

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Council Chambers, 3<sup>rd</sup> Floor  
140 Main Street, Menasha  
Tuesday, January 4, 2005  
**Minutes**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 6:30 p.m.

Present: Ald. Eckstein, Michalkiewicz, Mulvey, Barker, Taylor, Wisneski, Weber, Foth

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

A. Accounts payable and payroll for the period 12-21-04/12-30-04 for the amount of \$1,035,614.70

Ck #27250-Glen Canale-\$264.00 – reimbursement of League conference

Ck #27286-Promotion Plus-\$2,199.80 – recycling magnets

Ck #27379-Gunta & Reak SC-\$1,811.63 – attorney representation for Police Dept. claim

Ck #27381-Hirschy Inc. -\$1,400.00 – Senior Center Christmas party

Ck #27419-Vinton Construction-\$87,840.56 – payment for Main Street work

B. An Ordinance Relating to Boat Stalls and Boat Fees

No questions or discussion

C. A Resolution Authorizing Joint Application with Calumet County for Housing Organization and Direct Assistance Program (HODAP) Funds

CDD Keil explained the housing project would be on a seven acre parcel of land just south of Natures Way and west of the Utilities substation. This is only at the preliminary stages. The project would be approximately 16 affordable housing units depending on the building area. The cost to build the units would be \$100,000 to \$105,000 and sell for \$60,000 to \$70,000. This project would be part of TIF #9. The passing of this Resolution would allow the City to make a joint application with Calumet County to pursue Housing Organization and Direct Assistance Program funding.

D. A Resolution Saluting the Menasha High School Bluejay Brigade Marching Band for their Participation in the 2005 Inaugural Parade

No questions or discussion

II. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to adjourn at 6:46 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  
Monday January 17, 2005  
**MINUTES**

I. ROLL CALL

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

Present: Ald. Eckstein, Barker, Taylor, Wisneski, Weber, Foth

Excused: Ald. Michalkiewicz, Mulvey

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PRD Tungate, PHD Nett,  
CA/PD Brandt, Mayor Laux, Clerk Galeazzi and the Press

A. Accounts payable and payroll for the period 1-6-05/1-13-05 for the amount of \$7,036,413.08

Ck #27436-Connecting Cultures Interpreting-\$113.50 – interpreter/Health Dept.

Ck #27463-Sagem Morpho-\$2,093.00-thump print scanner/Police Dept.

Ck #27450-Johnson Properties-\$70,731.90-reimbursement to developers of Lake Park Villas

Ck #27483-Chapter 13 Trustee-\$380.00-garnishment of wages

B. Approval of Confined Space Entry Program

DPW Radtke explained legible signs are posted at the entrances to the confined spaces at both City Hall and the swimming pool. The person authorizing entry to confined spaces for the sanitary sewers is an employee of the Street Dept. (Street Supt. or Asst. Street Supt.).

CA/PD Brandt explained Jeff Roemer of RW Management Group is the program administrator. He is qualified for this position and is part of the contract the City has with Mr. Roemer for safety management

C. Recommendation by the Parks and Recreation Board to approve reciprocity agreements with the Cities of Neenah, Appleton and the Town of Menasha for 2005  
No discussion or questions

D. Recommendation by the Parks and Recreation Board to approve program fees and charges for 2005

PRD Tungate explained the dock boxes at the Marina are no longer a separate charge. He also explained the fees charged for the rental of the park shelters and picnic areas are enough to recoup cost to maintain these areas.

E. Renewal Agreement and Contract between Advocap and City of Menasha Committee on Aging with Menasha Senior Center for meal site service, Jan. 1, 2005-Dec. 31, 2005, and authorize signatures.

PHD Nett explained this renewal agreement is for the use of the Senior Center. There is no exchange of money.

F. Independent Inspectors LLC revised contract proposal

CDD Keil explained fees charged by Independent Inspectors have not been adjusted since 1998. Community Development Dept. compiled information on inspection fees charge by surrounding municipalities. The amounts charged by other municipalities do not include the same type of fees that the City currently charges.

F. Independent Inspectors LLC revised contract proposal, Cont'd.

Connie Watt and Dennis Jansen from Independent Inspectors were available to answer questions from the council.

The Council would like to see direct comparisons of other municipalities based on similar building size and work being completed.

Ald. Eckstein suggested this item be held for two weeks to obtain more information.

G. Appeal of Denial of Operator's License – Toni-Marie Tuner

PC Stanke explained his policy on the processing of applications for bartender's license  
CA/PD Brandt explained the state laws pertaining to the issuance of bartender's license.  
The Council asked to hear from the applicant, Toni-Marie Tuner.  
Toni-Marie Turner, 625 Fifth Street, Menasha, pleaded her case to the council.

Moved by Ald. Foth, seconded by Ald. Wisneski to deny her appeal.

Discussion: Ald. Taylor feels six months is enough time served. She did take the initiative to appeal the denial.

Motion carried on roll call 5-1. Ald. Taylor – no

H. A Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys

Compt. Stoffel explained the previous resolution did not grant the Deputy Treasurer authorization to transfer funds. All approval of checks and transfers goes through the Comptroller.

I. A Resolution Supporting Amendment to Absentee Voting Law

Clerk Galeazzi explained this resolution will be sent to the State Legislature requesting the absentee voting process be reverted back to what it was originally designed for. With the passing of ACT 182 in 1999 allowing voters to request absentee ballot with no given reason, the cost and labor have increased for the clerk's office and election workers. There are other municipalities that are showing an interest in passing this resolution and forwarding it to the State Legislature.

J. A Resolution Relating to Reduction of Poll Workers  
No questions or discussion

II. ADJOURNMENT

Moved by Ald. Weber, seconded by Ald. Taylor 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  
Monday February 7, 2005

**MINUTES**

I. ROLL CALL

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

Present: Ald. Mulvey, Barker, Taylor, Wisneski, Weber, Foth, Eckstein, Michalkiewicz

Also Present: PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, Comp Stoffel,  
PHD Nett, CA/PD Brandt, Mayor Laux, Clerk Galeazzi,  
David Maccoux (Schenck), and the Press

C. Accounts payable and payroll for the period 1-19-05/2-3-05 for the amount of \$1,385,145.96

Ck. #1070-\$788.00-Cal Stanke – reimbursement of program for Park & Rec. Dept.

