

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 16, 2011
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, 5/2/11](#)
- D. ACTION ITEMS
 - 1. [Accept quote of The Post Crescent as the official City newspaper, May 2011-May 2012.](#)
- 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 2, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:50 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner, Klein

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

C. MINUTES TO APPROVE

1. [Administration Committee, 4/19/11](#)

Moved by Ald. Langdon, seconded by Ald. Zelinski to approve minutes.

Discussion: Ald. Krueger asked to amend the minutes to change item D3 of minutes to show the motion was carried on a roll call of 6-2 not a voice vote. The Clerk will make the change to the minutes.

Motion carrier on voice vote.

D. ACTION ITEMS

1. [Appeal of Denial of Operator's License – Julie M. Riese](#)

CA/HRD Captain explained PC Stanke referred the operator's license application for Julie M. Riese to her because of a felony conviction. She stated that the felony conviction is not a basis for which to deny the license since it was over 20 years ago and there has been nothing since then. Ms. Riese did not disclose the felony conviction on the operator's license application, it was discovered in the background check. Failure to provide accurate information is a reason for denial as stated in the guidelines that is followed by the Police Department when approving operator's license. PC Stanke denied the request for application based on applicant's failure to disclose the felony conviction.

Ms. Riese explained she thought the felony conviction was no longer part of her record as it occurred more than 20 years ago and it had not shown up on a recent background check by her employer.

Moved by Ald. Zelinski, seconded by Ald. Langdon to grant the appeal of the applicant and reverse the denial of an operator's license for Julie M. Riese.

Motion failed on roll call 4-4.

Ald. Klein, Langdon, Zelinski, Englebert – yes

Ald. Taylor, Sevenich, Krueger, Benner – no

2. [CA/HRD Captain – Update on April 2011 Storm Damage to City Property](#)

CA/HRD Captain explained which City properties received damage from the April 10, 2011 storm and what claims have been filed with the insurance company.

DPW Radtke stated the City is seeking State assistance for cleanup cost from the storm. Committee thanked staff and other municipalities that helped clean up after the storm.

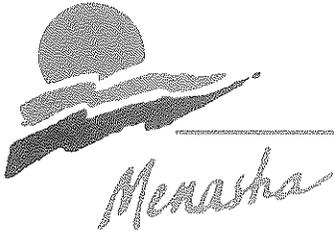
3. [CA/HRD Captain – Legal Matters Update](#)

CA/HRD Captain gave a brief updated on the legal matters pending. She suggested going into Closed Session if there were more specific questions.

E. CLOSED SESSION

Moved by Ald. Benner, seconded by Ald. Langdon to Adjourn into Closed Session at 8:20 p.m. pursuant to sec. 19.85(1)(g), Wis. Stats., conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (LaFayette Life Ins. Co. et al. v. City of Menasha et al., U.S. District Court (Northern District, IN) Case No. 4:09-CV-64-TLS; Gueths v. City of Menasha, 1:11-CV-00336 WCG, U.S. District Court, Eastern District of Wisconsin; EPA-5-11-113(A)-W1.) Motion carried on roll call 8-0.

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



MEMO

To: Common Council
From: Debbie Galeazzi, City Clerk ^{Deb}
Subject: Official City Newspaper
Date: May 12, 2011

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

Attached to this memo are the 2011 and 2010 rate quotes for comparison. The rate quoted for 2011 is the same as 2010 for the classified line rates. The rate quoted for column inch for classified and facsimile ballots is lower for 2011 than 2010, and the rate for retail display is slightly higher for 2011 than 2010.

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.

