

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
January 3, 2006  
**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 6:40 p.m.

Present: Ald. Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes, Taylor, Wisneski, Weber

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, CA/HRD Brandt, Mayor Laux, MUGM Doug Young, Clerk Galeazzi, and the Press.

A. Update on Steam Utility Project (Discussion Only)

Doug Young reported they are reviewing the SCA Tissue North America contract. They are discussing with Sonoco when to conduct facility testing. The leased generator is in route. It will be tested upon its delivery. If it passes the test, it will be installed immediately. He anticipates the piping to SCA to be done in late Feb, early March. There are permits that will need to be applied for and approved.

B. Contract for Televising Common Council Meetings and Authorize Signatures.

CA/HRD Brandt explained the contract. The dollar amount in the contract is for the televising of Common Council meetings only. Televising of Committee/Board meetings will increase the amount.

Discussion on the need to have committee, board and council meetings televised.

Ald. Hendricks asked CA/HRD Brandt to have Tom Frantz from UW-Fox Valley attend a council meeting to answer questions on the final cost of televising meetings.

C. An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin. (Drifka Property)

CA/HRD Brandt ask to have the rules suspended and approve this ordinance on the first introduction. The developer wants to move ahead on the project for this property.

D. An Ordinance Relating to Prohibited Parking (Third Street)

CA/HRD Brandt explained this ordinance will become effective upon its passage, publication and after the reconstruction of Third Street in 2008.

E. Accounts payable and payroll for the period 12-22-05/12-29-05 for the amount of \$981,928.00

Ck. #5530-West Group Payment Center-\$638.40 – legal research services used by CA Brandt.

Ck. #5529-WE Energies-\$302.38 – Barker Farm Park

Ck. #5489-CQ of Oshkosh-\$3,176.00 – replace maintenance equipment at Menasha fire station.

Ck. #5496-Steve Hurley-\$54.75 – certified referee for recreation program.

Ck. #5583-Bomski Construction-\$2,566.02 – lead reduction program.

II. ADJOURNMENT

Moved by Ald. Weber, seconded by Ald. Taylor to adjourn at 7:15 p.m.

Motion carried.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
January 16, 2006  
**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 6:08 p.m.

Present: Ald. Eckstein, Michalkiewicz, Mulvey, Merkes, Taylor, Wisneski, Weber, Hendricks

Also Present: Lt. Bouchard, DPW Radtke, CDD Keil, Comp Stoffel, CA/HRD Brandt, MUGM Young, Clerk Galeazzi, and the Press.

A. Update on Steam Utility Project (Discussion Only)

MUGM Young reported good progress with the Steam Utility project. The new generator has arrived in the U.S. Should be in Menasha soon. They have applied for the permits for the canal crossing for SCA Tissue North America. They anticipate steam production by late January or early February.

B. License: "Class B" application of Franky's of Menasha LLC, d/b/a Franky's, Frank M. Prokash, Agenda, for the premises at 198 Main Street for the 2005-2006 licensing year.

CA/HRD Brandt explained Mr. Prokash is in the process of remodeling the building. The license should be approved contingent on passing of the final inspection.

C. Request to rescind tax bill for Calumet County Parcels #7-00804-00, #7-00803-00 & #7-00734-00.

Comp Stoffel explained the error in the original assessment and the impact on the 2006 budget.

D. Approval of Housing Plan Administration Contract Renewal 2006-Community Housing Coordinator. No Questions or Discussion

E. Approval of Declaration of Official Intent to Advance Funds, River Street Relocation.

Comp Stoffel explained funds will need to be advanced from the General Fund to cover the cost of the River Street relocation. He will set up borrowing from TIF #3 and repay the City.

F. An Ordinance Relating to Court Costs.

CA/HRD Brandt explained the Legislature approved an increase in court costs effective April 1, 2006.

G. An Ordinance Recreating Menasha's Floodplain Ordinance.

CDD Keil explained there are about 30 changes to the original floodplain ordinance. The DNR is requiring municipalities to revise their floodplain ordinances. The City will need to adopt the revised floodplain ordinance so that property owners can continue to qualify for flood insurance.

H. An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin. (Novy Property)

CA/HRD Brandt explained this is a small parcel, less than an acre, which will be part of the Drifka Development on the southeast corner of S. Oneida St and Midway Rd.

I. An Ordinance Relating to Auto/Truck Sales and Service.

CDD Keil explained Plan Commission received a request from a property owner to operate an auto sales business. The Plan Commission recommends changing the ordinance to allow this type of use via a Special Use Permit in the industrial zoning districts rather than changing the zoning to commercial on this small parcel of land.

J. Resolution Pertaining to Mondi Packaging (Akrosil)

Ald. Taylor read an article written by Mark Westphal on the business practices of Mondi Packaging of Vienna, Austria, who recently purchased Akrosil.

Discussion by Council members on supporting labor and business in Menasha.

K. Resolution Relating to Reduction of Poll Workers.  
No Questions or Discussion.

L. Accounts payable and payroll for the period 1-5-06/1-12-06 for the amount of \$7,030,875.31

Ck. #5734-Jim Schreiber-\$75.00 – refund for Park & Rec. program (check out of order)

Ck. #5733-Schreiber/Anderson-\$1,897.86 – report of Racine St. redevelopment.

Ck. #6039-Beck Electric-\$4,352.84 – 1<sup>st</sup> St. fire station fixtures.

Ck. #6065-John's Towing-\$53.00 – PD vehicle towing.

Ck. #6079-Miller & Assoc.-\$1,128.00 – lounge chairs for swimming pool.

Comp Stoffel explained checks are printed on Thursdays. When a new patch of checks are printed, the first couple are voided, therefore the number sequence maybe out of order.

II. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Weber to adjourn at 6:50 p.m.

Motion carried.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
February 6, 2006  
**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 5:00 p.m.

Present: Ald. Michalkiewicz, Mulvey, Merkes, Taylor, Wisneski, Weber, Eckstein

Excused: Ald. Hendricks

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PHD Nett, CA/HRD Brand,  
Mayor Laux, MUGM Young, Clerk Galeazzi, and the Press.

- A. Resolution Congratulating Kevin Englebert
- B. Resolution Congratulating Katherine Griffith
- C. Resolution Congratulating Lauren Rushford

Moved by Ald. Weber, seconded by Ald. Eckstein to approve A-C.

**Motion carried.**

Mayor Laux read and presented the Resolution Congratulating each recipient. Kevin Englebert, Katherine Griffith and Lauren Rushford each read their winning essay titled "Where Do We Go From Here: Chaos or Community?" that they submitted to the Martin Luther King, Jr. essay contest sponsored by Toward Community: Unity in Diversity.

D. Update on Steam Utility Project (Discussion Only)

MUGM Young gave an overall review of items remaining that need to be completed to start supplying steam to their customers. Staff is now being trained on the new procedure of supplying steam. Staff is also working with customers on setting up the supplying of steam. The mills run on a 24/7 schedule so the scheduling needs to be done a few weeks out. The Contractor is making good progress. The new generator should be arriving in Menasha by the end of the week. The staff meets weekly with the customers to keep them current on the progress.

E. Report from CA/HRD Brandt on Safety and Risk Management

CA/HRD Brandt explained the Management Risk Assessment comparison from CVMIC. This report identifies where the City of Menasha ranked in the Risk Assessment that was done in 2005. Some of the safety policies with low ratings may not have a written policy available yet. This year the City will be focusing on the Fleet Safety Policy

F. Approval to Extend Contract for Informational Technology Services for 2006 with Schenck Technology Solutions (Recommendation from IS Committee)

Comp Stoffel explained this contract will be for consulting services for about 2-4 hours a month. This amount has been budgeted.

G. Approval of Parochial School Fees (Recommendation from Board of Health)  
No Questions or Discussion.

H. Approval of Division of Public Health Consolidated Contract Agreement #13759 with Menasha Health Department Jan. 1, 2006-Dec. 31, 2006, and authorized signature.

PHD Nett explained this is a renewal of a current contract. It is for the same program, but less money is being received from the State.

- I. Approval of 2006 Agreement and Contract Between Advocap, Inc. and City of Menasha Committee on Aging with Menasha Senior Center, and authorized signatures.

PHD Nett explained this is a renewal contract.

Ald. Weber will be abstaining from voting on this item. He is on the Winnebago County Advocap Committee.

- J. Approval of Proposal for the Administration of the Home Owner Occupied Rehabilitation Program.

CDD Keil explained the City will provide a place for the administrator of the program, Mary Bach, to store files and the use of a conference room as needed. The funds for this program are budgeted and will use grant money to pay some of the fees.

- K. An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin (Novy Annexation)

CA/HRD Brandt explained the first ordinance for the Novy Annexation that was approved by the Council indicated the property was being annexed from City of Appleton when actually it is being annexed from Town of Harrison. Change has been made on this ordinance.

- L. An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin (Ament Annexation)

No Questions or Discussion.

- M. A Resolution Proclaiming American Heart Month.

No Questions or Discussion.

- N. Accounts payable and payroll for the period 1-16-06/2-2-06 for the amount of \$1,405,973.48

Ck. #6126-Beck Electric-\$1,897.22 – replace light bulbs in street lights.

Ck. #6140-Evans Title Co.-\$6,000 – purchase of property by Housing Authority.

Ck. #6141-Evans Title Co.-\$300. – construction draw fees for 163-177 Main St.

Ck. #6198-City of Menasha Treasurer-\$2,271.66 – rescission of taxes on property over assessed.

Ck. #6304-Schubbe Resch Chiropratic-\$300 – fee for ergonomic seminar.

Ck. #6481-United Laboratories-\$287.58 – goober lube used at Public Works Facility.

Ck. #6139-Diversified Risk Ins.-\$2,931.24 – insurance for Jazz Fest, paid by organizers of event.

## II. ADJOURNMENT

Moved by Ald. Mulvey, seconded by Ald. Wisneski, to adjourn at 5:45 p.m.

Motion carried.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
February 20, 2006  
**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 6:15 p.m.

Present: Ald. Mulvey, Merkes, Taylor, Wisneski, Weber, Hendricks, Eckstein, Michalkiewicz

Also Present: PC Stanke, DPW Radtke, CDD Keil, PRD Tungate, CD/HRD Brandt, Mayor Laux,  
Clerk Galeazzi, and the Press.

- A. Approval of Reciprocity Agreements with the Cites of Neenah, Appleton and the Town of Menasha for 2006. (Recommendation by the Parks and Recreation Board)

PRD Tungate explained there are no changes from the previous reciprocity agreements with these municipalities. The reciprocities have gone well. It has been a smooth routine.

- B. Approval of program fees and charges for 2006 (Recommendation by the Parks and Recreation Board)

PRD Tungate explained this request for approval of program fees and charges is a little later than in past years. The ordinance does allow for submission of this request to the Council until mid-March of each year. It is budgeted that 100% of adult program costs and 50% of children program costs are recouped from fees charged.

Discussion on increasing fees the same for programs for both residents and non-residents.

- C. A Resolution Adopting Amendment #1 to the Project Plan and Boundary of Tax Incremental District No. 9, City of Menasha, Wisconsin.

CDD Keil explained the state laws for creation of or amendments to TIF. The Redevelopment Authority was created to facilitate the planning of redevelopment areas. Some of the City projects were already in existence before the RDA was established.

Ald. Merkes asked why the parcel on the corner of Midway Road & Oneida Road is not part of the project plan.

CDD Keil explained this was an oversight and the council could amend the project plan to include the parcel.

Comp Stoffel explained the equalized value is between 8-9%.

- D. Accounts payable and payroll for the period 2-9-06/2-16-06 for the amount of \$3,663,841.14.

Ck. #6519-Frontline Uniforms-\$90.00 – jackets for Auxiliary Police.

Ck. #6571-Professional Supply-\$287.33 – shop supplies for Senior Center.

Ck. #6574-Wayne Schultz-\$384.00 – scuba diving work at Jefferson Park boat landing.

Ck. #6496-All Weather Insulation-\$3,330.00 – CDBG rehab project at 712 4<sup>th</sup> St.

Ck. #6505-Boardman Law Firm-\$978.51 – Menasha's share of Cable TV negotiations fee.

Ck. #6512-Community Housing Coordinator-\$1,500.00 – fee for Director Mary Bach.

Ck. #6524-Heartland Label Printers-\$1,200.00 – annual fee for Website.

Ck. #6544-Joseph Laux-\$229.97 – reimbursement for travel expenses.

Ck. #6545-Local Gov. Property-\$16,636.00 – insurance premiums for City owned buildings.

Ck. #6557-Motor & Control Service-\$502.22 – purchase of 5H motor for snowplow.

Ck. #6608-Bomski Construction-\$2,375.00 – lead abatement/Housing Program.

Ck. #6621-Donald Hietpas & Sons-\$4,746.01 – replace manhole on STH 114/47.

Ck. #6497-AMH-\$164.36 – 2 push booms with handles and cleaning supplies.

Ck. #6583-US Cellular-\$1,458.97 – monthly charge for all cellphones.

Ck. #6610-Choice One Comm.-\$2,145.75 – monthly charge for all office phones.

Ck. #6546-Manawa Telephone Co.-\$93.24 – internet hookup for IT staff.

Comp Stoffel explained reason for some checks being out of sequence on the register and how the accounts payable/payroll system records voided checks.

II. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Weber to adjourn at 6:50 p.m.

Motion carried

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
March 6, 2006  
**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 6:20 p.m.

Present: Ald. Merkes, Taylor, Wisneski, Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PRD Tungate, Mayor Laux,  
CA/HRD Brandt, MUGM Young, Clerk Galeazzi, and the Press.

A. Update on Steam Utility Project (Discussion Only)

MUGM Doug Young explained some of the major pieces of the construction of the steam utility plant that are at the end of or near the end of the testing phase. Coal will be received next week. With the coal in place, he is anticipating first fire in boilers to be by March 20. The turbine generator will be installed in the plant this week. They are hoping to produce steam by the end of the month. Other systems have either tested out or are in the process of being tested out. The staff has transferred to production mode and started shift work this week. Have discussed with customers the re-drafting or amending of the contracts. Also looking at WPPI electricity agreement extension.

B. Approval to proceed with Marina/Locks Anniversary Celebration, June 9 & 10, 2006 and Approval of funds not to exceed \$4,000 (Recommendation of Parks & Recreation Board)

PRD Tungate explained who is part of the committee that is organizing the celebration and what type of celebration they are planning. There is \$1,000 in the Marina budget for this event and they are asking for more funds from Marina budge.

Discussion on using funds from the Marina account that have been budgeted for maintenance of the Marina.

C. Approval of up to \$8,000 for the purpose of implementing the proposal from Varionsystems. (Recommendation of Information Systems Steering Committee)

Comp Stoffel explained the \$3,000 in the Community Development budget is the annual maintenance agreement fee for the current building permit software, Govern.

CDD Keil explained his staff has experienced significant functionality issues with the Govern software program used for the tracking of building permits. Varionsystems would provide support to implement the use of the Govern software program. The \$3,000 in the budget for the Govern software maintenance fee will be applied to the Varionsystems fee.

D. A Resolution Authorizing Submission Application for Community Development Block Grant/HOME Special Projects Program Funds.

CDD Keil explained this resolution is the next step in applying for Federal funds for the Nature's Way Affordable Housing Project.

E. A Resolution Authorizing the City of Menasha Participation in a Regional Wayfinding Signage System.

CDD Keil explained the Fox Cities Convention & Visitors Bureau is looking at ways of implementing a regional wayfinding signage system in the Fox Cities area. This system would help visitors locate special attractions in each community. The Convention Bureau would like to have the City of Menasha as a prototype for this program.

F. Accounts payable and payroll for the period 2-23-06/3-2-06 for the amount of \$814,745.35.

Ck. #6707-Kilbourn & Kilbourn-\$103.50 - volunteer gifts/Public Safety Account.

Ck. #6710-Lake Park Villas Homeowners-\$3,436.27 – landscape, utilities fees, maintenance of pond.

Ck. #6725-City of Neenah Treasurer-\$218,354.00 – monthly pmt. for fire services,  
NIMS study breakdown

Ck. #6797-Matthews Tire-\$88.12 – service call & repair flat tire on PW truck.

Ck. #6756-Winn Cty Treasurer-\$13,435.48 – waste disposal & landfill fee/Public Works Dept.

Ck. #6795-Martenson & Eisele-\$19,370.00 – design of new fire station on Province Terr.

Ck. #6682-Aquatica Design-\$2,500.00 – swimming pool facility study

Ck. #6815-Spartacus Outlaw-\$802.00 – investigation at Correctional Inst./Police Dept.

Ck. #6816-Cal Stanke-\$1,296.00 – pitching clinic instructor fee

## II. ADJOURNMENT

Moved by Ald. Mulvey, seconded by Ald. Weber to adjourn at 6:55 p.m.

Motion carried.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
March 20, 2006  
**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 5:01 p.m.

Present: Ald. Wisneski, Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes, Taylor

Also Present: Lt. Brunn, FC Vander Wyst, DPW Radtke, CDD Keil, Comp. Stoffel, PRD Tungate,  
MU GM Young, Mayor Laux, CA/HRD Brandt, Deputy Clerk Sewall and the Press.

A. Update on Steam Utility Project. (Discussion only)

MU GM Young reported that the Utility has begun making steam and should be going full force by next week. Electricity production is scheduled to begin in the next few weeks. MU GM Young is aware of the neighbor's issues with the noise and assured the Council that it will be taken care of as soon as possible. There have been very few glitches and he is proud of the guys.

There was discussion regarding SCA Paper's position on the Steam Agreement. MU GM Young explained that SCA made severe changes to the terms and conditions of the agreement that aren't favorable to the Menasha Utilities Steam Agreement. SCA Paper may or may not be part of this project in the future, right now it is still in the process of negotiation.

B. Lease/Purchase Agreement with F.P. One LLC or its Assigns, Fire Station #2,  
901 Appleton Road (Discussion and referral to Plan Commission)

There was discussion about the stipulations and the Addendum to the offer to purchase. There are financial concerns with the City of Menasha's responsibility for the demolition of the building, leasing it back from the buyer for \$500 per month, paying the insurance and remediating any environmental defects that might currently exist. There was also concern about the purchase price being \$50,000.

CDD Keil explained that this could lead to a productive development and that the offer to purchase price could change throughout negotiations

Moved by Ald. Michalkiewicz, seconded by Ald. Mulvey to refer agreement to Plan Commission.

**Motion carried on roll call 6-2**  
**Ald. Merkes, Taylor, Hendricks, Eckstein,**  
**Michalkiewicz, Mulvey – yes.**  
**Ald. Wisneski, Weber - no**

C. License: "Class A" application of LJL Station, Inc, d/b/a Waverly Beach Shell, Sheri Lanser,  
Agent, for the premises at W7298 Hwy 10/114 for the 2005-2006 licensing year.

No discussion.

D. Restated Protective Covenants for Lake Park Villas.

CA/HRD Brandt explained that the Council did not receive the original Protective Covenants because of its length and complexity. According to the restated Protective Covenants, the City will be responsible for the operational maintenance of the Regional Storm Water Management System and outlots that constitute cul-de-sacs or other street right-of-ways. This includes maintenance items related to the functioning of the ponds, but not the aesthetics related to the ponds.

- D. Restated Protective Covenants for Lake Park Villas, cont.  
CA/HRD Brandt further explained that the City will be part of the Homeowners Association as long as the City owns lots.

- E. Approval of Project Agreement with Stadtmueller & Associates, Redevelopment Plan for Gilbert Mill area in the amount of \$30,000 and authorize signatures.  
(Recommendation from Redevelopment Authority)

CDD Keil explained that the long term source of funding for a project like this is typically a new TIF district. If the City receives a grant from the Department of Commerce, it would warrant a new TIF district. The immediate funding for this would come largely from the Community Development budget and from the Industrial Development Board for a total of \$22,000. Currently, source for the remaining \$8,000 has not been identified.

Comp Stoffel stated that it is appropriate to redirect the \$8,000 necessary from the Assessor's budget to the Community Development budget to cover the remaining cost of the project.

There was discussion about using money in the general fund to cover the \$8,000. Comp Stoffel noted that doing this would increase City expenditures, whereas using available funds from the Assessor's budget won't add expense.

- F. R-14-06 Resolution Authorizing the Borrowing of \$13,000,000 and Providing for the Issuance and Sale Of a Taxable Steam Utility Revenue Bond Anticipation Note Therefor

Ray Osness & Carol Wirth, RBC Dain Rauscher were present to explain the borrowing procedure for the Steam Plant and answer questions the Council had.

Carol Wirth explained that this resolution is authorizing the borrowing of additional funds.

- G. R-15-06 Amended and Restated Resolution Providing For the Issuance and Sale of Approximately \$25,660,000 Taxable Steam Utility Revenue Bonds and Providing for the Payment of Said Bonds Other Detail and Covenants with Respect Thereto.

Ray Osness & Carol Wirth, RBC Dain Rauscher explained that this resolution is amending the borrowing done for this project in 2005. The 2006 BANs are structured similar to a line of credit. The maturity date for this is September 1, 2006.

Discussion was held regarding an updated business plan. MU GM Young apologized for not providing it at this point and explained that there are still revisions being made to it.

- H. R-11-06 Resolution Amending the Project Plan and Boundary of TID #3.

CDD Keil explained that this didn't go to the Redevelopment Authority before going to council because this project was in its advanced stages before the Redevelopment Authority was created. Commitments were already made with Pechiney to relocate the street.

Moved by Ald. Weber and seconded by Ald. Hendricks to refer this to the Redevelopment Authority.

**Motion fails on roll call 4-4**

**Ald. Weber, Hendricks, Eckstein, Mulvey –**

**Yes. Ald. Merkes, Taylor, Wisneski,**

**Michalkiewicz – no**

I. Forecast for 2007 City Budget (Discussion only)

Comp Stoffel explained the worksheet in the council packet, Summary of Budgets 2004-2007. He also stated that this is a projection for 2007. Due to the change in the State law the City is getting a head start on next year's budget.

Comp. Stoffel noted the creation of a Health Insurance committee to address rising health insurance costs.

Discussion was held regarding the 2007 projection in relation to the cost of the Steam Utility.

J. O-10-06 An Ordinance Relating to Prohibited Parking (Chute Street)

No Discussion.

K. O-11-06 An Ordinance Relating to Prohibited Parking (Chute Street)

Minimal discussion supporting this ordinance.

L. R-12-06 Resolution Supporting SB 379 and AB 793, The Downtown Wisconsin Act.  
(Recommendation from Landmarks Commission)

No discussion.

M. R-13-06 Resolution Supporting The Ninth Street Launch Ramp Rehabilitation Project.

PRD Tungate explained that half of this project is paid for by a grant.

N. R-16-06 Resolution Supporting Parent Corps of Menasha

Discussion regarding the necessity of supporting this resolution.

O. Accounts payable and payroll for the period 3-3-06/3-16-06 for the amount of \$465,694.71.

Ck. # 7019, \$15.58, US Oil Company, tax to fix underground storage tanks

Ck. # 7023, \$201.02, 999 Brighton Dr., monthly gas bill at gate house

Ck. # 6998, \$231.00, Menasha Joint School District, City Clerk District meeting lunch at Heckrodt

Ck. # 6902, \$32.75, Town of Grand Chute, trailer rental for Park & Recreation Department

Ck. # 6944 (first section), \$393.57, US Cellular, monthly cell phone bill charge and useage

II. ADJOURNMENT

Moved by Ald. Weber, seconded by Ald. Wisneski to adjourn at 7:32 p.m.

**Motion carried on voice vote**

Kristin Sewall  
Deputy Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
April 3, 2006  
**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 6:00 p.m.

Present: Ald. Weber, Hendricks, Eckstein, Mulvey, Merkes, Taylor, Wisneski

Excused: Michalkiewicz

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PHD Nett, CA/HRD Brandt, Mayor Laux, MU GM Young, Clerk Galeazzi, and the Press

A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

Menasha Utility GM Doug Young reported the Utilities conducted steam blows last week.

This procedure is necessary to remove any leftover particles from construction in the steam piping.

This is done about every 30 years. With this procedure done, the #4 Boiler is now able to be on-line.

Additional steam blows will take place. Residents in a six-block radius of the plant will be notified

when this will happen. He has been asked by RBC Dain Rauscher to prepare a due-diligence report.

The report should be ready in May. This will give a comfort level to the bondholders that the project is

moving ahead and revenues are as planned. A lot has been completed at the plant this week and

things are moving along. The steam supply fuel source has been locked in. They have signed a one-

year contract for the supply of coal. The business plan did take into consideration an increase in the

coal cost escalation. They have been told by the supplier that the transportation of coal to the plant

should not be an issue. The over-pressure valves of the steam system are tested on a regular base

as required. They have been in contact with the Police & Fire Depts. on emergency procedures.

Water Treatment Plant – next week a pre-construction meeting is scheduled with the project manager.

The Financial Assistance Agreement will be available to the Common Council at the April 18 meeting.

B. Annual request of Nauts Landing to serve alcoholic beverages on their deck from April 1-  
November 1, 2006.

No Questions or Discussion

C. Authorization to request funds from Winnebago County Commission on Aging for 2007;  
1) Senior Center Activity Coordinator; 2) Senior Center Supervisor; 3) 60+ Health Program,  
and authorize signatures. (Recommendation from Board of Health)

PHD Nett explained this is for 2007 grants.

D. Approval of fees for the licensing period July 1, 2006-June 30, 2007: 1) Weights and Measures:  
2) Dept. of Ag. Trade and Consumer Protection. (Recommendation from Board of Health)

PHD Nett explained the State increased their reimbursement fees required to be paid by the agent.

The City of Menasha Sanitarian acts as an agent for the State Agencies. The Board of Health

recommended the increases be a straight percentage (3%-5%). The increased fees are in the same

range as neighboring municipalities.

E. Approval of fees for the licensing period July 1, 2006-June 30, 2008, Dept of Commerce Mobile  
Home Parks (Recommendation from Board of Health)

PHD Nett explained the Mobile Home Park fees are handled the same as Weights and Measures  
and Dept. of Ag Trade and Consumer Protection, the City is the agent for these agencies.

F. Approval of Offer to Purchase, Clem J. Weinandt, Lot on Southeast corner of Jennie Street and  
Oneida Street for an amount not to exceed \$50,000.00, and authorize signature.