Ck. #1150-\$300.00-Paul Salmon – ice sculpture for program at Library

Council members commented on the new accounts payable system. Format is easier to follow. Invoice descriptions will reduce questions.

D. Health Services fees for parochial schools for the 2005-2006 school year.

No Questions or Discussion

E. Request of Comp. Stoffel to attend National GFOA Conference in San Antonio, TX

June 26-29, 2005

Compt Stoffel explained this is a good educational conference to attend. He will receive Continuing Professional Education credits for attending. The last National GFOA conference he attended was in 1999.

Ald. Barker commented that she is in favor of attending conferences to keep up on changes and new techniques. It is money will spent.

G. Review and accept 2003 City of Menasha Audit Report

David Maccoux from Schenck explained the audit report and answered questions from Council members. He explained how the financial statements are in accordance with the requirements of Governmental Accounting Standards Board (GASB). Some of the accounts were reclassified as part of the implementation of the GASB reporting. He also reported that the City is financially secure.

H. Approval of Charles Panure as Agent for C&D Shell LLC, d/b/a Waverly Beach Shell  
W7298 Hwy 10 & 114, Menasha

CA/PD Brandt explained this is a change of name of the corporation and change of agent.

I. Approval of the purchase of a 2005 Chevrolet 6-passenger Suburban through the State bid as recommended by the Truck Committee and Chief VanderWyst with a total purchase price including additional equipment necessary, as \$38,875.69 through Ewald Chevrolet.

FC Vander Wyst explained total cost including the command center equipment is \$38,875.69.

The cost to the City of Menasha would be 39.13% or \$15,212.06. Funds have been budgeted for this purchase.

- J. Sale of 3.75 acre parcel located at the northeast corner of Manitowoc Road and Oneida Street To Clem and Carol Weinandt, \$34,000 per acre

CA/PD Brandt explained the offer is contingent upon the Buyer obtaining financing from the Small Business Association.

- H. A Resolution Requesting the Wisconsin State Legislature to Increase Minimum Wage.  
No Questions or Discussion

## II. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Weber to adjourn at 6:40 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  
Monday February 7, 2005

**MINUTES**

I. ROLL CALL

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Present: Ald. Mulvey, Barker, Taylor, Wisneski, Weber, Foth, Eckstein, Michalkiewicz

Also Present: PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, Comp Stoffel,  
PHD Nett, CA/PD Brandt, Mayor Laux, Clerk Galeazzi,  
David Maccoux (Schenck), and the Press

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No Questions or Discussion

## II. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Weber to adjourn at 6:40 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  
Monday February 21, 2005

**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 6:25 p.m.

Present: Ald. Barker, Taylor, Wisneski, Weber, Eckstein, Michalkiewicz (6:30pm) Mulvey

Excused: Ald. Foth

Also Present: PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, Comp Stoffel, CA/PD Brandt,  
Mayor Laux, Clerk Galeazzi

I. Accounts payable and payroll for the period 2-10-05/2-17-05 for the amount of \$3,901,040.85

Ck. #1234-AG-Bag International-\$12,861.00 – large recycling bags

Ck. #1236-Anderson & Kent SC-\$3,899.00 – Attorney fees for research on water ways closing

Ck. #1244-Bergstrom of Neenah-\$14,716.00 – new van for Engineering

Ck. #1258-Evans Title-\$225,000.00 – escrow payment for Bill Paul Property (515 Broad St.)

Ck. #1267-Independent Inspections-\$4,977.10 – permit stickers

Ck. #1268-Johnson Properties-\$20,721.10 - reimbursement to developers of Lake Park Villas

Ck. #1270-KJ Waste Systems-\$1,783.00 – hauling corrugated material

Ck. #1286-Town of Menasha-\$1,895.47 – sewer & water construction on Manitowoc Road

Ck. #1358-Dave Johnson-\$675.00 – sump pump

Ck. #1394-State Elections Board-\$50.00 – training for Deputy Clerk (City was reimbursed)

Ck. #1406-WE Energies-\$836.26 – electric bill for various City owned properties

J. Project Management Contract with Miron Construction for proposed Menasha Fire Station

DPW Radtke explained what is considered standard for this type of project management agreement. This Project Management Contract seems to be in-line with the fees charged to the City for the Marina Place parking ramp and the Public Works Facility, given the size of the projects.

Mayor Laux explained the plan is to have bids for the proposed fire station go out about the same time as the bids for the Public Works Facility, approximately January, 2006. It is possible to have two projects going at the same time.

CA/PD Brandt explained the different sections of the contract and what is covered.

Moved by Ald. Weber, seconded by Ald. Wisneski to hold for 2 weeks.

Meeting recessed at 6:56 p.m. for Public Hearing: reconvened at 6:57 p.m.

K. Independent Inspections, LLC Fee Schedule and Contract Proposal

Ald. Weber commented this was a better contract than the previous proposal.

O. Resolution Congratulating Trisha Weiland

Will act on during Common Council

II. ADJOURNMENT

Moved by Ald. Mulvey, seconded by Ald. Michalkiewicz to adjourn at 7:00 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

Monday March 7, 2005

**MINUTES**

- I. Meeting called to order by Chairman Eckstein at 5:45 p.m.  
Present: Ald. Taylor, Wisneski, Weber, Foth, Eckstein, Michalkiewicz, Mulvey, Barker  
Also Present: PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, Comp Stoffel, PRD Tungate  
PHD Nett, CA/PD Brandt, Mayor Laux, Clerk Galeazzi, and the Press

- A. Accounts payable and payroll for the period 2-16-05/3-3-05 for the amount of \$720,399.18  
Deferred to Common Council

- B. Project Management Contract with Miron Construction for proposed Menasha Fire Station,  
and authorized signatures (Held 2/21/05)

FC Vander Wyst gave a presentation on relocation issues of Fire Station #36 (901 Airport Road). He talked about response times from the fire stations to different areas of the City and how important quick response times are. He talked about the possibility of establishing an Automatic Aid Agreement with City of Appleton should a new fire station be built in Calumet County portion of the City. He talked about the growth of the City in Calumet County and how relocating Fire Station #36 in that area would equalize protection for citizens. Miron Construction is able to offer a good rate as the project manager on the new fire station because they can coordinate it with the public works facility.

