

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 2, 2014
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, 5/19/14](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. Due Process Hearing – Non-Renewal of Liquor License
 - a. [Hanks Fifth Ward Tavern LLC](#)
 - b. [Menasha Grill Inc.](#)
 - c. [Mrs. Fajitas LLC](#)
 - d. [Stop N Go LLC](#)
 - 2. [O-13-14 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances \(Polling Places\) \(Introduced by Ald. Nichols\)](#)
 - 3. [Commercial Lot Listing](#)
- 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 19, 2014
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 8:12 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, ASD Steeno, DPW Radtke, CDD Keil, PC Styka, PHD Nett, Sanit. Drew, PP Homan, Deputy Clerk Strauss.

C. MINUTES TO APPROVE

1. [Administration Committee, 4/15/14](#)

Moved by Ald. Englebert seconded by Ald. Langdon to approve minutes.
Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Accept quote of The Post Crescent as the official City newspaper, May 2014-May 2015.](#)

Moved by Ald. Taylor seconded by Ald. Benner to recommend to Common Council
Motion carried on roll call 8-0.

2. [Proposed Amendment to City of Menasha Human Health Hazard Ordinance \(Cimex Lectularius\) \(Recommended by Board of Health\)](#)

Moved by Ald. Taylor seconded by Ald. Keehan to recommend the Proposed Amendment to City of Menasha Human Health Hazard Ordinance (Cimex Lectularius) (Recommended by Board of Health)

Discussion: Sanitarian Todd Drew. 64 bedbug complaints within 18 months. He also explained the STEP process and the heat and cold treatment to eradicate bed bugs.

Motion carried on roll call 8-0.

3. [Development Agreement by and between The City of Menasha, Foodmen 2, Inc. and F 2 R, LLC for 205 Milwaukee Street, Menasha](#)

Moved by Ald. Sevenich seconded by Ald. Taylor to recommend Development Agreement by and between The City of Menasha, Foodmen 2, Inc. and F 2 R, LLC for 205 Milwaukee Street, Menasha

Discussion: Mark from Keller did a presentation showing the new store plans.

Paul Fassbender and Mike Novak from Foodmen 2, Inc. attended and spoke to introduce themselves and answer any questions.

Amendment to Development Agreement - CA/HRD Captain.

Moved by Ald. Sevenich, seconded by Ald. Taylor.

Motion carried by roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Langdon to adjourn at 9:20 p.m.
Motion carried on voice vote.

Respectfully submitted by Susan M. Strauss, Deputy City Clerk.

CITY OF MENASHA,
a Wisconsin Municipal Corporation,
140 Main Street
Menasha, WI 54952
Plaintiff,

vs.

NOTICE OF HEARING

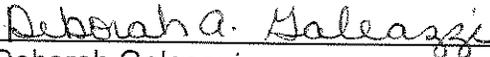
Hanks Fifth Ward Tavern, LLC
Dawn Van Vonderen, Agent
600 Broad Street
Menasha, WI 54952
Defendant

PLEASE TAKE NOTICE that pursuant to Wisconsin State Statute §125.12, a hearing will be held by the City of Menasha Administration Committee to consider non-renewal of your "Class B" Liquor License. A copy of the reasons for the recommendation for non-renewal is attached and served upon you.

DATE: June 2, 2014
TIME: 6:30 p.m. or shortly thereafter
LOCATION: City of Menasha
City Hall Council Chambers (3rd Floor)
140 Main Street
Menasha, Wisconsin

YOU ARE FURTHER NOTIFIED, that at the hearing you have the right to provide any relevant information to the Administration Committee for its consideration. You also may be represented by counsel, at your own expense, if you wish.

Dated this 28th day of May, 2014 at Menasha, Wisconsin.



Deborah Galeazzi
City Clerk
City of Menasha
140 Main Street
Menasha, WI 54952

CITY OF MENASHA,
a Wisconsin Municipal Corporation,
140 Main Street
Menasha, WI 54952
Plaintiff,

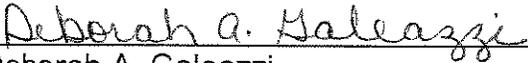
REASON FOR NON-RENEWAL OF
"CLASS B" LIQUOR LICENSE

vs.

Hanks Fifth Ward Tavern, LLC
Dawn Van Vonderen, Agent
600 Broad Street
Menasha, WI 54952
Defendant

PLEASE TAKE NOTICE, that pursuant to Wisconsin State Statute §125.12 the City of Menasha Administration Committee will be acting on your "Class B" Liquor License application on June 2, 2014 at 6:30 p.m. or shortly thereafter. There is a possibility your application may be denied for the following: Menasha Code of Ordinances, SEC 7-2-9(b), financial claims of the City are delinquent and unpaid (Real Estate Taxes).

Dated this 28th day of May 2014.