CA/HRD Brandt explained Mr. Weinandt had a Right-of-First Refusal on this property. The City  
notified him when they received the offer from Paul Hemmer Co. to purchase this property.

Mr. Weinandt had 30 days to match the offer. This is his offer.

G. Approval of Dept. of Transportation Click it or Ticket Traffic Safety Grant

PC Stanke explained this is a grant to insure seat belt compliance. This grant will allocate approx. 78 hours of officers' time to check for seat belt usage.

H. O-12-06 An Ordinance Recreating Menasha's Fair and Open Housing Ordinance.

CDD Keil explained the State has asked the City to update their Fair and Open Housing Ordinance to continue to be eligible for grants. This has not gone to the Housing Authority.

Moved by Ald. Merkes, seconded by Ald. Hendricks to refer O-12-06 to Housing Authority.

**Motion carried on voice vote.**

I. R-18-06 Resolution Recommending Approval of a Public Participation Plan as Part of the Comprehensive Plan Process.

No Questions or Discussion.

J. R-19-06 A Resolution Pertaining to the Direct Deposit.

CA/HRD Brandt explained this resolution is necessary as two aldermen have not provided the required information to the Payroll Dept. to set up the direct deposit. This resolution should be passed so there will be no problems in the future with new employees or elected officials

Ald. Merkes reported he has provided all his necessary information to the Payroll Dept.

K. Accounts payable and payroll for the period 323-06/3-30-06 for the amount of \$978,926.90.

Ck. #7035-Chasin' Mason Engagement-\$375.00 – down payment on entertainment for Marina/Locks Celebration

Ck. #7041-Corporate Express-\$2,496.41 – furniture for Police Dept.

Ck. #7048-Hybrid Communications-\$1,523.64 – City's portion of MAC business directory brochure

Ck. # 7073-Sports Graphics-\$68.00 – navy caps for Police Dept.

Ck. #7131-Anheier & Company-\$1,050.00 – review of application for theater project.

Ck. #7189-Pitney Bowes-\$375.00 – quarterly payment on postage machine lease.

Ck. #7229-WisDOR-\$2,000.00 – payment to State to make amendments to TID #3 & #9

Ck. # 7064-Outagamie Cty Clerk of Courts-\$853.37 – bond payments.

Ald. Weber asked when the Dept. of Revenue started charging for amendments to TID.

CDD Keil explained Dept. of Revenue started charging municipalities in 2004 for any new or expanded TIDs

II. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Weber to adjourn at 6:30 p.m.

**Motion carried on voice vote.**

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
Tuesday, April 18, 2006  
**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 6:00 p.m.

Present: Ald. Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes, Taylor, Wisneski

Excused: Ald. Weber

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, Sanitarian Drew, CA/HRD Brandt  
Mayor Laux, MU GM Young, Ray Osness, Clerk Galeazzi, and the Press

A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

Menasha Utility GM Doug Young reported the turbine generator is now on-line and working well. They are starting to burn Powder River basin coal. They have started testing the lower pressure of the steam system. The No. 5 turbine generator has been installed. The steam testing to customers will be done by the end of the month. Prior to the testing they will be conducting steam blows similar to the previous ones. Letters have been sent out to residents notifying them of the upcoming steam blows. Jaakko Poyry is working on the due-diligence study to look at the liability of all the steam contracts and to verify it will meet the criteria in the business plan.

Water Treatment Plant Project: A pre-construct meeting was held last week. The Council will be discussing the Financial Assistance Agreement. With everything in place, the State should release the funds for the project by the end of the month.

B. License: "Class B" application of Solea Mexican Grill, LLC, Eduardo Sanchez, agent, for the Premises at 705 Appleton Road for the 2005-2006 licensing year.  
No Questions or Discussion.

C. Approval of Traffic and City Ordinance Bond Schedule.

CA/HRD Brandt explained how fines are determined. The amount listed on the bond schedule is the amount listed on the citation and due if the case does not go to court. The municipal judge has the authority to set the fee as he/she sees fit.

D. Approval of Declaration of Official Intent for Modifications and Additions to the Water Treatment Plant.  
No Questions or Discussion.

E. Approval of fees for the licensing period July 1, 2006-June 30, 2007: 1) DHFS Agent for the State; 2) Tattoo/Body Piercing Establishments. (Recommendation from Board of Health)

Sanitarian Drew explained this amount set was a 5% increase to all fees. They did round up/down on some fees.

F. O-13-06 – An Ordinance Amending Title 13 By Making Certain Changes in the District (UW-Fox Valley).  
No Questions or Discussion.

G. R-20-06 – Resolution Authorizing The Issuance And Sale Of Up To \$12,061,890 Combined Utility Revenue Bonds, Series 2006, And Providing For Other Details And Covenants With Respect Thereto.

Ray Osness from RBC Dain Rauscher explained this borrowing procedure is part of the Safe Drinking Water Loan Program. This is also part of the financing of the renovating of the Water Treatment Plant the Council approved at a previous meeting. The closing will be on April 26.

- H. Accounts payable and payroll for the period 4-6-06/4-13-06 for the amount of \$1,846,255.47.
  - Ck. #7234-Matthew Albright-\$33.01-original check was issued to wrong vendor
  - Ck. #7244-CLIA Laboratory Program-\$150.00 – memberships for Health Dept.
  - Ck. #7308-Winnebago Cty. Reg of Deeds-\$3.00 – copies of transfer reports for Assessor's Office
  - Ck. # 7317-Anheier & Co.-\$385.00 – consulting fees for meetings with City staff  
(amount charged against TIF #4)
  - Ck. #7352-Menasha Utilities-Japanese visitors dinners (cancelled out-charged to wrong vender)
  - Ck. #7359-Menasha Treasurer-Japanese visitors' dinners (\$190.74)
  - Ck. #7384-WE Energy – monthly gas bill for 999 Brighton Drive (\$121.31)
  - Ck. #7257-Heartland Label Printers-\$292.30 – palm pilot replacement
  - Ck. #7273-Mark Maurer-\$1,005.00 – payment of a claim against City
  - Ck. #7287-OfficeMax – envelopes, folders, paper supplies for council (\$70.14)
  - Ck. #7379-US Cellular – no charge for Mayor's cell phone  
(PC Stanke explained this is a partial bill, next bill will include all cellphone charges)
  - Ck. #7346-LaQuinta Inn & Suites-\$786.00 – lodging for participants of Every 15 Minutes Program sponsored by Police Dept. Covered by donated funds.

II. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Wisneski to adjourn at 6:30 p.m.

**Motion carried on voice vote.**

Deborah A. Galeazzi  
City Clerk

**CITY OF MENASHA**  
**ADMINISTRATION COMMITTEE**  
**Council Chambers, 3<sup>rd</sup> Floor**  
**140 Main Street, Menasha**  
**May 1, 2006**  
**Minutes**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 5:30 p.m.

Present: Ald. Taylor, Wisneski, Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Merkes

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, CA/HRD Brandt, Mayor Laux,  
MU GM Young, Ray Osness, and the Press

A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

MU GM Doug Young reported a second steam blow was done and they anticipate doing another high-pressure steam blow this week. A silencer was used for the last steam blow and things went well. A steam blow of the pipes to Sonoco will be done by the end of next week. All high-pressure steam piping is in place, inspected, insulated and ready for service. This is the final step before selling steam to Sonoco. The No. 5 generator is being installed. The remaining task is to get No. 3 boiler and generator up and running; scheduled to startup by the end of May. Staff is working on fine tuning of the system to get it on-line with Sonoco. Making good progress. The Council received the updated business plan. The due-diligence report is being completed. They are reviewing it for final editing.

Water Treatment Plant: They closed on the Safe Drinking Water funding last week and a pre-construction meeting is scheduled for next week.

B. Elimination of food and beverages for Council meetings. (Ald. Pack)  
No Questions or Discussion

C. Approval of Design Development Proposal-Nature's Way Affordable Housing Project-Cornette/Olsen  
(Recommendation from Housing Authority)

CDD Keil explained the design that was submitted with the proposal was only a conceptual site plan not necessarily the final design. This final project design & plan will go through the Housing Authority and Plan Commission for approval then to the Council for final approval. Requests for Proposals went out in March and this is the only one received.

Chad Cornette, developer, explained he will receive \$48,000 and James Olsen, his partner on this project, will receive \$20,000 of the architectural and engineering fee.

Discussion on this being a good project for City, but concerned about the cul de sacs and shared driveways.

CDD Keil explained it was discussed to use this for low-income and traditional housing project. The concern was with getting the grant funding. If this was a larger project it might work, however, this is a smaller project. By having applicants that are not income qualified it could complicate how the project is conceived and managed. This could be used as a model for a larger affordable housing project.

D. Approval of Project Development Agreement with Menasha Theater Development, LLC  
(Recommendation from Redevelopment Authority)

Discussion on this being a good project for the City. It will be affordable family entertainment. However there were concerns about the term of the TIF.

Comp Stoffel explained when putting the Financial Plan together, 27 years was the longest term he could use to get the funds needed to do the project.

CDD Keil explained this project has been in the works for a while and have looked at number of ways financially to make project work. Creating TIF will create bases for making investment in the area. The developers are working to bring other projects for this area. This project is ready now. The \$168,000 advanced to the developers will assist them in moving forward on this project. The development agreement has a tax payment guarantee clause, the developers agree to pay back the amount advanced to them.

- D. Approval of Project Development Agreement with Menasha Theater Development, LLC (Recommendation from Redevelopment Authority), Cont'd.

Moved by Ald. Taylor, seconded by Ald. Merkes to hold a public hearing on this project.

**Motion fails on roll call 3-5.**

**Ald. Merkes, Taylor, Hendricks – yes**

**Ald. Wisneski, Pack, Eckstein, Michalkiewicz, Chase – no**

- E. Suspend televising of Council meetings until further notice. (Ald. Pack)

CA/HRD Brandt informed the Council the contract requires a 30-day notice to UW-Fox Valley to cancel the contract. Ald. Merkes, referred to the signed contract, was not the contract that the Council approved in January.

CA/HRD Brandt asked for time to review the signed contract and then give his legal opinion as he had not received a copy of the signed contract.

Continued after Item H.

- F. An Ordinance Amending Parking in the Upper Level of the Parking Ramp.

Ald. Taylor requested a sign be posted to indicate the ramp as public parking.

- G. Financing Plan for TIFs #9 and #3

Ray Osness from RBC Dain Rauscher explained the Financing Plan. The City is committed to different projects in TIFs #9 and #3 and the funding is expected about June 1, 2006. He will be submitting a request from Moody's Investors Service for a short-term credit rating. Previous credit ratings have always been a MIG-1 and he feels this time it shouldn't be any different. The borrowing resolutions establishing the interest rates will be available for approval at the May 15 Council meeting and closing would be on June 1. He explained the source of funds, G.O. Taxable Note Anticipation Notes and G.O. Tax Exempt Note Anticipation Notes and were the funds will be applied. He explained the unused debt margin, the amount of debt the City can incur.

- H. Accounts payable and payroll for the period 4-20-06/4-27-06 for the amount of \$816,523.48

Ck. #7394-Beck Electric-\$285.96 – light bulbs for Parks Dept.

Ck. #7522-Elan Cardmember Service \$1,070.– tickets for Milwaukee Brewer trip/Park & Rec

Ck. #7525-Fox Valley Humane Assoc-\$308.00 – charge for handling 7 animals

Return to Item E – Suspend televising of Council meetings until further notice.

CA/HRD Brandt explained the signed contract is the one received from UW-Fox Valley upon request. Changes made were consistent with the Common Council's intent from that meeting.

Discussion by the aldermen on hearing from residents supporting televising of the meetings. The cost for taping the meetings is in the 2006 budget.

Ald. Pack explained he is not against televising of the meetings; his goal is to get the televising free, no cost to the taxpayers. He has heard from residents that feel televising meetings is an unnecessary expense.

## II. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Merkes to adjourn at 7:07 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
May 15, 2006  
**MINUTES**

I. ROLL CALL

Meeting called to order by Ald. Eckstein at 6:50 p.m.

Present: Ald. Wisneski, Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor.

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PRD Tungate, CA/HRD Brandt, Mayor Laux, MU GM Young, Ray Osness & Alex Grandchalek (RBC Dain Rauscher), Tom Grade, Clerk Galeazzi, and the Press

A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

Menasha Utility GM Doug Young reported there has been good success in the production of steam. They have completed steam blows to Sonoco and are expected to start supplying steam to them by the end of the week. They have started piecing things together for Alcan. No. 3 boiler and back pressure turbine generator should be on-line by the end of June. Issues with traffic should be reduced with the contractors completing the project and leaving the work site.

Water Treatment Plant: Contractor C.D. Smith is on site with their construction equipment. They have removed the fencing by the plant. Some large trees needed to be removed from the area. Will try to save some of the trees and replant them in a different area.

B. License (6-month): Class "B" application of Menasha Athletic Assn. (Macs) to sell fermented malt beverages, Koslo Park Concession, May 16, 2006-Oct. 31, 2006, Dave Romnek, Agent.  
No Questions or Discussion

C. License (6-month): Class "B" application of Menasha Twins Baseball (Legion Team) to sell fermented malt beverages, Koslo Park Concession, May 16, 2006-Oct. 31, 2006, Debbie Chew, Agent.  
No Questions or Discussion

D. Accept quote of The Post-Crescent as the official city newspaper, May 2006-May 2007.  
No Questions or Discussion

E. Approval of Consulting Agreement with McClone Agency, Inc. for the period July 1, 2006-June 30, 2007, and authorize signature.  
Discussed after Item J.

