replied City of Menasha would join with other communities and entities to apply for the grant funding for regional projects. CDD Keil stated if the Resolution is forwarded to Council, it will need a sponsor.

Moved by Alderman Benner, seconded by Alderman Roush to recommend to Common Council the support of Active Community Transportation Action 2010, HR 4722 and Alderman Benner will sponsor the Resolution.
Motion carried on voice vote

DRAFT

4. R-12-10 Resolution Approving and Authorizing an Application to the Board of Commissioners of Public Lands, State of Wisconsin, for a Loan of Two Million Six Hundred Seventy-Five Thousand ($2,675,000) and Levying Upon all the Taxable Property in the City, a Direct Annual Tax Sufficient in Amount to Pay the Loan

Mayor Merkes explained this borrowing is to refinance a Note Anticipation Note (NAN) relating to Steam Utility. This is the last part of the GO bonding. This State Trust Fund loan is similar to the other two State Trust Fund loans. Repayment would start in 2012. This loan would be at a rate of 5.25% over 20 years.

Moved by Alderman Hendricks, seconded by Alderman Englebert to recommend approval to Common Council.
Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Alderman Englebert, seconded by Alderman Benner to adjourn at 6:56 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

MEMO

To: Common Council

From: Debbie Galeazzi, City Clerk

Subject: Official City Newspaper

Date: May 12, 2010

The Post-Crescent was the only quote received for publishing council proceedings and other city advertising for the ensuing year.

The rate quoted for 2010 is the same as 2009.

Wis. Stats. 985.06 states that the eligible newspaper making the lowest effective bid for the city's legal notices shall be awarded the contract. Eligibility is determined pursuant to Wis. Stats. 985.03.

140 Main Street ● Menasha, Wisconsin 54952-3151 ● Phone (920) 967-3603 ● Fax (920) 967-5273
www.cityofmenasha-wi.gov

THE POST-CRESCENT

April 23rd, 2010

Deborah A. Galeazzi
City Clerk
City of Menasha
140 Main St.
Menasha, WI, 54952

Dear Ms. Galeazzi,

In accordance with the legal advertising rates established by the State of Wisconsin as well as the May 4th, 2010 legal bid deadline, we are pleased to quote you the following legal advertising rates for the publication of council proceedings and other city legal advertising for the upcoming year.

The publication of city council proceedings and other city advertising are to be charged at classified line rates:

The Post-Crescent	$.5968 per line first insertion
	$.4689 per line subsequent insertions

For advertising to be paid for by the column inch:

The Post-Crescent	$8.03 per column inch first insertion
	$6.30 per column inch subsequent insertions

The Post-Crescent – Facsimile Ballots
$15.41 per column inch first insertion
$12.11 per column inch subsequent insertions

Thank you for the opportunity to serve your community.

Sincerely,

Jennifer Maertz

Jennifer Maertz
Advertising Manager
Appleton Post-Crescent

RECEIVED
MAY 4 2010
CITY OF MENASHA
BY dg

306 W. Washington St. • P.O. Box 59 • Appleton, Wisconsin 54912
(920) 733-4411 • (800) 236-6397 • Advertising Fax (920) 954-1945

WB-42 AMENDMENT TO LISTING CONTRACT

It is agreed that the Listing Contract dated October 9, 2009, between the undersigned, for sale of the property known as (Street Address/Description) Lake Park Square (map attached) in the City of Menasha, County of Calumet, Wisconsin is amended as follows:

☐ The list price is changed from $ _____ to $ _____.

☒ The expiration date of the contract is changed from midnight March 31, 2010 to midnight October 31, 2010.

☐ The following items are (added to)(deleted from) STRIKE ONE the list of property to be included in the list price: _____

☐ Other: _____

ALL OTHER TERMS OF THIS CONTRACT AND ANY PRIOR AMENDMENTS REMAIN UNCHANGED.

CAUTION: Agents (salespersons) for Broker (firm) do not have the authority to enter into a mutual agreement to terminate a listing contract, amend the commission amount or shorten the term of a listing contract, without the written consent of the Agent(s)' supervising broker.