- C. Approval of Van Eperen Painting bid for painting the apparatus bay at Station 35 in the amount of \$9,865,  
using budgeted funds.  
No Questions or Discussion

- D. Approval of two-year contract with Spielbauer Fireworks Co. Inc, and authorized signature

CA/PD Brandt explained the policy on cancellation of fireworks due to inclement weather.  
Mayor Laux has informed Spielbauer Fireworks that this year's fireworks will be held on July 1, 2005.

- E. Approval of arrangements and associated expenses for trip to Japan for Mayor and two Council  
Representatives.

Mayor Laux referred to the letter he received from the Mayor of Maebashi, Japan. Maebashi is the city Ogo, Japan merged with. He was not sure if the City of Maebashi was interested in continuing with the Sister City relationship until he recently received a call from Mr. Itoh, the representative of the Sister City program, informing him there is still interest on the part of City of Maebashi to continue with the Sister City program. But he is not sure how long they want to continue. The City of Maebashi has extended an invitation for representatives from the City of Menasha to visit from April 23-27. Mayor Laux could find out from Mr. Itoh if not accepting the invitation at this time would affect the Sister City relationship.

Moved by Ald. Mulvey, seconded by Ald. Michalkiewicz to table.

**Motion carried on roll call 6-2.**  
**Ald. Taylor and Wisneski - no**

- F. Discussion on Recreational Fires (Section 5-2-7)

Aldermen discussed the requirement of the signatures of all adjoining property owners indicating that they have no objection to the permit.

CA/PD Brandt offered his assistance in preparing any changes to the current ordinance.

- G. An Ordinance Relating to Restrictions on Keeping of Dogs or Other Animals

Ald. Weber requested a public hearing be set for March 21, 2005 at 6:50 p.m.

H. An Ordinance Relating to School Bus Loading Zones (Menasha High School)

CA/PD Brandt said this is a request from Menasha High School to reflect the current school hours.

I. An Ordinance Relating to Special Common Council Meetings

Ald. Weber said Winnebago County has a spot on agendas for all meetings for the public to speak on matters pertaining to the agenda.

J. An Ordinance Adopting City of Menasha Emergency Operations Plan.  
No Questions or Discussion

II. ADJOURNMENT

Moved by Ald. Weber, seconded by Ald. Michalkiewicz to adjourn at 7:10 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  
Monday March 21, 2005

**MINUTES**

I. ROLL CALL

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

Present: Ald. Wisneski, Weber, Eckstein, Mulvey, Barker, Taylor

Excused: Ald. Foth, Michalkiewicz

Also Present: DPW Radtke, Comp Stoffel, CA/PD Brandt, Clerk Galeazzi, PWS Jacobson,  
Lt. Brunn, AP Beckendorf, and the Press

- A. Accounts payable and payroll for the period 3-10-05/3-17-05 for the amount of \$501,783.04.

Ck. #1719-Evans Title Co.-\$300 – handling of escrow accounts

Ck. #1728-Heyrman Printing-\$401 – printing of envelopes for Police Dept.

Ck. #1631-Computech Resources-\$4,800 – vulnerability testing of City Network

Ck. #1649-Kitz & Pfeil-\$423.02 – in store account used by several departments

- B. Approval of Offer to Purchase, 986 Barbara Ann Court by Tanya D. Krueger in the amount of \$81,823.14.

CA/PD Brandt explained this is a duplex on Manitowoc Road and the closing is scheduled for this week. The rest of the properties will be closing by end of March

- C. Approval of Offer to Purchase, 978 Barbara Ann Court by Terri L. Krueger in the amount of \$78,698.11.

No Questions or Discussion

- D. Approval of Offer to Purchase, 970 Barbara Ann Court by Jay L. Farnsworth in the amount of \$78,098.11.

No Questions or Discussion

- E. Approval of Offer to Purchase, 962 Barbara Ann Court by Sharon R. Day in the amount of \$78,698.11,

No Questions or Discussion

- F. Approval of Marina Harbormaster's Agreement for 2005-2010, and authorize signatures.

CA/PD Brandt explained Diane Schabach, the Harbormaster, is including her husband and daughter on this contract as they help with the business.

- G. An Ordinance Relating to Recreational Fires

Moved by Ald. Weber, seconded by Ald. Eckstein to hold Items G & H for two weeks.

**Motion Carried.**

- H. An Ordinance Relating to Recreational Fires

See Item G.

- I. Resolution Authorizing Borrowing of \$500,000 from the Winnebago County Industrial Development Board Revolving Loan Fund for the Purpose of Assisting with the Development of Minimax Plaza.

CA/PD Brandt explained the City is borrowing the funds from the County to lead to a new business.

- J. Resolution to Support Reauthorization of Funding for Federal Community Services Block Grant Program

Ald. Weber explained this resolution was passed by the County. Menasha Senior Center utilizes services from this program.

- K. Recommendation from IS Committee that City-Sponsored Events or Government Sponsored Events providing direct services to city residents can be placed on the City Website calendar

CA/PD Brandt explained this will be away to promote City sponsored events and meetings. It could be set up as a 12-month rolling calendar. A website link to other events could be set up.

## II. ADJOURNMENT

Moved by Ald. Mulvey, seconded by Ald. Weber to adjourn at 6:20 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  
Monday April 4, 2005

**MINUTES**

I. ROLL CALL

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

Present: Ald. Weber, Foth, Eckstein, Michalkiewicz, Mulvey, Barker, Taylor, Wisneski

Also Present: PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, Comp Stoffel, PRD Tungate,  
PHD Nett, CA/PD Brandt, Mayor Laux, Clerk Galeazzi, and the Press

A. Accounts payable and payroll for the period 3-24-05/3-31-05 for the amount of \$802,568.16.

Ck #1841-City of Menasha Treasurer-\$795.45 – property taxes paid for Mr. Norlander

Ck #1866-Van's Realty & Construction-\$62,100.00 – construction of home on Barbara Ann Ct.