F. Approval of revisions to City Tree Care Policy and Planting Program  
(Recommendation from Parks & Recreation Board)

Moved by Ald. Merkes, seconded by Ald. Hendricks to refer this back to Park & Recreation Board to make revisions to the whole policy.

Discussion ensued on changes to the policy should have been done earlier in the year. This policy clarifies the procedure for planting or removing crabapple trees. It also updates the recommended list of trees that can be planted. Recommended Park & Recreation Board review the policy for other changes. Ald. Merkes withdrew his motion.

G. Approval of Offer to Purchase, Tom Grade, 999 Brighton Drive.

CDD Keil explained Tom Grade obtained estimates to repair the property. The heating and electrical systems will need to be updated before Mr. Grade can remodel the property to an art studio.

Tom Grade spoke on the work that will need to be done to the heating system.

Discussion ensued on the use and zoning of the property. CDD Keil explained property is zoned GU-Government Use.

- H. R-23-06 – Resolution Authorizing The Issuance And Providing For The Sale Of Not To Exceed \$1,440,000 Note Anticipation Notes, Series 2006A.

Alex Grachalek, RBC Dain Rauscher explained the two bond issues will cover the financing needs for TID #3 & TID #9. The approval of the resolutions will lock in the interest rates. An official statement was submitted to Moody's Investors Service and Moody's assigned their highest quality short-term rating of a MIG 1.

The interest rate for the TID #9 projects came in a little higher, so this will increase the borrowing by \$5,000, \$1,720,000 to \$1,725,000. Funds will be delivered to the City on June 1, 2006.

- I. R-24-06 – Resolution Authorizing The Issuance And Providing For The Sale Of Not To Exceed \$1,720,000 Taxable Note Anticipation Notes, Series 2006B  
See Item H.

- J. Accounts payable and payroll for the period 5-4-06/5-11-06 for the amount of \$515,544.62  
Ck. #7603-Carew Concrete-\$359.63 – rebuild storm inlets/Public Works Dept.  
Ck. #7628-Levenhagen Corp.-\$105.60 – supplies for machine shop/Public Works Facility  
Ck. #7751-Schaeffer Mg.-\$290.40 – supplies for fleet maintenance shop/Public Works Facility  
Ck. #7757-ThedaCare Laboratories-\$1,793.00 – 60+ Health Screening Program/Health Dept.  
Ck. #7772-West Payment Center-\$92.70 – Legal internet research/City Attorney  
Ck. #7682-Bergstrom GM of Neenah-\$22,322.00 – replace pickup truck for Park Superv/Parks Dept.  
Ck. #7690-Conger Industries-\$25,925.00 – replace fork lift/Public Works Facility  
Ck. #7704-Green Boyz-\$60.00 – lawn care service at Police Dept.  
Ck. #7612-Graef Anhalt Schloemer-\$2,450.00 – design fee for Friendship Trail/Parks Dept.  
Ck. #7762-US Cellular-\$1,452.78 – billing for new cellphone contract  
Ck. #7627-Joseph Laux-\$117.99 – Japanese dinner reimbursement-came from donations

Ald. Merkes - check #7582 issued on 4/27/06 to Valley Marine Mart-mug holder attachment for lawnmower/Parks Dept.

Took up Item E.

- E. Approval of Consulting Agreement with McClone Agency, Inc. for the period July 1, 2006-June 30, 2007, and authorize signature.

CA/HRD Brandt explained this is a renewal contract and there are no changes. He explained what services this consulting agreement covers.

## II. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to adjourn at 7:44 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
June 5, 2006  
**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:00 p.m.  
Present: Ald. Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski  
Also Present: PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, Comp Stoffel, Mayor Laux  
CA/HRD Brandt, MU GM Young, Ray Osness & Alex Granchalek (RBC Capital Markets),  
Clerk Galeazzi, and the Press.

A. Introduction of new Neenah-Menasha Fire Rescue Employees. (Chief Len Vander Wyst)

Chief Vander Wyst introduced new firefighters Dan Metz who started on May 16, Jim Robert who started on May 18 and Scott Harding who started June 5. A fourth firefighter, Jason Philipp who started on May 17 was unable to attend the meeting. With the hiring of these employees, the eligibility list has been exhausted.

Chief Vander Wyst also introduced Al Auxier, Assistant Chief/Fire Marshall. who has replaced Bill Fahrenkrug who retired on June 2 and Dan Schultz who was recently promoted to Shift Commander of the Blue Shift.

B. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

MU GM Doug Young reported things are going well with the generating of electricity. It is a good time to Generate electricity. They are making progress on the construction of No. 3 boiler/generator and should be on-line by the middle of June followed by the No. 5 turbine generator. Staff is struggling with in plant piping design that they may need to revise. The goal this week is to get steam down the pipe to Sonoco. He has been informed of a demand for arbitration from PCI Management & Consulting Co. the previous project management company. He will keep the Council informed on this situation.

Water Treatment Plant Project: The demolition of the warehouse on the east end of the plant has been completed. They will be working on excavating the area over the next few weeks. They are working on a plan to open up the channel at the end of Brighton Drive. An informational meeting will be scheduled.

Mr. Young answered questions from the committee members.

Mr. Young spoke on the Charter Ordinance, O-18-06, A Charter Ordinance Relating to the Makeup of the Water and Light Commission. Having the Mayor on the Commission has been an asset when dealing with State and Federal Officials. Large municipalities have the Mayor on the Water and Light Commission.

C. Financing Report – Ray Osness, RBC Capital Markets

Alex Granchalek from RBC Capital Markets explained the financing report and the timetable of events for the financing of the projects. He recommends acting on the borrowing resolutions the week of July 10 due to the July 4<sup>th</sup> holiday. He explained the Debt Service Schedule for the projects.

Mr. Granchalek and Mr. Osness answered questions from committee members.

D. Licenses: Renewal liquor and malt beverage applications on file (see separate list) for the licensing year July 1, 2006-June 30, 2007.

CA/HRD Brandt explained the requirements for renewal of liquor licenses. Not all establishments that have submitted renewal applications have complied with the requirements according to the City Ordinance and State Statute.

CA/HRD Brandt answered questions from committee members.

- E. Change Common Council meeting of July 3, 2006 to July 10, 2006.  
No Questions or Discussion

- F. O-15-06 – An Ordinance Relating to Gender Specific Language.  
No Questions or Discussion

- G. O-16-06 – An Ordinance Relating to Licensing of Cats.

CA/HRD Brandt explained this ordinance pertained to dogs in the past, it has been amended to include cats. He explain the changes. Residents will be notified that cats need to be license with an article in the City newsletter and also be included in the Mayor's letter that goes out with tax bills.

PC Stanke reported on what other municipalities receive in revenue for the licensing of cats.  
Discussion ensued.

- H. O-17-06 – An Ordinance Relating to the Information Technology Steering Committee.  
(Approval recommended by IS Committee)

CA/HRD Brandt explained this ordinance is to clarify the wording on who is on the committee and how the committee functions.

- I. O-18-06 – A Charter Ordinance Relating to the Makeup of the Water and Light Commission.

CA/HRD Brandt explained he prepared this ordinance at the request of Ald. Merkes.  
Ald. Merkes explained he requested the change not to remove the Mayor from the Commission, but to increase the number of members to seven and add an alderman. Having an alderman on the Commission would help with the communication between Utilities and Council.  
Discussion ensued.

**Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to table.**

**Motion carried on roll call 7-1. Ald. Hendricks – no.**

- J. O-19-06 – An Ordinance Relating to Alcohol Related Penalties.  
No Questions or Discussion

- K. O-20-06 – An Ordinance Amending Title 13 by Making Certain Changes in the District.  
(824 Third Street and 823 Plank Road) (Approval recommended by Plan Commission)

Discussion on having authors on ordinances.

**Moved by Ald. Merkes, seconded by Ald. Wisneski to amend O-20-06 & O-21-06 to add Ald. Merkes as the author of the ordinances.**

**Motion carried on roll call 8-0.**

- L. O-21-06 – An Ordinance Amending Title 13 by Making Certain Changes in the District.  
(Third/Milwaukee Street) (Approval recommended by Plan Commission)  
See Item K.

- M. O-22-06 – An Ordinance Relating To Maximum Allowed Size Of Garages.  
(Approval recommended by Plan Commission)

CDD Keil explained this ordinance is to increase garage sizes more accurately to building sizes.

- N. R-26-06 – A Resolution Creating Tax Incremental District No. 10 in the City of Menasha, Wisconsin.

Discussion on the different maps provided pertaining to proposed TID No. 10. Some questions on type of land use indicated on the maps.

CA/HRD Brandt explained TIF laws and the project plan.  
Discussion ensued.

- O. R-27-06 – A Resolution Authorizing The Submission Of A Wisconsin Department of Transportation's Facilities For Economic Assistance TEA Grant Application.  
No Questions or Discussion
- P. R-28-06 – Resolution to Support More Federal Oversight Of Railroads As A Check on High Railroad Rates For Captive Rail Customers.  
No Questions or Discussion
- Q. R-29-06 – A Resolution On Video Franchising.  
No Questions or Discussion

6:28 p.m. – Moved by Ald. Michalkiewicz, seconded by Ald Wisneski to recess for a Public Hearing and Board of Public Works.

**Motion carried on voice vote.**

7:15 p.m. – Reconvened

- R. Accounts payable and payroll for the period 5-18-06/6-1-06 for the amount of \$2,347,322.52
  - Ck. #7875-RW Management Group-\$525.00 – Fire Watch Certification Class  
(Ald. Wisneski asked if this class could have been offered by CVMIC at no cost)
  - Ck. #7923-Heartland Label-\$10,448.00 – Computer Equipment/Software (Budgeted items)
  - Ck. #7924-Hewlett-Packard Co.-\$10,268.00 – Computer Server Equipment (Budgeted items)
  - Ck. #7991-Acuity Mutual Ins. -\$1,360.00 – Claim against City/Brighton Beach Condominiums  
(CA/HRD Brandt explained the claim was from 11/04, just recently settled)
  - Ck. #8011-Elan Cardmember Services-\$2,966.71 – a portion of amount was for lunch for Dept. Heads who attended EOC training in Oshkosh
  - Ck. #8050-Procon Data Systems-\$826.00 – signage for Marina/Lock Celebration (Budgeted item)

## II. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Wisneski to adjourn at 7:24 p.m.

**Motion carried on voice vote.**

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
June 19, 2006  
**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 6:10 p.m.  
Present: Ald. Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack  
Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PHD Nett, Mayor Laux,  
CA/HRD Brandt, MU GM Young, Clerk Galeazzi, and the Press.

A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

MU GM Doug Young reported they have started selling steam to Sonoco. Remaining issues are getting the No. 3 Boiler and turbine generator up and running. The noise issue around the plant has been taken care of. The Utilities Commission has approved the coal supply contract with C. Reiss Coal Co.

Water Treatment Plant: The remaining storage facility on the east end of the plant has been removed. Clean up of the water basin should be completed in July. There is an informational public meeting scheduled for July 11 at Jefferson Park main pavilion to discuss opening of the channel at Brighton Drive into Lake Winnebago.

B. License: "Class B" Renewal Application of Hirschy, Inc., Chris Fiedler, Agent, d/b/a Germania Hall, for the premises at 320 Chute Street, for the 2006-2007 licensing year.

Clerk Galeazzi reported the financial obligation of real estate and personal property taxes have not been paid on the property.

C. Approval of Division of Public Health Consolidated Contract Agreement #13759 Contract Agreement Amendment with Menasha Health Department, May 1, 2006-August 31, 2006, and authorized signature.

PHD Nett explained the amount of \$7,400 is an additional amount to address Pandemic Influenza Preparedness. They have until August 31, 2006 to complete four objectives of preparedness. The Health Dept. has address most of the issues and shouldn't have any problems meeting the goals set. The Health Dept. will be holding informational session on this topic at the end of July.

D. Advanced Tooling Equities, Inc. Mortgage.

CA/HRD Brandt explained the current mortgage is on the new building on Midway Road, It should be on the old building on University Drive. This is a request for the Council to authorize satisfying the current mortgage and recording a new mortgage covering the right property.

E. Offer to Purchase- Lots 7& 8 Midway Business Park - Oshkosh Truck.  
No Questions or Discussion.

F. Offer to Purchase – 175 Main Street –Rear- Arendal, Inc.

Discussion on the value of the property and the staff time and cost in preparing the Offer to Purchase.

CDD Keil explained there is no need to revise the current certified survey map. The transfer of property can occur by Warranty Deed.

Discussion on authority of Landmarks Commission on exterior alternations of buildings and this item being reviewed by Landmarks Commission.

Moved by Ald. Merkes, seconded by Ald. Hendricks to hold until next meeting for more information.

G. Amendment to Minimum Tax Guaranty – BFT Investments.

CDD Keil explained this is a request to advance the starting date by one year that BFT Investments will be required to start paying the Minimum Tax Guaranty under the terms of the Development Agreement with the City. BFT Investments has agreed to pay all cost associated with the change in the start date.