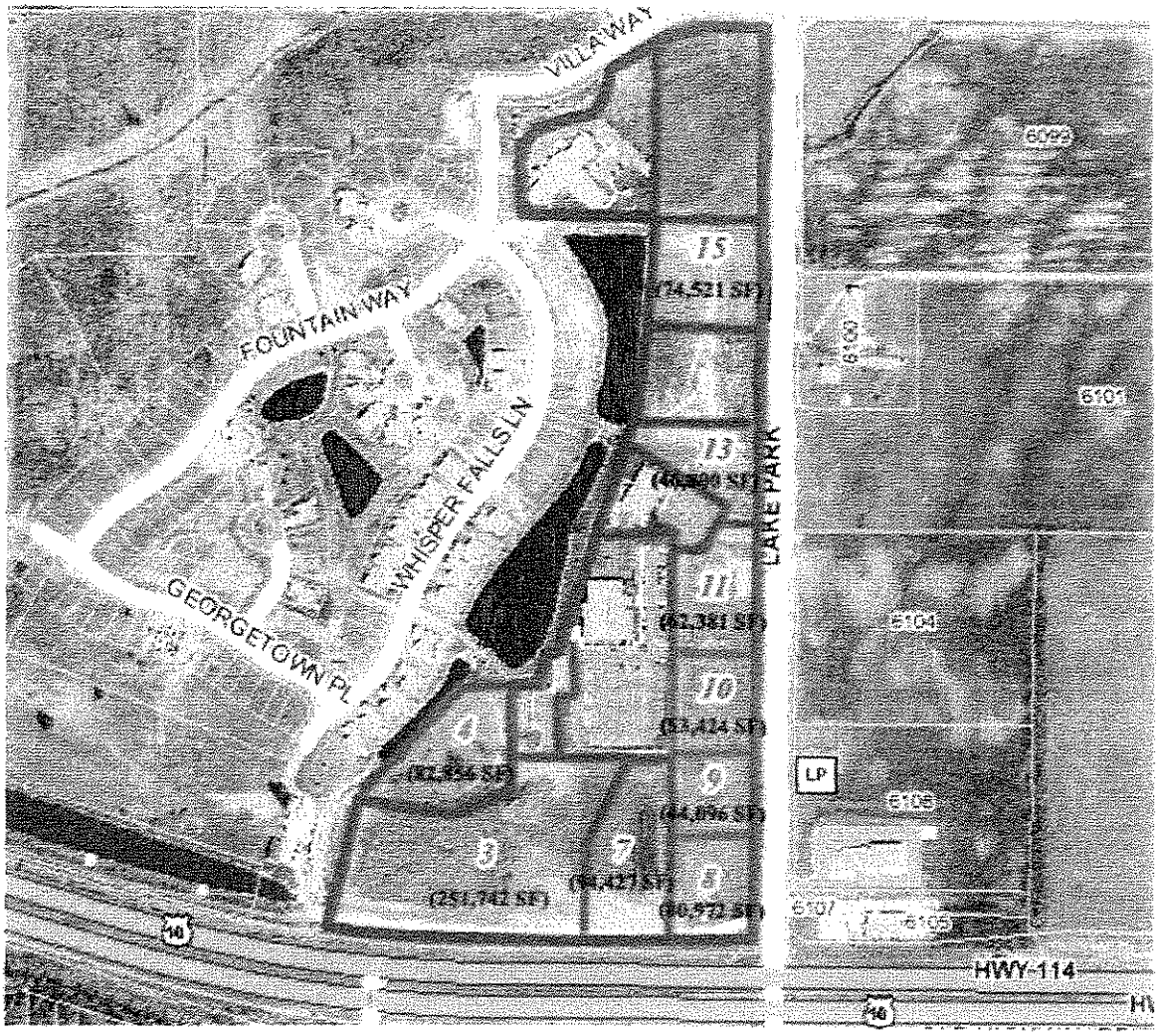
Core Commercial, Inc.
Broker/Firm ▲

(x) _____ 05/05/2010
Seller's Signature ▲ Date ▲
Print name ▸ Greg Keil

(x) _____ 05/05/2010
By ▲ Date ▲
Print name ▸ Kim Pischke

(x) _____
Seller's Signature ▲ Date ▲
Print name ▸

Lake Park Square Map & Price List



Lot 3:	5.78 Acres	$503,500
Lot 4:	1.90 Acres	$157,500
Lot 7:	2.17 Acres	$198,500
Lot 8:	1.40 Acres	$140,500
Lot 9:	1.01 Acres	$88,000
Lot 10:	1.23 Acres	$107,000
Lot 11:	1.43 Acres	$125,000
Lot 13:	1.07 Acres	$89,000
Lot 15:	1.71 Acres	$149,000