

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 6, 2016  
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, 5/16/16](#)
- D. DISCUSSION/ACTION ITEMS
  - 1. [O-4-16 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances \(Polling Places\). \(Introduced by Ald. Keehan\).](#)
  - 2. [O-5-16 An Ordinance Amending Title 7, Chapter 2 of the Code of Ordinances \(Reserve "Class B" Intoxicating Liquor License Fee\).](#)
- 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 16, 2016  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called do order by Chairman Nichols at 6:56 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Collier, Keehan, Zelinski, Spencer, Benner, Nichols, Taylor, Krautkramer.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, ASD Steeno, PHD McKenney, AP Englebert, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Administration Committee, 4/19/16](#)

Moved by Ald. Keehan seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. COMMUNICATIONS

1. [Municipal Property Insurance Company \(MPIC\) to CA Captain, 4/11/16; Appraisal Services.](#)

No discussion/action.

E. DISCUSSION/ACTION ITEMS

1. [Accept bid of Post Crescent Media as the official City newspaper, May 2016-May 2017.](#)

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council To accept bid of Post Crescent Media as the official City newspaper for May 2016-May 2017.

Motion carried on roll call 8-0.

F. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Krautkramer to adjourn at 6:58 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk

ORDINANCE O-4-16

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

Introduced by Alderman Keehan.

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.**

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(d) **POLLING PLACES.**

- (1) First and Second District -- Menasha Senior Center, 116 Main Street.
- (2) Third and Fourth District -- Boys and Girls Club of Menasha, 600 Racine Street.
- (3) Sixth District -- Jefferson School, 105 Ice Street.
- (4) Fifth and Seventh District -- ~~Clovis Grove Elementary School, 974 Ninth Street.~~  
Jefferson School, 105 Ice Street
- (5) Eighth District -- Winnegamie Dog Club, Inc., 2043 Manitowoc Road.

SECTION 2: This ordinance shall become effective upon its passage, publication as provided by law, and shall sunset on August 10, 2016.

Passed and approved this      day of June, 2016.

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

ATTORNEY’S NOTE: Clovis Grove School is not available for use as a polling place for the August 9, 2016 election so Jefferson School will be used as a polling place for Aldermanic Districts Five, Six, and Seven.

ORDINANCE O-5-16

AN ORDINANCE AMENDING TITLE 7, CHAPTER 2 OF THE CODE OF ORDINANCES  
(Reserve "Class B" Intoxicating Liquor License Fee)

INTRODUCED BY ALDERMAN \_\_\_\_\_

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

SECTION 1: Amend Title 7, Chapter 2, SEC. 7-2-5 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

**Title 7—Licensing and Regulation**

**CHAPTER 2**

Fermented Malt Beverages and Intoxicating Liquor

**ARTICLE A**

Fermented Malt Beverages and Intoxicating Liquor

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**SEC. 7-2-5 LICENSE FEES.**

There shall be the following classes and denominations of licenses which, when issued by the City Clerk under the authority of the Common Council after payment of the fee hereinafter specified shall permit the holder to sell, deal or traffic in intoxicating liquors or fermented malt beverages as provided in ~~Chapter 125 Sections 125.04(5), (6); 125.28(1)(a), (b), (d); 125.28(2); 125.31(2)(a); 125.22(1),(2),(4); 125.32(4)(a); 125.31(2)(b); 125.26(2); 125.04(6); 125.17; 125.68(2); 125.32(2); 125.51(2); 125.51(3); or 125.57,~~ Wis. Stats.:

- (a) ~~Retail "Class "A" Intoxicating Liquor License -- \$300.00 annually or fraction thereof, as per fee schedule approved by City of Menasha Common Council.~~
- (b) ~~Class "A" Fermented Malt Beverage License -- \$225.00 Annually, as per fee schedule approved by City of Menasha Common Council~~
- (c) ~~Retail "Class "B" Intoxicating Liquor License -- \$325.00 annually, as per fee schedule approved by City of Menasha Common Council~~
- (d) ~~Class "B" Fermented Malt Beverage Retailer's License -- \$100.00 per year or three fourths (3/4) of that amount for a six (6) month period, as per fee schedule approved by City of Menasha Common Council.~~
- (e) ~~Special Class "B" Fermented Malt Beverage Picnic License -- \$95.00 per event, as per fee schedule approved by City of Menasha Common Council.~~
- (f) ~~Wholesaler's License -- \$45.00 annually or fractional part thereof, as per fee schedule approved by City of Menasha Common Council.~~
- (g) ~~Reserve "Class "B" Intoxicating Liquor License Fees--: \$10,000 for the initial application and the renewal price as specified by 7-2-5(b).~~
  - (1) ~~Reserve Class "B" Intoxicating Liquor License—\$10,000 for the initial application and the renewal price as specified by 7-2-5(b).~~
  - (2) ~~Upon request, the City of Menasha will provide a grant of \$8,000 to anyone who is granted a Reserve Class "B" Intoxicating Liquor License provided that all of the following criteria are met:~~
    - a. ~~Inspections by the Fire Department, Health Department, and the Inspections department disclose no violations or that any violations have been corrected and approved.~~

- ~~b. — The applicant has not been convicted of any offense, misdemeanor, or felony relating to the sale of either intoxicating liquor or fermented malt beverages or for sale or delivery of any controlled substance for at least five years preceding the request.~~
  - ~~c. — The applicant has not been delinquent with any obligation to the City of Menasha or Menasha Electric & Water Utility in any business which holds or has previously held any license issued under this section for at least five years.~~
  - ~~d. — The applicant has not been convicted of operating a motor vehicle while under the influence of an intoxicant within the previous two years before this request.~~
  - ~~e. — The applicant and all of the employees of the applicant have answered truthfully all questions in applications for any licenses to be used in conjunction with the business applying for the grant.~~
  - ~~f. — Any requirements of an approved site plan approval have been completed.~~
  - ~~g. — The application must have been made within one year after the granting of the Reserve license.~~
  - ~~h. — The property must comply in all respects with any other requirements of the City of Menasha.~~
  - ~~(3) — The City Attorney shall review the written request for the grant and certify to the Clerk that all the requirements of this section have been satisfied. Upon such certification, the Clerk shall notify the Common Council that the Finance Department will be awarding the grant.~~
  - ~~(4)(2) — Should the City Attorney notify the Clerk that all conditions precedent to the awarding of the grant not be satisfied, the applicant may appeal to the Administration Committee for award of the grant notwithstanding the non-compliance. The only issue before the Administration Committee shall be whether the grant ought to be awarded. No appeal may be taken as to the circumstances of the non-compliance.~~
- (h) Retail “Class C” Wine License - \$100.00 Annually as per fee schedule approved by City of Menasha Common Council.

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SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this \_\_\_ day of June, 2016.

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

ATTORNEY’S NOTE: Wisconsin Act 286 effective June 1, 2016 states: “A municipality may not rebate or refund to a “Class B” licensee or a person affiliated with the “Class B” licensee or with the license application process, including through any grant or tax credit program, the fee paid by the licensee under this subdivision for initial issuance of a reserve “Class B” license.” Therefore the City Code must be change to comply with State Statute. The other changes are removing fees from the Code.