H. Request for Compensation for Land Holding Costs – Alternative Resolutions.

CDD Keil explained because of some issues that were not resolved on a timely bases, Alternative Resolutions was unable to start construction of their building on the property they purchased from the City in 2005. Some of the delays were with the issuing of permits from the DNR. The City had entered into a lease agreement to help advance the construction of the building. Alternative Resolutions is asking for compensation in the amount of \$5,523.84 which they feel they have lost as a result in delays in starting the construction of their building.

Karen Dorn from Alternative Resolutions spoke and explained their position and how they arrived at the amount of \$5,523.84. This amount is the increase in interest rate from the time they originally purchased the property until they entered into the lease agreement with the City.

I. O-23-06 – An Ordinance Relating to Closing Hours for Licensed Establishments.  
No Questions or Discussion

J. Accounts payable and payroll for the period 6-8-06/6-15-06 for the amount of \$1,711,994.80.

Ck. #8082-Athleticia Fitness-\$425.00 – refund on liquor license fee/application withdrawn.

Ck. #8125-Lake Park Villas-\$3,626.32 – City's share of homeowners fees for energy charges, maintenance fees and insurance fees.

Ck. #8261-WE Energies-\$17.91 – payment for 999 Brighton Dr., property sold, waiting to close.

Ck. #8143 & #8235-Northern Environmental – monitoring and preparing final report to DNR for the former Randall Auto Haus site, now the Broad Street parking lot.

Ck. #8155-Stone Toad-\$354.20 – lunch for historical trip/Senior Center

Ck. #8185-BayCom Inc.-\$224.00 – installation of camera in truck of squad cars/Police Dept.

II. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to adjourn at 6:55 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi  
City Clerk

**CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
July 10, 2006  
MINUTES**

I. Meeting called to order by Chairman Eckstein at 5:45 p.m.

Present: Ald. Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack, Hendricks

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PWS Jacobson, Mayor Laux,  
CA/HRD Brandt, MU GM Young, Deputy Clerk Sewall, and the Press.

A. Presentation of Award from American Heart Association

Ald. Wisneski presented the award to the City. She accepted the award from the American Heart Association on behalf of the City of Menasha. PHD Nett applied for this award because of the City's work with AED training, CPR training and the heavy bicycling influence.

B. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

MU GM Young reported that steam is being delivered to Sonoco and hopefully at the end of this week or beginning of next they will be delivering steam to Whiting Paper. He explained that they are trying to warn people of the noise ahead of time.

MU GM Young also explained that using tire chips as fuel is a possibility that will be explored once the Steam Utility is more established.

MU GM Young reported that the Water Treatment Plant is moving along on schedule. He touched on the difference between the technology Appleton is using compared to the technology the City is using.

C. Presentation of Doug & Laurie Osterbergs trip to Japan and display gifts from Maebashi Senior Citizens

Doug & Laurie Osterberg shared pictures of their trip to Japan. They were welcomed with open arms to Maebashi. They attended ceremonies with Mayor Tagaki and exchanged gifts. Maebashi runners were invited here to run in the Fox Cities Marathon.

Mayor Laux explained the gifts on display from the Maebashi Seniors and the Copper gift. Appreciation was shown to The Osterbergs for acting as ambassadors on behalf of the City of Menasha

D. Authorize Mayor Laux's visit to Maebashi, Japan

Mayor Laux explained that he would be representing the City of Menasha on this trip. There would be no expense to the City.

E. Offer to Purchase – 175 Main Street – Rear – Arendal, Inc. (Held 6/19/06)

CDD Keil explained the inspection process a project goes through based on the type of funding the project receives.

CDD Keil also reported that the 38 sq. ft. owned by the City that the builder took without proper approval was an attempt to cost effectively finish the elevator at Jacks or Better. He agrees that it was the wrong thing to do, but we need to move forward.

CDD Keil also noted that the wall has no structural reliance on the City's walkway.

Concern was expressed that we are selling this property for \$1 when we are in a budget crunch.

F. Agreement between Winnebago County and the City of Menasha to Facilitate Purchase of Handicapped Accessible Voting Equipment and Assignment and Assumption Agreement, and authorize signatures.

CA/HRD Brandt explained that if the grant from Winnebago County wouldn't come through the cost of the machines would come out of the Clerk's budget.

CA/HRD Brandt further explained that the machines will be tested for accuracy before they are used in each election.

G. Assignment and Assumption Agreement by and between Diebold Election Systems, Inc. and Winnebago County and City of Menasha, and authorize signatures.

CA/HRD Brandt advised the Council to approve this contingent on his approval of the final negotiated contract

H. Request from Stone Toad Bar-Grill to serve alcoholic beverages on their patio.

Discussion regarding the need to review this ordinance and possibly make changes to it.

I. Discussion of 2007 Budget Time Table (Ald. Taylor).

Ald. Taylor explained that he feels the budget needs to be in the Council's hands earlier than previous years. Also, the Council should see the budget throughout the whole process, not just an end product.

CA/HRD Brandt explained that the Separation of Powers document doesn't allow the Council to demand its participation in the Mayor's proposed budget, but it doesn't stop them from introducing their own budget aside from or in conjunction with the Mayor's budget.

6:55 PM Administration Committee Recessed for Public Hearing  
7:01 PM Reconvened

J. R-33-06 – Resolution Authorizing The Borrowing Of \$2,415,000; Providing For The Issuance And Sale of General Obligation Promissory Notes, Series 2006C Therefor; And Levying A Tax In Connection Therewith.

Aleks Grandchalek, RBC Capital Markets, explained the projects and refinancing involved with the Borrowing and that the cost of the bonds went down. Funds should be delivered on August 1, 2006.

- K. R-34-06 – Resolution Authorizing The Borrowing Of \$1,445,000; Providing For The Issuance And Sale Of Taxable General Obligation Promissory Notes, Series 2006D Therefor; And Levying A Tax In Connection Therewith.

Aleks Grandchalek explained that since the Utility is new it falls under short term financing. Once it has some history we can address long term financing.

- L. Accounts payable and payroll for the period 6-22-06/7-6-06 for the amount of \$1,202,245.53.
- Ck # 8329 – Dominos Pizza-\$132.17 – Pizza for weekly Park Dept. meeting
  - Ck # 8372 – Piggly Wiggly-\$59.81 – Recreation Dept. purchases
  - Ck # 8429 – First Supply Appleton-\$75.42 – Parks Dept.
  - Ck # 8306 – Advantage Police Supply Inc.-\$3,296.75 – Nightvision monocular  
(Grant through Homeland Security)
  - Ck # 8310 – Arendal-\$23,800 – Same as Coronet?
  - Ck # 8314 – Baycom Inc.-\$197.15 – Installation of in squad video cameras
  - Ck # 8332 – Enterprise Systems Group-\$13,921 – Interrogation Room/Jail video cameras  
(Capitol Account)
  - Ck # 8418 – Boy's & Girl's Brigade-\$419.99 – Gang Resistance Training program
  - Ck # 8425 – Memorial Florists-\$41.15 – Landscaping at Police Dept.
  - Ck # 8529 – NM Sewerage Comm.-\$17,341-Intrest on loan
  - Ck # 8535 – Pro-X-\$631.30- Company that sprays roundup along the canal yearly
  - Ck # 8542 – Spielbauer Fireworks-\$20,000-City firework show. Same cost as last year

## II. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Eckstein to adjourn at 7:25 p.m.

**Motion carried on voice vote**

Kristin R. Sewall  
Deputy City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
July 17, 2006  
**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:45 p.m.  
Present: Ald. Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein.  
Also Present: Mayor Laux, PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PRD Tungate,  
MU GM Young, Ray Osness, Dan Pecanac, Clerk Galeazzi, and the Press.

A. Presentation of Plaque to Dale Siebers, NM Sewerage Commission

Mayor Laux presented a special recognition plaque to Dale Siebers. Dale has served on the Neenah-Menasha Sewerage Commission from October, 1977 to January, 2006. Mayor thanked Dale for his dedication and service to the City of Menasha. Dale thanked the Mayor and he appreciated being appointed to the Commission. He encouraged other residents, if given the opportunity, to service on boards/committees for the City.

Chairman Eckstein asked to take up Item D at this time.

D. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

Menasha Utility GM Doug Young updated the Committee on the progress of the steam utility plant. There will be steam blows this week when setting up for steam to Whiting Paper. Steam service to Whiting Paper is expected to be by next week. Then they will focus on Alcan. No. 3 boiler and turbine generator are on-line along with No. 4 boiler. There will be a Closed Session Council meeting for Aug. 7 to discuss the status of the litigation.

Water Treatment Plant: Most of the demolition on the east end of the building has been completed and the debris is cleaned up. They will be installing a monorail system to help with the movement of chemicals. A public information meeting was held on July 11 for the residents on Brighton Drive regarding the intake basin canal out to Lake Winnebago to improve water circulation and lessen algae at the intake. It was attended by approximately 22 people and most were pleased with the plan.

B. Presentation by Ray Osness- RBC Capital Markets: Menasha Steam Utility 2006 Financing Report

Ray Osness introduced Dan Pecanac, an Associate with RBC Capital Markets. Ray Osness explained the financing plan for the Steam Utility. The financing plan has been prepared in accordance with the Business Plan. They reviewed the timetable and the source and application of funds. It is a tight timetable, but is doable. The outstanding BAN's have a Moody's credit rating of MIG-1. It is anticipated that a similar rating will be issued on the Parity BAN's. All financings are expected to be repaid from Steam Utility Revenues.

Ray Osness and Doug Young answered questions.

C. Financial Status of the Community

Comptroller/Treasurer Stoffel explained the financial status of the City. The City's position has not changed since reporting to Moody's Investors Service. Recently the City received an A-1 rating from Moody's after they review the City's financial report. All departments of the City are doing their best to meet the needs of the City and residents within the budget. Auditors will be reporting at a future meeting on the results of their recent audit. The State imposed tax levy limits have changed how the budgets are done. Discussion ensued on current debt status and borrowing.

- D. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)  
Covered earlier.
- E. Request from Frederick A. Schroeder, The Locker Room, 800 Plank Road, outside beer garden permit through November 30, 2006.

PC Stanke reported his department has no objection to this request. There are no issues with the business. The current policy for issuing outside beer garden permits is working well.

- F. Consider partial facility rental fee reduction for Seafood Fest per approved policy  
(Recommendation from Park & Rec Board)  
No Questions or Discussion.
- G. Request to waive the special use permit fee(s) related to the Calder Concession Facility project

Mark VanDerZee from Menasha Joint School District explained the school district is funding a portion of the project, the rest of funding is coming from private donations. In the past, the school district has asked for fees to be waived.

- H. O-24-06 – An Ordinance Relating to Salary of the Municipal Judge

Discussion on what the salary is for other municipal judges with similar case loads.  
Ald. Merkes asked for this to be held until the next meeting when CA/HRD Brandt will be available to answer questions.

6:55 p.m. – recessed for public hearing

7:00 p.m. – reconvened

- I. Accounts payable and payroll for the period 7-13-06/7-13-06 for the amount of \$292,935.16
  - Ck. #8591-Geoanalytics, Inc.-\$6,500.00 – first installment of Govern Software update,
  - Ck. #8593-Gremmer & Assoc.-\$1,587.50 – future stormwater pond design for Nature's Way.  
(part of TIF #9)
  - Ck. #8659-Winn. Cty Treasurer - \$7,944.76 – landfill fees; \$3,412.57 – landfill fees;  
\$6,600.00 – demolishing of 204 Railroad St  
(reimbursed by County)
  - Ck. #8614-Memorial Florist - \$1,354.90 – plants/flowers along river walk/Parks Dept.

## II. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Hendricks to adjourn at 7:07 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
August 7, 2006  
**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:36 p.m.  
Present: Ald. Chase, Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein, Michalkiewicz  
Also Present: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PRD Tungate,  
MU GM Young, Clerk Galeazzi, the Press.
- A. Introduction of new Library Director Tasha Saecker.  
Not available
- B. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)
- MU GM Young reported they are generating 100% steam to Sonoco and Whiting Paper. Things are going well. They are working through some start up issues with the type of coal they are using. They are anticipating on-line start up for Alcan/Pechiney will be mid-August. There may be some noise issues, but will be minimal.
- Water Treatment Plant: Project is going well. They have started pouring the concrete for the basement of the new building on the west end of the plant.
- C. Comptroller/Treasurer Stoffel's recommendation for cat license fees.
- Discussion on the recommended fees of \$7 & \$12 being the same as the current dog licenses. The amount is \$1.00 higher than what Neenah charges for their cat & dog licenses.
- D. License: "Class B" application of Stone Toad, Inc., Jennifer Weinandt, Agent for the premises at 1109 S. Oneida Road for the 2006-2007 licensing year.
- CA/HRD Brandt explained the difference between a regular "Class B" and reserved "Class B" liquor license.
- E. Request of Solea Mexican Grill, 705 Appleton Road to serve food and alcohol on their outside seating area until November 1, 2006.
- CDD Keil explained the owners of Solea Mexican Grill are working with his staff on building a deck that they will use for serving food and alcohol. There are a few issues that need to be worked out.
- Moved by Ald. Merkes, seconded by Ald. Michalkiewicz to table.  
**Motion carried on voice vote.**
- F. Transportation Economic Assistance (TEA) Job Guarantee Agreement between City of Menasha And Wisconsin Department of Transportation, and authorize signature. (River Street)
- Mayor Laux explained the bids for the River Street reconstruction project have come in lower than expected, so the total grant money may not be needed. The job guarantee agreement is based on the amount of the grant money that is used.
- G. Project Agreement for Transportation Economic Assistance Grant (TEA) between City of Menasha and Wisconsin Department of Transportation, and authorize signature. (River Street)  
No Questions or Discussion
- H. O-24-06 – An Ordinance Relating to Salary Of The Municipal Judge (Held 7/17/06)
- Ald. Merkes explained he asked for more information on salaries of other Municipal Judges. He obtained the salaries of Municipal Court Judges. This should have been set before the election in April.