Deborah A. Galeazzi
City Clerk
City of Menasha
140 Main Street
Menasha, Wisconsin 54952

CITY OF MENASHA,
a Wisconsin Municipal Corporation,
140 Main Street
Menasha, WI 54952
Plaintiff,

vs.

NOTICE OF HEARING

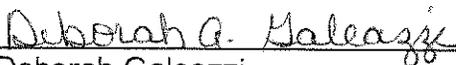
Menasha Grill Inc.
Charlie Cross, Agent
204 Main Street
Menasha, WI 54952
Defendant

PLEASE TAKE NOTICE that pursuant to Wisconsin State Statute §125.12, a hearing will be held by the City of Menasha Administration Committee to consider non-renewal of your "Class B" Liquor License. A copy of the reasons for the recommendation for non-renewal is attached and served upon you.

DATE: June 2, 2014
TIME: 6:30 p.m. or shortly thereafter
LOCATION: City of Menasha
City Hall Council Chambers (3rd Floor)
140 Main Street
Menasha, Wisconsin

YOU ARE FURTHER NOTIFIED, that at the hearing you have the right to provide any relevant information to the Administration Committee for its consideration. You also may be represented by counsel, at your own expense, if you wish.

Dated this 28th day of May, 2014 at Menasha, Wisconsin.



Deborah Galeazzi
City Clerk
City of Menasha
140 Main Street
Menasha, WI 54952

CITY OF MENASHA,
a Wisconsin Municipal Corporation,
140 Main Street
Menasha, WI 54952
Plaintiff,

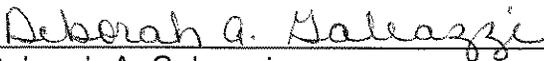
REASON FOR NON-RENEWAL OF
"CLASS B" LIQUOR LICENSE

vs.

Menasha Grill Inc.
Charlie Cross, Agent
204 Main Street
Menasha, WI 54952
Defendant

PLEASE TAKE NOTICE, that pursuant to Wisconsin State Statute §125.12 the City of Menasha Administration Committee will be acting on your "Class B" Liquor License application on June 2, 2014 at 6:30 p.m. or shortly thereafter. There is a possibility your application may be denied for the following: Menasha Code of Ordinances, SEC 7-2-9(b), financial claims of the City are delinquent and unpaid (Real Estate Taxes).

Dated this 28th day of May 2014.



Deborah A. Galeazzi
City Clerk
City of Menasha
140 Main Street
Menasha, Wisconsin 54952

CITY OF MENASHA,
a Wisconsin Municipal Corporation,
140 Main Street
Menasha, WI 54952
Plaintiff,

vs.

NOTICE OF HEARING

Mrs. Fajitas, LLC
Francisca Jaimes, Agent
403 Racine Street
Menasha, WI 54952
Defendant.

PLEASE TAKE NOTICE that pursuant to Wisconsin State Statute §125.12, a hearing will be held by the City of Menasha Administration Committee to consider non-renewal of your Reserve "Class B" Liquor License. A copy of the reasons for the recommendation for non-renewal is attached and served upon you.

DATE: June 2, 2014
TIME: 6:30 p.m. or shortly thereafter
LOCATION: City of Menasha
City Hall Council Chambers (3rd Floor)
140 Main Street
Menasha, Wisconsin

YOU ARE FURTHER NOTIFIED, that at the hearing you have the right to provide any relevant information to the Administration Committee for its consideration. You also may be represented by counsel, at your own expense, if you wish.

Dated this 28th day of May, 2014 at Menasha, Wisconsin.



Deborah Galeazzi
City Clerk
City of Menasha
140 Main Street
Menasha, WI 54952

CITY OF MENASHA,
a Wisconsin Municipal Corporation,
140 Main Street
Menasha, WI 54952
Plaintiff,

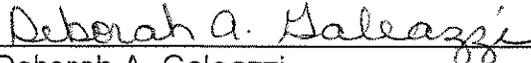
REASON FOR NON-RENEWAL OF
RESERVE "CLASS B" LIQUOR LICENSE

vs.

Mrs. Fajitas, LLC
Francisca Jaimes, Agent
403 Racine Street
Menasha, WI 54952
Defendant.

PLEASE TAKE NOTICE, that pursuant to Wisconsin State Statute §125.12 the City of Menasha Administration Committee will be acting on your Reserve "Class B" Liquor License application on June 2, 2014 at 6:30 p.m. or shortly thereafter. There is a possibility your application may be denied for the following: Menasha Code of Ordinances, SEC 7-2-9(b), financial claims of the City are delinquent and unpaid (Real Estate Taxes); Wisconsin State Statute §77.61(11) no valid Sellers Permit.

Dated this 28th day of May 2014.



