

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  
April 19, 2011  
6:45 PM  
or immediately following Common Council  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Administration Committee, 4/4/11](#)
- D. ACTION ITEMS
  - 1. Election of Chairman
  - 2. Election of Vice-Chairman
  - 3. Approval of proposed fees for the licensing period July 1, 2011-June 30, 2012:
    - a) [DHS Agent of the State](#); b) [DATCP Agent of the State](#); c) [Tattoo Parlor/Body Piercing Establishments](#). (Recommendation of Board of Health)
- 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  
April 4, 2011  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 7:49 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Englebert, Benner, Roush, Taylor, Wisneski, Langdon, Hendricks

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, FC Auxier, Lt. Brunn, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, Ashley Boelter, Clerk Galeazzi, and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 3/21/11](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. [Appeal of Denial of Operator's License – Ashley Boelter](#)

Ashley Boelter explained she did not include all citations she received on the Operator's License application she submitted to the Police Dept. She thought because certain citations she received did not show up on a check of Wisconsin Circuit Court records, she did not have to disclose them on the application.

Lt. Brunn explained the procedure they use to complete a background check on Operator's License applications. He referenced the Policy Guidelines for Operator Licenses that the Police Dept. follow when approving or denying an application. In addition to Ms. Boelter not disclosing all citations received, she was considered a habitual law offender from the background check completed. These are reasons for denial.

Moved by Ald. Zelinski, seconded by Ald. Englebert to deny the appeal of Ashley Boelter.  
Motion carried on voice vote.

2. [R-15-11 Resolution Transferring/Appropriating Funds  
\(Introduced by Alderman Wisneski\)](#)

C/T Stoffel explained this resolution transferred funds to cover accounts that exceeded Their 2010 budgeted amounts.

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

Motion carried on voice vote.

3. [R-16-11 Resolution Continuing Appropriations \(Introduced by Alderman Wisneski\)](#)

C/T Stoffel explained this resolution authorizes the use of 2010 budgeted funds in 2011 for ongoing projects.

CDD Keil explained the carryover of 2010 budgeted funds for the hiring of an Economic Development Specialist.

Chairman Wisneski stated she wants to go on the record that she does not support the hiring of an Economic Development Specialist.

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

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Englebert to adjourn at 8:18 p.m.

Motion carried on voice vote.

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

## DHS Agent of the State Fees

<u>Category</u>	<u>2010</u>	<u>Proposed 2011</u>	<u>State Pass through Fees</u>
Simple Restaurant	\$338	\$382	\$23
Moderate Restaurant	\$398	\$450	\$33
Complex Restaurant	\$458	\$540	\$54
For Profit Temporary	\$93	\$105	\$17
DPI Base	\$138	\$440	\$44
DPI Satellite	\$102	\$150	\$15
Swimming Pool	\$265	\$299	\$15
Water Attraction	\$265	\$299	\$17.50
Water Attraction up to 2 Slides	\$300	\$339	\$25
Additional Slide Pool	\$350	\$400	\$40
Additional Slide Waterslide	\$350	\$400	\$40
Additional Pool (Swimming Pool or Whirlpool)	\$132	\$149	-
No Food Service	\$154	\$174	-
Temporary Not for Profit	\$25	\$30	-
Inspection	\$50	\$60	-

## DATCP Agent of the State Fees

<u>Category</u>	<u>2010</u>	<u>Proposed 2011</u>	<u>State Pass through Fees</u>
Food Sales 15M and process PHF	-	New Category \$1563	\$68.50
Food Sales 5M-15M and process PHF	-	New Category \$1383	\$68.50
Food Sales 1M-5M and process PHF	\$1163	\$1163	\$68.50
Food Sales 25K-1M and process PHF	\$382	\$450	\$26.50
Food Sales of 25K+ process / no PHF	\$275	\$311	\$19.00
Food Sales of 25K or less and processes PHF	\$193	\$218	\$6.00
Does not engage in food processing	\$134	\$151	\$4.50

## Tattoo Parlor/Body Piercing Establishments

<u>Category</u>	<u>2010</u>	<u>Proposed 2011</u>	<u>State Pass through Fees</u>
Tattoo or Body Piercing	\$265	\$299	\$13.50
Combined Tattoo & Body Piercing	\$390	\$441	\$22.00
Temporary Tattoo/Piercing	\$265	\$299	\$10.00