I. O-26-06 – An Ordinance Relating to the Mayoral Budget.

Mayor Laux explained the current ordinance calls for the budget to be available for Council review 10 days before the first Thursday of November, which this year would be around Oct. 23. Moving this up might put staff in a bind for providing accurate information. Sometimes the State doesn't pass their budget on time, there by putting holdups on the City's budget.

Compt. Stoffel explained the time frame for when department heads need to submit their budgets to him. The State usually doesn't set the state levy limits until mid-September and our budget is adjusted based on what the levy limits are set at. Setting the date for the budget available for Council review to Oct. 1 would give him and his staff a short time frame to get everything put together. Some of the numbers may not be accurate. Will work on getting budget done earlier, but will need some flexibility.

Discussion ensued on needing more time to review a tight budget.

CA/HRD Brandt mentioned some previous statements made by Ald. Taylor are inaccurate. Ald. Taylor called for a Point of Order – CA/HRD Brandt getting off the topic being discussed. Chairman Eckstein - Point of Order not well taken.

J. R-36-06 – Resolution Transferring/Appropriating Funds

Compt. Stoffel gave a background on the changes in the new software program that is used for accounts payable and payroll. He also explained which departments exceeded their budgeted amount.

Discussion ensued on budgets being short/over.

K. R-37-06 – Resolution Continuing Appropriations.

Compt. Stoffel explained some of the continuing appropriations for the Health Dept are from when the grants from State are received. The State's fiscal year is different than the City's.

L. Accounts payable and payroll for the period 7-20-06/8-3-06 for the amount of \$1,562,141.81

Ck. #8668 & 8787-Beck Electric, are for the same item; will be corrected.

Ck. #8782-Appansha Pet Clinic-\$205. – put animal to sleep and test for rabies.

Ck. #8873-Badger Lab & Engineering-\$932. – quarterly billing for testing of wastewater.

Ck. #8667-Badger Highways-\$12,478.16 – hot asphalt mix for Barker Farm VI area and Emily St.

Ck. #8671-Borsche Roofing-\$259.32 – repair to roof at 430 1<sup>st</sup> St/Public Safety Bldg

Ck. #8827-Party America-\$168-87 – supplies for P&R playground program.

Ck. #8922-City Treasurer-\$3,899.71 – tax payment for Parcels #5-474 & #3-358.

Ck. #8958-WPPI Benefit Plan Trust-\$165.56 – overpayment to Affinity Medical, returned to WPPI

Ck. #8865 & 8803-APWA-Wisconsin Chapter – snow plow rodeo state competition.

Ck. #8914-Menasha Utilities-\$197,213.86 – property purchased from Utilities (part of TIF 10)

Ck. #8837-Diane Schabach-\$2,743.31 – misc. expenses for Marina-Locks Celebration

Ck. #8788-Berstrom GM of Neenah-\$753.00 – snow plow attachments

Ck. #8799-Elan Cardmember-\$21.34-Tom's Drive-In – lunch for P&R employees  
\$18.50-Menasha Grill – lunch for Library Director Fry

Ck. #8715-Steve Pack-\$9.79 – mileage for attending seminar in Kimberly

Ck. #8857-Water Care Services-\$78.00 – bottled water for City Hall water coolers

Ck. #8770-All-Sport Trophy-\$188.25 – appreciation plaque for Dale Siebers; memorial plaque on bench at Jefferson Park; nametags for pool employees

II. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to adjourn at 7:00 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
August 21, 2006

**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:30 p.m.  
Present: Ald. Merkes, Wisneski, Pack, Eckstein, Michalkiewicz, Chase  
Excused: Taylor, Hendricks  
Also Present: Mayor Laux, CA/HRD Brandt, PC Stanke, FC Vander Wyst, DPW Radtke,  
CDD Keil, PRD Tungate, Sanit. Drew, MU GM Young, Clerk Galeazzi,  
and the Press.

A. Introduction of new Library Director Tasha Saecker.

CA/HRD Brandt introduced the new Library Director Tasha Saecker. LD Saecker started her duties on July 1. She was previously with the Green Lake Library.

LD Saecker thanked the Council and said she is very excited to be the director.

B. 175 Main Street Rear Façade Encroachment – James Olsen, Arendal Inc.

CDD Keil introduced James Olsen from Arendal, Inc.

Mr. Olsen explained he is the owner of 175 Main Street and he would like to appeal the conditions the Council put on the approval of the offer to purchase on the rear façade of the building. He presented pictures showing the encroachment. He gave a brief history on how this situation came about. He did receive approval from the Landmarks Commission on the type of brick that was used to reinforce the bowed wall on the building at 175 Main Street. The reinforcement encroached about 15 inches onto the elevated walkway. Based on the approval from the Landmarks Commission, they went ahead with the project. Some of the conditions attached to the approval are not understandable or feasible.

C. Winnebago B2B Article -Independent Inspections, LTD Reply -Connie Watt, Dennis Jansen (Discussion only)

CDD Keil explained an article appeared in the newspaper Winnebago B2B on the rating of area municipalities building inspection departments. The City of Menasha received a D- rating. He had contacted the president/publisher of the newspaper and asked him to appear at the meeting to discuss his article and what criteria he used to comply the rating system. He declined to appear. Dennis Jansen and Connie Watt representing Independent Inspections Ltd. were present to explain how their business handles the duties of the building inspection department for the City. It is very similar to the way other municipalities operate their inspection departments. They follow State codes when doing inspections. They compared their documenting/logging system to the City of Neenah's. Both reports contain the same information.

D. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

MU GM Doug Young reported they are continuing to sell steam to Sonoco and Whiting Paper. They are in the process of getting Alcan on-line. They anticipate delivery of steam to Alcan by early-September. They are working out some start up issues with the DNR. The No. 5 turbine generator is expected to be operating by mid-September. They are waiting for the due diligence report. The report is expected to be completed in Sept.

Water Treatment Plant Project: They continue to pour the walls for the foundation of the building. The southside of the building has a new loading dock. The project is on time and within budget.

E. Health Department Agreement with Fox Valley Public Health Preparedness Consortium, January 1, 2006 to December 31, 2006, and authorize signature.  
No Questions or Discussion

F. Health Department Asbestos Compliance Inspection Contract Agreement with State of Wisconsin Department Of Natural Resources through June 30, 2007, and authorize signature.

City Sanitarian Drew explained this contract is the same as the previous years. No changes.

G. Intergovernmental Cooperative Agreement to Facilitate Purchase of Accessible Voting System With Calumet County, and authorize signature.  
No Questions or Discussion

H. O-28-06 – An Ordinance Relating to the Mayoral Budget.

Moved by Ald. Merkes to hold until next meeting. No second, motion fails.

I. O-27-06 – An Ordinance Relating to the Common Council Meetings.

CA/HRD Brandt explained the department heads this ordinance relates to are the City Attorney/ Personnel Director, Director of Public Works, Park & Recreation Director, Community Development Director, Comptroller/Treasurer, Public Health Director, and Police Chief. The Fire Chief will only be required to attend meetings if there is an item on the agenda pertaining to the Fire Dept. He will check if the Library Director is included in this ordinance.

J. Accounts payable and payroll for the period 8-4-06/8-17-06 for the amount of \$2,432,576.86.  
No Questions or Discussion

## II. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to adjourn at 6:30 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
September 5, 2006

**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:45 p.m.  
Present: Ald. Wisneski, Pack, Hendricks, Eckstein, Chase, Merkes, Taylor  
Excused: Ald. Michalkiewicz  
Also Present: Mayor Laux, CA/HRD Brandt, PC Stanke, DFC Auxier, DPW Radtke, CDD Keil,  
PRD Tungate, Comp Stoffel, MU GM Young, Clerk Galeazzi, and the Press.
- A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)
- MU GM Doug Young reported they are continuing to sell steam. The high-pressure pipe issue at Alcan has been addressed. Utilities are ready to sell steam to Alcan, however Alcan has put a hold on the start-up until they get their new plant up and running. The last issue to resolve has to do with the backpressure turbine generator. The finance report of due diligence report has been completed. The final report should be completed soon.
- Water Treatment Plant Project: MU GM Young presented photos of the project. All concrete foundation pads have been poured. They are currently working on the walls. They are making good progress. There is a material in the concrete that keeps water from leaking into the foundation. The loading dock is completed. Construction is going well and the project is within budget.
- B. License: "Class A" application of U.S. Oil Co., Inc., Gerald G. Smith, Agent for the premises at 700 Third Street for the 2006-2007 licensing year.
- CA/HRD Brandt reported everything is in order with this application.
- C. Agreement with Excel Properties, LLC, 428 Third Street, and authorize signatures.
- CDD Keil explained the situation came to light in 2004 when the strip mall was being constructed. Menasha Utilities had an environmental study done on this property when they owned it, and all known issues were taken care of. The fuel tanks showed up during the construction. Further study showed it once was the site of the City garage.
- Discussion ensued on who should have been responsible to research the property before it was sold to a developer. Concerns on the cost to the taxpayers to correct the situation and why situation wasn't addressed earlier.
- CA/HRD Brandt explained he has been negotiating with Excel Properties and this is what they have worked out.
- D. Release and Settlement Agreement Between City of Menasha and Time Warner Cable regarding Franchise Fee Dispute, and authorize signature. (Recommendation from Cable T.V. Committee)
- CA/HRD Brandt explained the settlement agreement. The Cable T.V. Committee has been negotiating with Time Warner Cable on back payment of franchise fees. This is the agreement that has been reached. Time Warner Cable will pay the City of Menasha \$62,300 as back payment on franchise fees. As allowed by Federal law, Time Warner can pass this amount onto City of Menasha subscribers. If the settlement agreement is approved, the cost passed on to each subscriber by Time Warner could be approx. \$13.30 over the next three years.
- Discussion ensued on what the current franchise fees are used for and where the back payment of \$62,300 would be applied.

E. Agreement between ACE/Wisconsin II, LLC and City of Menasha, and authorize signature.

CA/HRD Brandt explained the previous agreement between the City and ACE/Wisconsin II, LLC had a "Right of First Refusal" stipulation in it. The right of first refusal would come from Mike Weinandt the owner of The Stone Toad Bar & Grill. Mr. Weinandt had exercised that option. ACE/Wisconsin has negotiated with Mr. Weinandt to give up his option of right of first refusal. The approval of this agreement would allow Mr. Weinandt to waive his right of first refusal on the property and allow ACE/Wisconsin II, LLC the first option to contract for the purchase of the property.

F. Accounts payable and payroll for the period 8-24-06/8-31-06 for the amount of \$846,931.91.

- Ck. #9168-Avastone Technologies-\$170.00 – update of Community Calendar on website.
- Ck. #9174-Corporate Express-\$180.43 – general office supplies/paper
- Ck. #9176-Evans Title-\$3,754.00 – re-write of Owners Agreement for Lake Park Villas
- Ck. #9283-Menasha Utilities-\$53,312.01 – delinquent utilities collected on tax bill.
- Ck. #9287-Town of Menasha Utilities-\$5,077.30 – delinquent utilities collected on tax bill.
- Ck. #9327-Waterly Sanitary District-\$118.67 – delinquent utilities collected on tax bill.
- Ck. #9175-Elan Cardmember-\$845.00 – Virginia Toy items purchased by Red, White, Blue Comm.
- Ck. #9175-Elan Cardmember-\$236.20 – Montana Wooden Lettering, parking item (will check on this item)
- Ck. #9277-Manderfield Bakery-\$29.85 – donuts for volunteers of Grunski-Runski
- Ck. #9291-Nielson Communications-\$249.00 – communication helmet for motorcycle.
- Ck. #9179-Fox Valley Area Labor Council-\$200.00 – donation for Labor Day parade.
- Ck. #9222-Timmers Lawn & Lanscaping-\$995 – retaining walls around trees on Oak Street
- Ck. #9199-Naut's Landing-\$82.58 – pizza for staff at completion of swimming lesson sessions.

II. ADJOURNMENT

Moved by Ald. Hendricks seconded by Ald. Wisneski to adjourn at 6:55 p.m.

**Motion carried on voice vote.**

Deborah A. Galeazzi

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
September 18, 2006

**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:15 p.m.  
Present: Ald. Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski  
Also Present: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, Comp/Treasurer Stoffel,  
MU GM Young, Clerk Galeazzi, and the Press.

A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

GM Doug Young reported the date for the steam blows for Alcan has been set for Sept. 23. Letters have been sent to all residents in the area of the steam plant. Alcan should be on-line shortly after the completion of the steam blows. The parts for the turbine generators have been received from Brazil and will be installed. Boilers No. 3 & No. 4 are scheduled to be taken down for minor repairs the first part of October. The new parts will allow for 100% operations of No. 3 and No. 4 will be inspected at that time. The air permit test and cool water test are currently being completed as required by the DNR. The engineering part of the Due Diligent Report has been received and sent to Jaakko Poyry for preparing the final report. Mr. Young continues to have contact with SCA. He is waiting to hear back from them on scheduling another meeting.