Ck #1879-Badger Highways-\$989.85 – crushed stone for boat landings

Ck #1898-Gold Cross Ambulance Service-\$425.00 – AED Training for Police Auxiliary

Ck #1947-Winnebago County Treasurer-\$5,150.00 – payment on Winnebago County IDB Loan

Ck #1890-Connecting Cultures Interpreter-\$78.28 – Interpreting services for Health Dept.

B. Request to proceed with Marina Pier Re-decking and Float Replacement Project for \$11,069.12.  
(Low quote by Aqua Dock)

Comp Stoffel explained the funds that will be used for this project are budgeted funds from the Marina account.

C. Annual request of Nauts Landing to serve alcoholic beverages on their deck from April 15-  
November 1, 2005.

No questions or discussion.

D. License: "Class B" application of Paul Michael Ehrlicke, d/b/a The Old Grog, for the premises at  
546 Broad Street, for the 2004-2005 licensing year.

PC Stanke explained the background check on the applicant was completed and approved by  
the Police Dept.

E. Authorization to request funds from Winnebago County Commission on Aging for 2006:

1) Senior Center Activity Coordinator; 2) Senior Center Supervisor; 3) 60+ Health Program  
and authorize signatures.

No questions or discussion.

F. An Ordinance Relating to Recreational Fires. (Held 3/21/05)

Ald. Weber requested a Public Hearing be set for April 19, 2005 at 6:45 p.m. for both ordinances  
on recreational fires.

G. An Ordinance Relating to Recreational Fires. (Held 3/21/05)

See Item F.

H. Resolution Supporting Legislation Regarding The Scope Of Comprehensive General Liability Insurance  
Policies As They Relate To Certain Environmental Claims.

CA/PD Brandt explained the resolution to the Committee.

II. ADJOURNMENT

Moved by Ald. Foth, seconded by Ald. Weber to adjourn at 6:33 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  
Tuesday April 19, 2005  
MINUTES

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 6:25 p.m.

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

Excused: Ald. Barker

Also Present: PC Stanke, FC Vander Wyst DPW Radtke, CDD Keil, Comp Stoffel, PHD Nett, CA/PD Brandt, Mayor Laux, Clerk Galeazzi, PWS Jacobson, and the Press

- A. Approval of Joint Powers Agreement with Calumet County 911 Emergency System, and authorize  
Signature

No questions or discussion.

- B. Board of Health recommends approval of fees for the licensing period July 1, 2005-June 30, 2006: Weights and Measures; DHFS Agent of the State; Tattoo/Body Piercing Establishments; Retain Food Establishment.

PHD Nett explained the increase in fees is in line with other communities.

- C. Resolution Transferring/Appropriating Funds.

Comp Stoffel explained this is done annually. It is to cover 2004 budget overdrafts and to appropriate revenues received but not budgeted.

- D. Resolution Continuing Appropriations

Comp Stoffel explained this is also done annually. It is to continue some 2004 appropriations into 2005 budget for ongoing projects.

- H. Accounts payable and payroll for the period 4-7-05/4-14-05 for the amount of \$2,256,151.94.

Ck. #1976-Carew Concrete-\$988.25 – heated concrete for boat landing project

Ck. #1981-Collegiate Pacific-\$1,203.00 – poly-cap rolls for swimming pool

Ck. #1993-Harley-Davidson of Appleton-\$1,256.56 – motorcycle rental for Police Dept. for 2 years

Ck. #1972-Bergstrom Neenah-Menasha Ford-\$25,061.97 – new vehicle for Police Dept.

Ck. #1957-Accurate Suspension-\$106.88 – PWF garage supplies

Ck. #1990-Graphic Art Productions-\$852.66 – parking ticket envelops

Ck. #1991-Green Bay Pipe & TV Contract-\$3,690.00 – clearing/televising sanitary sewers

Ck. #2017-Schaeffer Mfg.-\$254.02 – PWF garage supplies

II. ADJOURNMENT

Moved by Ald. Michalkiewicz seconded by Ald. Foth to adjourn at 6:38 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  
Monday May 2, 2005

**MINUTES**

I. ROLL CALL

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

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

Excused: Ald. Michalkiewicz, Mulvey

Also Present: Lt. Brunn, FC Vander Wyst, DPW Radtke, CDD Keil, Comp Stoffel, PRD Tungate  
CA/PD Brandt, Mayor Laux, Clerk Galeazzi, Ray Osness, Stan Martenson, Fred Schroeder,  
and the Press

A. Financing Report – Ray Osness.

Ray Osness, Consultant for RBC Dain Rauscher, explained the financing report for Lake Park Villas. He explained the three-phase refunding plan. To execute the plan would require advance refunding of the City purpose debt, this would be no cost to the City.

Mr. Osness answered questions regarding the time table of events and the refunding plan.

B. License (6-month): Class “B” application of Menasha Athletic Assn. (Macs) to sell fermented malt beverages, Koslo Park Concession, May 3, 2005-Oct. 31, 2005, 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 3, 2005-Oct. 31, 2005, Debbie Chew, Agent  
No Questions or Discussion

D. Approval of Award Martensen & Eisele as architects for fire station, and authorize signatures.

CA/PD Brandt explained this is a standard contract used for most projects. Miron Construction has been hired by the City to be project manager for the fire station. Miron will take care of obtaining bids for the project.

Stan Martenson from M&E answered questions about the completion of the design work. Anticipates having design work by summer, with biddings out by fall. Completion is expected in 2006.

Mr. Martenson answered questions about the contract.

E. Approval of Lease Agreement with Menasha Utilities for installation of roadway/trail lighting in Jefferson Park, and authorize signature.  
No Questions or Discussion

F. Council direction as to continued pursuit of Dog Park.  
Public Hearing scheduled for before Common Council meeting.

G. Council direction regarding lunch for early Council or Committee meetings.

Committee members discussed if meetings start at 5PM or before, then provide lunch. May want to look at how much business is discussed at each meeting.

H. Approval of Recommendations from Protocol Committee.  
No Questions or Discussion

- I. Request of Frederick Schroeder for an outdoor beer garden permit for the Locker Room, 800 Plank Road, May 3, 2005-November 1, 2005.

Fred Schroeder explained the beer garden would be on the deck at the back of the building. He will have some exterior lighting, but no amplified music on the deck. This area will only be for seating, not serving of alcohol.