Deborah A. Galeazzi
City Clerk
City of Menasha
140 Main Street
Menasha, Wisconsin 54952

CITY OF MENASHA,
a Wisconsin Municipal Corporation,
140 Main Street
Menasha, WI 54952
Plaintiff,

vs.

NOTICE OF HEARING

Stop N Go LLC
Kamaljit Gill, Agent
1200 Plank Road
Menasha, WI 54952
Defendant

PLEASE TAKE NOTICE that pursuant to Wisconsin State Statute §125.12, a hearing will be held by the City of Menasha Administration Committee to consider non-renewal of your "Class A" Liquor License. A copy of the reasons for the recommendation for non-renewal is attached and served upon you.

DATE: June 2, 2014
TIME: 6:30 p.m. or shortly thereafter
LOCATION: City of Menasha
City Hall Council Chambers (3rd Floor)
140 Main Street
Menasha, Wisconsin

YOU ARE FURTHER NOTIFIED, that at the hearing you have the right to provide any relevant information to the Administration Committee for its consideration. You also may be represented by counsel, at your own expense, if you wish.

Dated this 28th day of May, 2014 at Menasha, Wisconsin.



Deborah Galeazzi
City Clerk
City of Menasha
140 Main Street
Menasha, WI 54952

CITY OF MENASHA,
a Wisconsin Municipal Corporation,
140 Main Street
Menasha, WI 54952
Plaintiff,

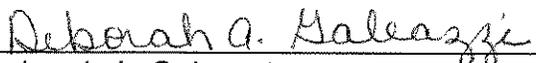
REASON FOR NON-RENEWAL OF
"CLASS A" LIQUOR LICENSE

vs.

Stop N Go LLC
Kamaljit Gill, Agent
1200 Plank Road
Menasha, WI 54952
Defendant

PLEASE TAKE NOTICE, that pursuant to Wisconsin State Statute §125.12 the City of Menasha Administration Committee will be acting on your "Class A" Liquor License application on June 2, 2014 at 6:30 p.m. or shortly thereafter. There is a possibility your application may be denied for the following: Menasha Code of Ordinances, SEC 7-2-9(b), financial claims of the City are delinquent and unpaid (Real Estate Taxes); Wisconsin State Statute §125.04(5)(1) conviction record of Kashmir Gill.

Dated this 28th day of May 2014.



Deborah A. Galeazzi
City Clerk
City of Menasha
140 Main Street
Menasha, Wisconsin 54952



MEMO

TO: Administration Committee

FROM: Debbie Galeazzi, City Clerk

SUBJECT: Temporary Change of Polling Place for August 12, 2014 Election

DATE: May 29, 2014

For the Primary Election on August 12, 2014 Clovis Grove School Gymnasium will not be available for a polling place.

As the polling places for the City of Menasha are set by ordinance, I ask that you approve O-13-14 to temporarily change the polling place for Aldermanic Districts 5 & 7 from Clovis Grove School to Heckrodt Wetland Reserve.

Voters were notified of the change at the April 1, 2014 election and a notice will be published in the Appleton Post Crescent.

Thank you.

ORDINANCE O-13-14

AN ORDINANCE AMENDING TITLE 2, CHAPTER 1 OF THE CODE OF ORDINANCES
(POLLING PLACES)

Introduced by Alderman Nichols

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Amend Title 2, Chapter 1, SEC.2-1-3(d) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Government and Administration

CHAPTER 1

City Government; Elections

SEC. 2-1-3

ELECTIONS.

.....

.....

(d) **POLLING PLACES.**

- (1) First and Second District -- Menasha Senior Center, 116 Main Street.
- (2) Third and Fourth District -- Banta School, 328 Sixth Street.
- (3) Sixth District -- Jefferson School, 105 Ice Street.
- (4) ~~Fifth and Seventh District -- Clovis Grove Elementary School,
— 974 Ninth Street.~~
Fifth and Seventh Districts - Heckrodt Wetland Reserve,
1305 Plank Road.
- (5) Eighth District – Heckrodt Wetland Reserve, 1305 Plank Road.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law and shall sunset on August 13, 2014.

Passed and approved this day of , 2014.

Donald Merkes, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk



Memorandum

To: Administration Committee
From: Greg Keil, CDD *GK*
Date: May 29, 2014
RE: Commercial Lot Listing

The city's listing agreement with the Drifka Group has expired. I am proposing that we discontinue listing the city owned commercial lots in this agreement (Midway Business Park, Province Terrace and Racine Street) with a brokerage firm. In lieu of listing with a single broker, I recommend that we inform all commercial brokers of the availability of the lots and offer an 8 percent commission should they bring in an acceptable offer.

We have used this approach with city properties in the past and have had as good, if not better success than listing with a single broker. If the Common Council decides to go this route, we will also pursue getting the properties listed on Loopnet and/or other listing services. The Redevelopment Authority recently approved marketing its lots in Lake Park Square in the manner proposed above.