Water Treatment Plant: The project is moving ahead with no problems. They are on schedule and within budget. They are working on pouring the walls for the new building. The loading dock off Manitowoc Street is complete. The water valves needed to be replaced, but the pipes are still in good conditions.

Mr. Young was asked to submit the monthly reports he receives from the project manager.  
Mr. Young presented pictures of the pipes to the committee.

B. Joint Powers Agreement for Winnebago County 911 Emergency System, December 1, 2006- November 30, 2007, and authorize signatures.

PC Stanke explained this is the same agreement that has been approved in the past. No changes.

C. Special Project Program Contract Between State of Wisconsin Department of Commerce and City of Menasha, Contract SPHO# 06-02 (Nature's Way Housing Project), and authorize signature

CDD Keil explained the City has received the Notice to Award from the State on this project in January, 2006. However, the State just finalized the contract for signatures. The funds have been reserved for the project.

D. SCA Tax Assessment Objection (Motion to authorize outside legal council in order)

CA/HRD Brandt explained SCA has applied to the Dept of Revenue for a tax-exempt status on the property they own on Third Street, both the mill and the parking lot. They are declaring their mill as a recycling center and therefore qualify for a tax-exempt status. CA/HRD Brandt is asking the Council for approval to authorization of outside legal council to help the City dispute SCA's claim for tax-exempt status. If approved, he would hire Attorney Bob Horowitz who has experience in handling this type of case. Atty. Horowitz has been hired by the Cities of Green Bay and DePere who are going through the same situation. This could be a \$14,000,000 reduction in overall tax base for the City of Menasha. The funds to pay for outside legal council would come from the Assessor's budget. CA/HRD Brandt has contacted State Rep. Dean Kaufert for his support on changing current legislation on this issue. It is recommended a resolution be sent to our State representatives.

Discussion ensued on what the timeline is for this type of case and if the City should wait to see what happens. It was a concern that not moving ahead now could jeopardize a lose of \$14,000,000 in tax base.

E. O-29-06 – An Ordinance Relating to Abandoned or Unclaimed Bicycles.

CA/HRD Brandt explained the Police Dept. ends up spending more time and money in documenting and storing the bicycles for the annual auction than what they get for the bicycle at the auction. This ordinance will give the Police Dept. another opportunity to dispose of bicycles such as selling them on e-Bay.

F. Budget Workshop Schedule (Ald. Taylor)

Ald. Taylor asked if the Council and staff would be interested in holding a budget review session on a Saturday. Holding budget a review session on Saturday would allow for more residents to attend.

Discussion ensued on the ordinance that is in place that sets the dates of the budget review sessions. Having the dates already set is easier for aldermen to set their work schedules.

G. Accounts payable and payroll for the period 9-7-06/9-14-06 for the amount of \$522,708.40

Ck. #9357-Ferguson Enterprises-\$137.84-supplies/Parks Dept.  
Ck. #9365-Gunta & Reak SC-\$500.50-legal work for liability suite, Zimmer vs. City of Menasha  
Ck. #9446-Krause & Metz-\$3,874.00-redrafting of Lake Park Villas Homeowners Association by-laws  
Ck. #9440-Keyes Custom Home Improv-\$550.00-saw up large logs/Parks Dept.  
Ck. #9345-Beck Electric-\$8,847.20-install wire for emergency generator/Police & Fire Dept.  
Ck. #9421-Beck Electric-\$533.78-Paris Street boat landing/equipment & labor  
Ck. #9366-Brett Halderson-\$220.23-sniper competition/Police training  
Ck. #9338-Accurate Appraisal-\$13,000.00-payment for assessment services  
Ck. #9377-Manawa Telephone-\$39.95-internet services/IT Dept  
Ck. #9392-Paper Industry International-\$90.00-annual induction ceremony/Mayor  
Ck. #9480-Sports Graphics-\$565.25-guard jackets for pool staff  
Ck. #9497-Winn Cty Treasurer-\$1,465.00-County's portion of dog license fees

II. ADJOURNMENT

Moved by Ald. Hendricks seconded by Ald. Michalkiewicz to adjourn at 6:19 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
October 2, 2006

**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:45 p.m.  
Present: Ald. Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack  
Also Present: Mayor Laux, CA/HRD Brandt, FC Vander Wyst, Lt. Bouchard, CDD Keil, PHD Nett,  
Comp/Treasurer Stoffel, MU GM Young, Clerk Galeazzi, and the Press.
- A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)
- MU GM Young reported the steam blows were completed with no problems. They are ready to deliver steam to Alcan Packaging. The part for the back pressure turbine generator has been ordered from Brazil and they expect it to be delivered this week. The final part of the due diligence report has been completed. The financial projections are close to the original business plan. There was an emergency steam blow, early in the morning, due to a lighting strike. Steam to Sonoco was interrupted for a short time, but it was quickly back on-line.  
Water Treatment Plant: The McMahon monthly construction report was provided to the Council. They are on schedule and within budget of the construction project. Their goal is to complete the concrete pours before winter so they can work on the inside of the building.
- B. Agreement between City of Menasha Health Dept. and State of Wisconsin Dept. of Commerce For Manufactured Home Community Agents, July 1, 2006-June 30, 2010, and authorize signature.
- PHD Nett explained this is a renewal agreement. The term of the agreement is longer than the previous agreement. There are a few changes to the language in reference to codes.
- C. Request for Proposals – Property Assessment Maintenance and Tax Listing Services.
- Discussion ensued on recommended changes to the RFP. It was suggested to have the assessment firm spend more than 8 hours a week at City Hall. CDD Keil explained this could be an additional charge. He also explained they would have more property information available on the City website and have a computer terminal available at City Hall for public use. Staff would be available to assist. Also recommended change to RFP would be having a live person from the assessment firm available to answer phone call from residents during regular office hours.  
CDD Keil has a list of appraisal companies he will send the RFP to and publish notice in the newspaper.
- D. R-41-06 – A Joint Resolution of the Cities of Menasha and Neenah Authorizing Neenah-Menasha Fire Rescue to Exceed the Local Levy Limits Pursuant to Wis. Stat. Sec. 66.0602(3)(h)
- FC Vander Wyst explained Wisconsin Legislature Act 484 was created for municipalities with consolidated departments for an exception to exceed the tax levy limits. This Resolution would need to be in place if it happens that either city would need to exceed the levy limits for the budget. He is working to keep his budget down, but this resolution would be a tool to use if they need to exceed the levy limit.
- E. Accounts payable and payroll for the period 9-21-06/9-28-06 for the amount of \$858,403.35.  
Ck. #9511-Family Therapy & Anxiety Ctr-\$290.25-service provided to PD for 8/15/2006-8/31/2006  
Ck. #9619-Family Therapy & Anxiety Ctr-\$301.00 – service provided to PD for 9/1/2006-9/15/2006  
Ck. #9676-Wisconsin Assoc. for Prenatal Care-\$29.00 – informational tear off sheets/Health Dept.  
Ck. #9514-Fox Stamp Sign-\$110.00 – sign for Police Dept. conference room.  
Ck. #9533-Odyssey Tours-\$1,587.00 – trip to Door County/Senior Center  
Ck. #9548-Sommerville Flag-\$350.00 – U.S. Flags for 9-11 event (funds donated)  
Ck. #9596-Aeroloc-\$1,200.00 – removal & cleanup of lights on third floor of City Hall  
Ck. #9616-Diversified Risk Ins.-\$2,549.06 – payment for TULIP Ins. For Jazz fest  
(paid for by sponsors of Jazz fest)
- II. ADJOURNMENT
- Moved by Ald. Michalkiewicz seconded by Ald. Wisneski to adjourn at 6:30 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
October 16, 2006

**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:45 p.m.  
Present: Ald. Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack, Hendricks  
Also Present: CA/HRD Brandt, Lt. Brunn, DPW Radtke, CDD Keil, Comp/Treasurer Stoffel, PHD Nett,  
PRD Tungate, MUGM Young, Clerk Galeazzi, and the Press.

- A. Update on Steam Utility Project, Water Treatment Plant Project and Wattage of Street Lights.  
(Discussion only)

GM Doug Young reported:

Steam Utility Project: Alcan Packaging has been online since Oct. 4. No problems. All three customers are now online. A variety of testing was done on the turbine generator and it went smoothly. There was an issue with a valve, but it was resolved. Jaakko Poyry is working on the Due Diligence report. They needed more information which was provided by the Utilities. The report should be available soon.

Water Treatment Plant: They are continuing to pour concrete for the side walls and floor decking. They are half-way through the posted project schedule and there are no significant changes or problems. They will be posting a 30-day notice to the public for comments to the DNR on the plans for the intake at Brighton Drive. The plan should help reduce algae build up and improve water flow.

Wattage of Street Lights: Mr. Young referred to the memo he provided for the Council indicating there is no standard wattage required for City street lights. It is up to the individual governing bodies to establish lighting levels or preferences. The Utilities made some recommendations to help to lower cost associated with street lights. Some options were lowering wattage lights, removal of downtown decorative lights, LED Lamps and tree trimming.

- B. Raise Marina slip rental fee from \$36/foot to \$36.50/foot for 2007.  
(Recommendation from Parks and Recreation Board)

PRD Tungate explained it was difficult to draw an accurate rate comparison of area marinas. Other marinas are different than Menasha's marina. There have been repairs and improvements to the marina over the past year.

- C. Revise event sponsorship and fee waiver policy effective January 1, 2007.  
(Recommendation from Parks and Recreation Board)  
No Questions or Discussion

- D. Agreement by and between Department of Workforce Development and City of Menasha  
Public Health Dept., Oct. 1, 2006 – Sept. 30, 2007, and authorize signature.

PHD Nett explained this is the same agreement as in past years. There is less money with this agreement because they will be dealing with lower number of refugees.

- E. Proposal from Accurate Appraisal for assessing services for balance of 2006,  
and authorize signature.

Comp/Treasurer Stoffel explained this contract will include tax listing services.

- F. O-30-06 – An Ordinance Relating to the Common Council Packet Communications

Discussion ensued on the type of communications that is received. Some aldermen receive calls, e-mails and letters asking for help on a situation, person doesn't want to disclose name for fear of retaliation. Some aldermen verify situation before bringing issue forward for discussion. Some communications is more attack type against City personnel or elected officials. An ordinance may not be necessary, but a policy of some type may want to be considered.

Administration Committee Minutes

October 16, 2006

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- G. Accounts payable and payroll for the period 10-5-06/10-12-06 for the amount of \$511,276.16.
  - Ck. #9685-AFNI Insurance Services-\$1,224.45 – claim against City from accident involving City employee.
  - Ck. #9729-Meteorlogix-\$2,012.52 – fee for weather services.
  - Ck. #9693-Builders Service Center-\$1,905.00 – replacement doors at swimming pool.
  - Ck. #9748-Tri-County Overhead Door-\$195.00 – work at Marina
  - Ck. #9776-Faith Technologies-\$48,888.00 – camera installation at bridges (reimbursed by State)

II. ADJOURNMENT

Moved by Ald. Michalkiewicz seconded by Ald. Pack to adjourn at 6:20 p.m.

**Motion carried on voice vote.**

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
November 6, 2006

**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:30 p.m.  
Present: Ald. Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein, Michalkiewicz, Chase  
Also Present: CA/HRD Brandt, Mayor Laux, Lt. Bouchard, DPW Radtke, CDD Keil, PRD Tungate,  
PHD Nett, Comp/Treasurer Stoffel, MU GM Young, Clerk Galeazzi, and the Press.
- A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)
- Steam Utility Project: GM Doug Young reported the back pressure turbine generator is on-line and ready for use. Everything else is working fine. Jaakko Poyry is finalizing the Due Diligence Report. The maintenance work on #4 Boiler is going well.
- Water Treatment Plant: Provided monthly construction report from McMahon Associates. Construction is progressing in accordance with the schedule. They are about ½ way through the project.
- B. Weights and Measures Proposed Fees for Licensing Period 7-1-07 to 6-30-08  
(Recommendation of Board of Health)
- PHD Nett explained she checked with other area municipalities on their fees. Some municipalities charge 100% of cost. Her 2007 budget reflects this increase in fees. Some municipalities have the State handle their weights and measures inspections. The State inspectors are 3-5 years behind schedule for inspections.
- C. O-33-06 – An Ordinance Relating to Off-Street Parking For Business and Professional Office, Public Administration Buildings, Supermarkets, Discount Houses, Mail Order Outlets, Retail Stores, and Other Stores with High Customer Volume.  
No Questions.
- D. O-34-06 – An Ordinance Relating To Junk Vehicles.
- CA/HRD Brandt explained this ordinance will eliminate the 30 day waiting period. Also, a list of common issues are provided to more readily identify junk vehicles as part of the ordinance. The Police Department included a copy of the citation that is issued for a junk vehicle.
- E. R-42-06 – A Resolution Creating Redevelopment Area No. 1 – Province Terrace Corridor; Declaring Blight, Designating Boundaries and Approving The Redevelopment Plan Therefor.
- CDD Keil explained with a change in State Statue, it gives a different definition of blight. TIF #9 was created to improve the area along the Province Terrace Corridor. This will give RDA the authority to designate and approve a redevelopment plan for this area. The RDA held a public hearing on this and a public hearing will be held before the Common Council meeting.
- F. R-43-06 – A Resolution Requesting the Wisconsin Legislature to Enact Legislation to Reverse The Newark Decision and to Narrowly Interpret Sec. 70.11 (21).  
No Questions.
- G. Department of Revenue Error/Adjustment for Calumet County (Informational only)  
(Comp/Treasurer Stoffel)
- Comp/Treasurer Stoffel explained the adjustment made to property value in Calumet County portion of the City. \$8,000,000+ of property value was not reported correctly to the Dept. of Revenue. This amount will now be added onto the equalized valuation for that portion of the City and property owners in Calumet County will be receiving a larger percentage of the City, School District, Technical College and County property tax levy.