- J. An Ordinance Relating to Escorts and Escort Services

CA/PD Brandt explained he and Ald. Wisneski have been working on this ordinance, which is similar to the City of Appleton. The Council should consider passing O-10-05 (An Ordinance Relating to the Definition of Adult Establishments) to go along with this ordinance. One change should be made to Section 7-13-10 of this ordinance, Police Department should replace City Clerk for photo identification card.

- K. Establish fees for Escort Services.

CA/PD Brandt explained that if the Council passes the Ordinance Relating to Escorts and Escort Services, fees should be set. Suggested fee should be enough to cover all costs.

- L. Establish fees for Escorts.  
Same as item K.

- M. An Ordinance Relating to the Definition of Adult Establishment.  
No Questions or Discussion

- N. An Ordinance Amending Title 13 By Making Certain Changes In The District (141 River St.)  
Public Hearing scheduled for before Common Council meeting.

- O. An Ordinance Relating to Recreational Fires.

Ald. Weber explained he is sponsoring this ordinance because the original ordinance does not require property owners are notified if a tenant is requests a recreation fire permit. The property owner should give permission to allow a recreation fire on his property.

- P. An Ordinance Relating to Park Regulations.

Committee members discussed the ordinance (O-20-04) that the council passed that parallels the recommendation of the Park & Recreation Board that prohibits dogs in the parks or on the Jefferson Park trail. Some residents are asking to allow dogs on a leash on the trail. City of Neenah allows dogs in eight of their parks.

Moved by Ald. Weber to recess for Board of Public Works, no second.

- Q. Accounts payable and payroll for the period 4-21-05/4-28-05 for the amount of \$1,107,730.66.  
No Questions or Discussion

## II. ADJOURNMENT

Moved by Ald. Weber, seconded by Ald. Wisneski to adjourn at 6:13 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  
Monday May 16, 2005

**MINUTES**

I. ROLL CALL

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

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

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PRD Tungate, PHD Nett  
CA/PD Brandt, Mayor Laux, Clerk Galeazzi and the Press

A. Accept quote of The Post-Crescent as the official city newspaper, May 2005-May 2006.

Clerk Galeazzi explained this was the only quote received.

CA/PD Brandt explained the State Statutes regarding official city newspaper quotes.

B. Approval of Offer to Purchase, 222 Main Street, at a purchase price of \$50,000.

Compt. Stoffel explained funds to purchase this property will come from TIF 4.

Mayor Laux and CA/PD Brandt explained fiber optic cable was installed by the Utilities on this property.

C. Approval of Increase in Compensation for 2005 Board of Review Commissioners.

Compt Stoffel explained when and for how long Board of Review meets.

CA/PD Brandt explained that with a city wide revaluation occurring this year, the Board of Review sessions may last longer than previous years.

Moved by Ald. Eckstein, seconded by Ald. Michalkiewicz to increase compensation for 2005 Board of Review Commissioners to \$50 for up to four hours, \$75 for four to six hours and \$100 for over six hours.

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

D. Approval of Sale of Part of Lot 4, CSM 2797, (Jennie & Oneida Street) at a sale price of \$24,820.00

CA/PD Brandt explained restricted covenants on this property. Same as used in the Business Park. This is to encourage businesses that purchase lots to build on the lots.

CDD Keil explained the size of the lot is in accordance with the size of the building that will be constructed. Alternative Resolution is purchasing part of the lot. There is interest from other businesses to purchase the rest of this lot.

E. Approval of Lease and Management Agreement – Heckrodt Wetland Reserve for the former Lopas Property.

No Questions or Discussion

F. Recommendation by the Parks & Recreation Board for the City to become co-sponsor of the Fox Cities Jazz Festival.

PRD Tungate explained the organizers of Jazz Fest are asking for the City to be a co-sponsor to allow the City to waive some of the fees associated with park rental and insurance requirements. This event was well received by residents and would like to keep this in the City.

G. An Ordinance Relating to Prohibited Parking (Water Street, High Street, and Kaukauna Street)

Moved by Ald. Merkes, seconded by Ald. Taylor to hold for two weeks.

H. Resolution Authorizing the Redemption of \$1,375,000 Bond Anticipation Notes Dated September 1, 2001.

Compt Stoffel explained this is the first step of the refunding plan for Lake Park Villas as explained by Ray Osness at the May 2, 2005 meeting. The amount of debt repaid on these notes is \$25,000.

I. Accounts payable and payroll for the period 4-29-05/5-12-05 for the amount of \$922,118.93.  
No Questions or Discussion

II. ADJOURNMENT

Moved by Ald. Ald. Michalkiewicz, seconded by Ald. Weber to adjourn at 6:45 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  
Monday June 6, 2005  
**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 5:50 p.m.

Present: Ald. Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes, Taylor, Wisneski  
Also Present: Lt. Brunn, FC Vander Wyst, CDD Keil, Comp Stoffel, CA/PD Brandt,  
Mayor Laux, Clerk Galeazzi, Ray Osness, Dr. J. Michael Thompson,  
and the Press

A. Resolution Saluting Superintendent of Schools, Dr. J. Michael Thompson.

Motion by Ald. Weber, seconded by Ald. Mulvey to approve.

**Motion carried.**

Mayor Laux read and presented resolution to Dr. Thompson.

Dr. Thompson accepted the resolution and thanked the Council. He talked about his time as Superintendent of Menasha Joint School District and as a Menasha resident. He wished Menasha well with their future plans.

B. Licenses: Renewal liquor and malt beverage applications on file (see separate list) for the licensing year July 1, 2005-June 30, 2006.

CA/PD Brandt explained which applicants are in complete compliance and which ones are not. He explained the ordinance requires all applicants to have all financial obligations to the City paid in full.

CDD Keil explained the zoning ordinance on paving of parking lot requirements for some of the businesses.

C. Resolution Creating The Redevelopment Authority Of The City Of Menasha, Wisconsin.

Ald. Weber call for point of order that items C, D & J be covered as one.

Chairman Eckstein ruled point of order well taken.

Discussion on Redevelopment Authority and how it will affect TIFs. Should check with other municipalities who currently have a RDA. Need more information before making a decision.

CDD Keil explained what type of people would be on the Redevelopment Authority Board.

Ald. Mulvey wanted it stated for the record, she trusts the City staff, but needs more information before voting.

Moved by Ald. Mulvey, seconded by Ald. Weber to table these items.

**Motion failed on roll call 4-4.**

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

**Ald. Michalkiewicz, Eckstein, Weber, Wisneski – no**

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to hold for two weeks.

D. Request of Ald. Weber to delay consideration of a Redevelopment Authority.

Held for two weeks.

- E. Approval of Extension of Wisco Enterprises, LLP Agreement, and authorize signatures.

CA/PD Brandt explained the original agreement did not have a term, it stated would review after four years with 25% of the property developed. The original contract was with Johnson Properties with authority to assign, which they did assign to Wisco Enterprises, which is still the same company.

- F. Offer to Purchase, Sale of Part of Lot 1, CSM 2797-John Davel or Assigns.  
No questions or discussion.

- G. An Ordinance Relating to Prohibited Parking (Water Street, High Street, and Kaukauna Street)  
(Held 5/16/05)

CA/PD Brandt explained he and Ald. Merkes have been working on this ordinance to make any changes to the no parking restriction. The Committee can withhold any action or just go to Common Council at the next meeting.

- H. Resolution Authorizing The Borrowing Of \$2,565,000; Providing For The Issuance And Sale Of Taxable General Obligation Refunding Bonds Therefor; And Levying A Tax In Connection Therewith.

Ray Osness, RBC Dain Rauscher, explained this borrowing is connected with the approval from the report he gave at the May 2, 2005 meeting. Moody's report on the City is good. This will be the permanent financing for the three balloon payments that will be coming due. Rates have gone down, so debt service is lower that projected. Results are favorable.

- I. Resolution Authorizing The Borrowing Of \$2,490,000; Providing For The Issuance And Sale Of General Obligation Promissory Notes Therefor; And Levying A Tax In Connection Therewith. See Item H.

- J. Direct Comptroller Stoffel to prepare a report on TIF 1-7 from Ald. Weber.  
Held for two weeks.

- K. Accounts payable and payroll for the period 5-19-05/6-2-05 for the amount of \$820,971.93.

Ck. #2658-Horn Precast-\$190.00 – manhole rings/covers.

Ck. #2772-Snap-On Tools-\$5,928.53 – ATF (automatic transmission fluid) machine.

Ck. #2557-Menasha Joint School Dist-\$6,262.00 – monthly mobile home lottery credit.

## II. ADJOURNMENT

Moved by Ald. Mulvey, seconded by Ald. Weber to adjourn at 7:20 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  
Monday June 20, 2005

**MINUTES**

I. ROLL CALL

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

Present: Ald. Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes, Taylor, Wisneski, Weber  
Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PRD Tungate, PHD Nett,  
CD/PD Brandt, Mayor Laux, Clerk Galeazzi, PWS Jacobson, Dennis Hibrary,  
Candyce Rusin, and the Press

- A. Presentation of Level III Award by Dennis Hibrary from the Division of Public Health, Northeastern Regional Office to Menasha Health Department.

Dennis Hibrary introduced himself and gave a brief explanation on the Level III Award. Every health department needs to go through an audit to make sure they are in compliance with State regulations. The audit done on the Menasha Health Dept. in March, 2005 indicated they reached the Level III status, which is the highest level. Having a Level III status helps the Health Dept. with grants and state funding.

Dennis presented the award to Mayor Laux, PHD Sue Nett and Board of Health Chairman Candyce Rusin and congratulated them on a job well done. He also thanked the Council for their help and support of the Health Department.

- B. Common Council Orientation.

CA/HRD Brandt explained procedures used by the City of Menasha Council in following protocol on conducting business. He explained open meetings requirements, public records requests and ethics procedures.

- C. Non-renewal of Liquor License Hearing for Guillermo Moya, d/b/a Maria's Restaurant and Taqueria, 14 Tayco Street.

CA/HRD Brandt explained the Clerk received notification from the Dept. of Revenue that Mr. Moya did not have a seller's permit. The DOR instructed the Clerk not to issue a liquor license to Mr. Moya until the seller's permit issue was resolved. In a check with the DOR earlier this day the issue had not been resolved.

Guillermo Moya was present along with Alex Elizondo who was interpreting for him. Mr. Elizondo explained Mr. Moya had just submitted all the required documents and payments to the DOR on this day. All issues have been resolved with the DOR.

CA/HRD Brandt recommends deferring approval of the liquor license until the next meeting giving the Clerk time to verify with the DOR that the issue has been resolved.

**Moved by Ald. Eckstein, seconded by Ald. Wisneski to defer for two weeks.  
Motion carried on roll call 7-1. Ald. Taylor – no.**

- D. Non-renewal of Liquor License Hearing for Paul C. Beck, d/b/a Beck's Home Plate, 422 Sixth Street.

CA/HRD explained the Clerk has verified all financial requirements have been paid.

- E. Licenses: Renewal liquor and malt beverage applications for Hirschy Inc. d/b/a Germania Hall, 320 Chute Street, for the licensing year July 1, 2005-June 30, 2006.

CA/HRD explained Hirschy Inc. is in compliant with all requirements to renew their license.

- F. Licenses: Renewal liquor and malt beverage applications for EM-J Inc. d/b/a Wet N Wild Saloon, 200 Main Street, for the licensing year July 1, 2005-June 30, 2006.

CA/HRD explained the fire dept. and building inspectors have completed their inspections and all requirements have been met.

- G. Approval of WU-Oshkosh College of Nursing Agreement for the period June 1, 2005-May 31, 2008, and authorize signature.

PHD Nett explained this is the same agreement as in previous years. The HIPAA requirement has been added for the students.

- H. Approval of Agreement between the Board of Regents of the University of Wisconsin System On behalf of the University of Wisconsin Oshkosh and Menasha Health Department for the Conduct of a Clinical Education for the period June 1, 2005-May 31, 2008, and authorize signature.

PHD Nett explained this is the same agreement as in previous years.

- I. Approval of Consulting Agreement with McClone Agency, Inc. for the period July 1, 2005-June 20, 2006, and authorize signature.

No questions or discussion.