- H. Accounts payable and payroll for the period 10-19-06/11-2-06 for the amount of \$1,253,145.79
- Ck. #9932-Martenson & Eisele-\$400. – renovation of Finance Dept. lobby.
  - Ck. #9952-Professional Concrete-\$6,313.50 – mud jacking of various sidewalks.
  - Ck. #10054-RW Management-\$200 – should be \$2,000 monthly fee.
  - Ck. #10084-Gail Bottine-\$7,586. – money recovered during death investigation.
  - Ck. #10021-Good Armstrong Training-\$150. – Asbestos Inspector Training.
  - Ck. #9951 & 10052-Pro-X Systems Lawncare-\$188.36 & \$56.90 – winterizing of Parks.
  - Ck. #9954-Reeves Construction-\$7,346.35 – lead prevention program.
  - Ck. #9966-ThedaCare-\$110.40 – blood drawn.
  - Ck. #9946-Veolia Environmental Services-\$67.10 – recycling for Broad Street.
  - Ck. #10065-UW Fox Valley-\$4,225. – videotaping & editing of Council meetings, July-Sept.
  - Ck. #10055- AT&T-\$235.89 – service to lift stations and connection between PD & City Hall.
  - Ck. #9999-Avastone Technologies-\$276.25 – updating Market Drive System for Assessor Dept.
  - Ck. #10031-Martentson & Eisele-\$17,132. – work on River Street, Lake Park Villas, Silver Birch Subd.
  - Ck. #10002-Beck Electric\$12,787.51 – work on lift bridge, will be reimbursed by State.
  - Ck. #10148-Winn Cty Reg of Deeds-\$60. – recording fees for Weinandt easement & Biechler land transfer.

II. ADJOURNMENT

Moved by Ald. Michalkiewicz seconded by Ald. Pack to adjourn at 6:35 p.m.

**Motion carried on voice vote.**

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
November 20, 2006

**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 6:00 p.m.  
Present: Ald. Pack, Hendricks, Eckstein, Michalkiewicz, Merkes, Taylor, Wisneski.  
Excused: Ald. Chase  
Also Present: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, PRD Tungate,  
Comp/Treasurer Stoffel, AP Beckendorf, PHD Nett, PWS Jacobson, Pk. Supt. Huss,  
Sanit Drew, MU GM Young, Clerk Galeazzi, and the Press.
- A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)
- Steam Utility Project: GM Young reported the No.5 generator is producing electricity. He elaborated on a few parts of the Due Diligence Report prepared by Jaakko Poyry. This was an independent evaluation of the Steam Utility Project.  
Water Treatment Plant: GM Young reported on the construction progress. Most of concrete walls and floors are poured. The project is moving along well with few interruptions. He explained a special material is mixed with the concrete when the floors were poured to prevent water from leaking through the floors.
- B. Waiver of Assessments, Outagamie County Airport Property - Natures Way.  
(Southfield West Subdivision)
- DPW Radtke explained approving this would allow them to finish the road. The cost for the street and infrastructure would be advanced from TID #9.
- C. Request for Proposal – Janitorial Services at Police Department.
- PC Stanke explained the RFP includes all duties currently being performed by in-house custodial staff. The City Attorney has reviewed the RFP to require adequate insurance covers. Background checks can be performed on employees of the company that is selected.
- D. O-35-06 – An Ordinance Relating to Prohibited Parking (University Drive)  
No Questions or Discussion.
- E. R-44-06 – Resolution Levying Taxes for the Purpose of Paying the Operating Expenses  
For the Year 2007 for the City of Menasha.  
No Questions or Discussion. Public hearing set for later.
- F. Accounts payable and payroll for the period 11-9-06/11-16-06 for the amount of \$631,745.18.  
Ck. #10209-Miron Construction-\$1,550 – repair damaged wall/Parks Dept.  
Ck. #10231-Tough Solutions-\$2,500 – Laptop Computer/Police Dept.

II. ADJOURNMENT

Moved by Ald. Michalkiewicz seconded by Ald. Pack at 6:32 p.m.

**Motion carried on voice vote.**

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
December 4, 2006

**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 6:00 p.m.  
Present: Ald. Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack.  
Also Present: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, Comp/Treasurer Stoffel, MUGM Young, Clerk Galeazzi, and the Press.

- A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)

Steam Utility Project: GM Young reported staff is now focusing on operating and maintaining the equipment. No. 3 & 4 boilers had a few minor repairs. There are a few small issues that will be addressed during the holiday shut down of the user mills. No. 5 turbine is operating and making electricity. They are working on putting together an in-house committee to look at issues addressed in the Due Diligence report. They want to keep up on things that might impact operations.

Water Treatment Plant: They are still pouring concrete walls and floors. Next will be to put the roof over these areas. The in-side work will be done during the winter months. There are a few change orders that will be addressed during Board of Public Works. The project is on tract and within budget.

- B. Review and Accept 2005 City of Menasha Audit Report (David Maccoux, Schenck)

David Maccoux from Schenck reviewed the 2005 Annual Financial Report of the City. He reported that the internal control structure did not disclose any conditions that they believe to be material weaknesses and that nothing came to their attention to indicate that the City was not in compliance with laws, regulations, contracts and grants for which noncompliance could have a material effect on the City's basic financial statements. He explained different parts of the report and recommended the City develop a policy for processing journal entries.

- C. Agreement with Schenck Government and Not For Profit Solutions to provide Audit Services to the City of Menasha and Menasha Utilities for fiscal years 2006, 2007 and 2008, and authorize signatures.

Comp/Treasurer Stoffel explained he is satisfied with the work Schenck does. They do a good job for both the City and Utilities. He has a high degree of confidence and familiarity with Schenck. He feels their quote is not out-of-line from other auditing firms. The City and Utilities have built up a good working relationship with Schenck.

MU GM Young explained Schenck has been working with the Utilities on the Steam Utility Plant and Water Treatment Plant projects. They have a background on these projects.

Discussion ensued on if a Request for Proposals should be requested when renewing contracts.

- D. Development Agreement Between The City of Menasha and PPF Commercial-Menasha Subdivision, LLC, and authorized signatures.

DPW Radtke explained the 50' right-of-way would be enough room for emergency vehicles to maneuver and also allow for sidewalk and terrace. This is the same width as at Lake Park subdivisions He also explained the special assessments are for streets and curb & gutter in accordance with City Code, deferred up to 5 years.

E. O-36-06 – An Ordinance Relating to Meetings of the Common Council, Administration Committee  
And Board of Public Works.

Discussions ensued on holding the Common Council meeting first and then the committee meetings after Common Council. This would allow Council members more time to research the issues and obtain more information before voting on an item. It would also allow for more opportunity for citizen input. Some of the Council members feel changing the order of the meetings would delay in some important actions.

F. Accounts payable and payroll for the period 11-22-06/11-30-06 for the amount of \$656,783.91

Ck. #10387-Brevis Corp.-\$35.11-Ultraviolet Teaching Lotion for schools/Health Dept  
Ck. #10503-United paper Corp.-\$183.60-plastic door knob bags for recycling info/Public Works  
Ck. #10404-Larsen Engineering-\$475.00-foundation engineering at Natures Way project & meeting.  
Ck. #10479-menasua Electric & Water-\$119.22-seasonal billing for Manitowoc St. boat landing.  
Ck. #10505-US Cellular-\$283.17-Mayor's portion of cellphone bill includes new cellphone.  
Ck. #10499-Stafford, Rosenbaum LLP-\$301.00-legal services for SCA Tissue tax-exempt issue.

II. ADJOURNMENT

Moved by Ald. Merkes seconded by Ald. Wisneski to adjourn at 6:54 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi  
City Clerk

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
December 18, 2006  
**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:45 p.m.  
Present: Ald. Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack, Hendricks.  
Also Present: Mayor Laux, CA/HRD Brandt, PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, PHD Nett, Comp/Treasurer Stoffel, MU GM Young, Clerk Galeazzi, and the Press.
- A. Update on Steam Utility Project and Water Treatment Plant Project. (Discussion only)  
Steam Utility Project: GM Young reported the staff is in full operations mode. There are a few minor maintenance issues but the operation of the plant is going well. They are working on insulating the storage tanks. Some maintenance issues will be addressed during the holiday shut-down of the mills. The in-house task team has been formed and they are putting together a list of items to address. One of the first items to address is coal procurement. Staff will put together an RFP for distribution to vendors.
- CA/HRD Brandt reported that an arbitrator has been selected and is working with both parties to schedule a date for a meeting to move forward on the case.
- Water Treatment Plant: The crew continues to pour concrete for the walls. They are about halfway through the project. They are on schedule and within budget on this project.
- B. Approval of Democratic, Republican and Non-Partisan poll worker lists for the City of Menasha For 2007 election year, pursuant to Wis. State Statutes 7.30  
No Questions or Discussion.
- C. Contract with UW-Fox Valley for taping of Council and Committee meetings, and authorized signatures.  
Comp/Treasurer Stoffel explained the amount budgeted for 2007 for taping of meetings is \$17,500. CA/HRD Brandt explained the contract was prepared by UW-Fox Valley. When the total amount billed reaches the amount of \$15,000 stated in the contract, taping of meetings will cease until direction is given by the Council
- D. Recommendation for Custodian Services at Public Protection Building for 2007.  
No Questions or Discussion.
- E. Grant Agreements between Winnebago County and City of Menasha for the term Jan. 1, 2007 to Dec. 31, 2007, for 1) Senior Center Coordinator; 2) Senior Center Activity Coordinator; 3) Older Adult Health Screening Program, and authorized signatures.  
No Questions or Discussion.
- F. Determine Policy regarding advertising vacancies in City newspaper.  
CA/HRD Brandt explained the current procedure of advertising for employment vacancies in the City newspaper is getting expensive. He is looking for direction from the Council on other alternatives for advertising. He suggests using the City Website, other Internet employment sites and word of mouth as other alternatives. If the Council directs him to continue with advertising in the City newspaper, they would need to increase his advertising budget.
- G. Request for HR Director to exceed advertising budget.  
CA/HRD Brandt explained this item would need to be acted on if the Council directs him to continue to advertise in the City newspaper for filling employment vacancies.
- H. Contract with Fox Valley Humane Association. (Available Monday)  
No Questions or Discussion.
- I. Price Increase-Uniform Dwelling Code (UDC) Seals.  
No Questions or Discussion.

J. O-37-06 – An Ordinance Relating to Recreational Fires.

This ordinance would change the requirement of a recreational fire permit from annual to permanent. The permit will expire when the property owner no longer owns the property for which the permit is issued.

Discussion ensued on keeping it on annual bases to stay consistent with the City of Neenah, making it easier for the N-M Fire Dept. to enforce the ordinance. Residents will be kept up on any changes to the rules and requirements with requiring annual renewal of permits. Requiring annual renewal will help keep a current list of those who hold permits for reference by Police and Fire Depts.

The revenue generated from recreational fire permits is part of the 2007 budget.

Supporters of this ordinance explained requiring property owners to purchase a permit for a recreational fire on their own property is just another tax. People do not get much for the current fee of \$15. There is no additional training provided by the Fire Dept.

K. O-39-06 – An Ordinance Relating To Prohibited Left Turns.

No Questions or Discussion.

L. R-49-06 – Resolution Authorizing Redemption Of A Portion Of The General Obligation Promissory Notes, Dated June 15, 2000.

Comp/Treasurer Stoffel explained the remaining balance of these Notes is \$125,000 and the City has the funds available now to pay off before the maturity date of April 1, 2008. Paying this off early saves the City interest charges. This bond covered Public Works projects.

M. Accounts payable and payroll for the period 12-7-06/12-14-06 for the amount of \$456,913.77

Ck. #10518-Accent Floral & Gifts-\$260 – five funeral arrangements.

Ck. #10611-Batteries Plus-\$39.99 – battery replacements for Refuse Dept.

Ck. #10626-Interstate Battery-\$121.90 – batteries for City garage equipment.

Ck. #10644-City of Menasha Treasurer-\$243.15 – delinquent utility amount on wrong tax bill

Ck. #10534-David & Kuelthau-\$1,175 – representing City's interest in WISCO properties foreclosure.

Ck. #10632-Laib Restoration - \$3,135. – repair work done at Memorial Building.

Ck. #10656-Stumpf Creative Landscapes-\$630 – trees planted along River walk.

II. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Pack to adjourn at 6:34 p.m.

**Motion carried on voice vote.**

Deborah A. Galeazzi  
City Clerk