- J. Resolution Creating The Redevelopment Authority of the City of Menasha, Wisconsin (Held 6/6/05)  
No questions or discussion. Workshop to be held at 6:15 p.m.

- K. Request of Ald. Weber to delay consideration of a Redevelopment Authority. (Held 6/6/05)

Ald. Weber explained this item may not pertain, will discuss after today's Workshop on Redevelopment Authority.

- L. Direct Comptroller Stoffel to prepare a report on TIF 1-7 for Ald. Weber. (Held 6/6/05)

Ald. Weber asked Comp Stoffel to have this information available for review.

- M. Initial Resolution Authorizing The Borrowing Of Not To Exceed \$12,100,000; Providing For The Issurance And Sale Of General Obligation Securities Therefor; And Levying A Tax In Connection Therewith.

Comp Stoffel explained this borrowing resolution is in anticipation of a proposed State levy freeze and other borrowing restrictions. This will cover any future necessary borrowing. Otherwise a referendum might be required for borrowing.

- N. Recommendation by the Parks & Recreation Board to approve City sponsorship of the Otto Grunski Bike Races.

CA/HRD Brandt explained the Parks & Recreation Board approved the sponsorship for 2005 only and to begin the process of establishing a policy regarding City sponsored events. This is the second group that has approached the City to be sponsors. The Council previously approved sponsorship of Jazz Fest. There is no policy in place indicating what is covered by the City for being sponsors.

- O. Accounts payable and payroll for the period 6-9-05/6-16-05 for the amount of \$1,949,490.06.

Ck. #2812-Domino's Pizza-\$111.00 – pizza for Parks & Recreation staff during training.

Ck. #2842-NBGS International-\$1,640.00 – balance on salses/swimming pool mushroom.

II. ADJOURNMENT

**Moved by Ald. Mulvey, seconded by Ald. Michalkiewicz to adjourn at 6:20 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  
Tuesday, July 5, 2005  
**MINUTES**

I. ROLL CALL

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

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

Also Present: FC Vander Wyst, Lt. Bouchard, DPW Radtke, CDD Keil, Comp Stoffel,  
CA/HRD Brandt, Mayor Laux, Clerk Galeazzi, Assr Heiden, Mary Bach,  
Thomas Cox, and the Press.

A. Presentation by Hoffman LLC on Affordable Housing Project on Nature's Way.

CDD Keil explained the City's different housing projects on Fullers Way and Barbara Ann Court. They are looking at a similar project for Nature's Way. Hoffman, LLC had been asked to put together a site plan for this project. The project would be part of TIF 9. He introduced Mary Bach from the Housing Authority and Thomas Cox from Hoffman LLC.

Mary Bach explained the funding sources and how this project fits in with the 2000 Housing Plan approved by the Council. One of the funding sources is a Special Projects Grant that is offered by the State. Mary explained the type of clientele she is working with that are interested in this type of housing.

Thomas Cox explained the Concept Design Plan for the housing project. He explained types of material that would be used and the different floor plan designs. They are looking a 14-18 units depending on size. They will need to get verification on set back regulations from the DNR.

B. Approval of CDD Keil to attend APPA Economic Development Workshop in Jacksonville, FL July 17-20, funded by Menasha Utilities.

CDD Keil explained he hopes to get some direction to help enhance the economic growth of the City from attending this workshop. He hopes to bring back some fresh ideas on the undertaking and advancing of community and economic development.

C. Maebashi, Japan Mayor's visit to Menasha and Sister City Ceremony.

Mayor Laux explained there will be a large group of representatives from Maebashi, Japan visiting Menasha in August. Plans are being made with the school district to have a special joint meeting on August 22 followed by a sister city celebration. The group will also tour area businesses.

D. License: Renewal liquor and malt beverage application for Guillermo Moya, d/b/a Maria's Restaurant & Taqueria, 14 Tayco Street, for the licensing year July 1, 2005-June 30, 2006.

CA/HRD Brandt explained the Clerk received a letter from the Dept. of Revenue indicating the issue of a seller's permit has been resolved and he sees no reason not to approve this license. The applicant is now in compliant with City requirements.

E. A Resolution Discontinuing A Portion of Gosling Way.

CDD Keil explained this is being requested because of the realignment of Gosling Way. This will allow for the subdivisions in that area to be connected.

F. A Resolution Adopting A Parcel Management System.

CA/HRD explained this has been a procedure in the Assessor's office for sometime. They do not want to mislead residents that the legal description indicated on their tax bill is the complete and exact description. That information is available through the County.

Assessor Heiden explained the partial legal description used by the Assessor's office that appears on tax bills comes from the assessor's maps prepared by the Engineering Dept.

G. A Resolution Supporting the Design Development and Funding of the Natures Way Affordable Housing Project.

No Questions or Discussion.

H. Responsibilities of Redevelopment Authority and the Role the Redevelopment Authority will play in future projects. (For Discussion Only)

Ald. Merkes explained he contacted area municipalities (City of Neenah, Brillion and Village of Whitefish Bay) that currently have a Redevelopment Authority and obtained information on how their RDA operates and their by-laws.

CA/HRD Brandt explained after the RDA is created, the Council approves the Mayor's appointments to the RDA, the members create the by-laws and the Council approves the by-laws. CA/HRD Brandt and CDD Keil will help the members on creating the by-laws.

CDD Keil explained the RDA will help his department focus on development projects for the City.

Discussion by the Committee members on the importance of the marketing of the projects.

I. Accounts payable and payroll for the period 6-23-05/6-30-05 for the amount of \$820,288.91

Ck. #3037-Town of Menasha-\$404.06 – sewer system inspection fees for Barbara Ann Ct.

Ck. #3056-Sam's Club-\$858.71 – concessions for swimming pool.

Ck. #3148-Horn Precast-\$512.00 – sewer risers.

Ck. #2988-Aqua-Doc-\$17,573.12 – replace decking at Marina (from Marina account).

Ck. #2998-Choice One-\$4,156.99 – two months of phone bills.

Ck. #3036-Menasha Treasurer-\$96,533.58 – clear out accts/set up new receipting system

Ck. #3044-Onyx Waste Services-\$63.91 – recycling dumpster rental for Board St parking lot.

II. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski 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  
Monday July 18, 2005  
**MINUTES**

I. ROLL CALL

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

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

Also Present: PC Stanke, DPW Radtke, Compt Stoffel, CA/HRD Brandt, Clerk Galeazzi,  
AP Beckendorf, Barbara Drinkwine

A. Presentation by Barbara Drinkwine, Chairman of Red, White & Blue Committee.

Barbara Drinkwine explained how and why the Red, White, & Blue Committee was formed. In the past they have conducted memorial events, participated in parades and helped educate residents on how to prepare for terrorist attacks. Their new goals are to help family members of our local troops that have been called to active duty and to help organize an event for the 5<sup>th</sup> anniversary of the 9/11 attack. The committee meets twice a month at City Hall.

B. Offer to sell River St. Parcel B to Pechiney Plastics, Inc.

AP Beckendorf explained what area this parcel covers.

C. Recommendation from Safety Committee to discontinue lease with Germania Hall for City employee parking

Moved by Ald. Taylor seconded by Ald. Hendricks to refer back to City Hall Safety Committee for more information on what the concerns are.

CA/HRD Brandt explained the safety concerns that were raised by some employees and neighbors. He explained the terms of the original lease.

Motion carried on roll call 5-3.

Ald. Merkes, Taylor, Wisneski, Hendricks, Eckstein – yes.

Ald. Michalkiewicz, Mulvey, Weber – no.

D. Authorization to engage Larsen Engineering in consulting services for residential foundation investigation and recommendations.

AP Beckendorf explained the problem in the City with residential foundations and what type of services Larsen Engineering will be providing. They will be looking at selected areas of the City. No soil boring or testing will be done. From this investigation they will make some recommendations on changes to current ordinances and inspection policies.

Recessed for Public Hearing – 6:55 p.m.

Reconvened – 7:02 p.m.

E. An Ordinance Relating to Disposal of Surplus Property.

CA/HRD Brandt explained changes need to be made to the ordinance to stay consistent with some recent changes that have been made to disposal of surplus property. He is not recommending Council action at this time.

Hold for two weeks (Chairman Eckstein)

F. An Ordinance Relating to Order of Business at Council Meetings.

CA/HRD Brandt explained this change in ordinance is in line with the movement toward the on-line agenda program. It reflects changes in Council procedures over time.

G. Accounts payable and payroll for the period 7-7-05/7-14-05 for the amount of \$456,088.39.

Ck. #3336-\$75.16-Service Motor Co. – parts for city vehicles.

Ck. #3301-\$1,155.44-DWD-UI – State of WI/Unemployment compensation.

Ck. #3253-\$52,686.71-N-M Sewerage – monthly sewage bill for City.

Ck. #3218-\$76.25-Fox Cities PAC – deposit for performance for Senior Center

Ck. #3213-\$130.00-Patti Christenson – refund on boat slip rental.

Ck. #3320-\$50.00-Menasha Treasurer – insurance repayment from City employee.

Ck. #3350-\$20,000.00-Weinandt Properties – reimbursement for soil treatment.

Ck. #3353-#5,150.00-Winn Cty Treasurer – repayment of County IDB loan.

II. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to adjourn at 7:20 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  
Monday August 1, 2005

**MINUTES**

I. ROLL CALL

Meeting called to order by Chairman Eckstein at 6:04 p.m.

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

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

- A. License: "Class B" application of Stone Toad Inc. d/b/a Stone Toad Bar-Grill, Jennifer L. Weinandt/Agent, for the premises at 1109 S. Oneida Road, for the 2005-2006 licensing year.

CA/HRD Brandt explained the difference between a "Class B" and Reserve "Class B" license. This will be a Reserve "Class B". He also explained the procedure on approving a license to a business where the premise is still being constructed.

- B. Council Members attending pontoon ride with Maebashi Representatives in Waupaca on Sunday, August 21, 2005. (Discussion Only)

Mayor Laux explained the itinerary for the four days the Maebashi Representatives will be visiting. Council members interesting in taking part in scheduled activities should let him know.

- C. Approval of Contract Extension with Community Housing Coordinators for Lead Hazard Reduction Program.

CDD Keil explained last year about 12 homes received new windows, trim and siding from this program.

- D. Approval of Purchase of Service Agreement with Menasha Utilities for Community Packaged Lighting Service for City of Menasha's Trestle Trail Lighting for the term August 1, 2005 to July 31, 2025.

Committee members discussed monthly cost of the lighting.

- E. An Ordinance Relating to Disposal of Surplus Property. (Held 7/18/05)

CA/HRD Brandt explained the changes in this ordinance may offer an opportunity for the City to generate more income from surplus property. It also needs to be updated to go with new procedures that are being used.

- F. An Ordinance Relating to Second Hand Dealer Licenses.

Ald. Weber explained the current ordinance does not specify a date when the Second Hand Dealer licensing year runs. This ordinance makes it consistent with more of the other licenses issued by the Clerk.

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G. Accounts payable and payroll for the period 7-14-05/7-28-05 for the amount of \$981,852.57.

Ck. #3364-\$1,063.94-Badger Ice Cream – reimbursement of overcharge for building permit.

Ck. #3432-\$193.00-Tom VanHandel – top soil for rear yard drainage.

Ck. #3373-\$1,600-Community Housing Coor – June payment

Ck. #3504-\$1,600-Community Housing Coor – July payment

Ck #3397-\$11,776.67-Utilities – street lights

Ck. #3409-\$505.50-Northern Environmental – environmental issues at 67 Milwaukee St.

II. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Mulvey to adjourn at 6:35 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  
Monday August 15, 2005  
**MINUTES**

*AMENDED*

I. ROLL CALL

Meeting called to order by ~~Vice-Chairman Eckstein~~ *Wisneski* at 5:00 p.m.

Present: Ald. Merkes, Taylor, Wisneski, Weber, Hendricks, Eckstein (5:30pm), Michalkiewicz, Mulvey

Also Present: Lt. Brunn, DPW Radtke, CDD Keil, SA Sassman, CA/HRD Brandt, Mayor Laux, Clerk Galeazzi, PWS Jacobson, Doug Young, Carl Verhagen, Dick Sturm, Ray Osness

A. Utility Steam Project (discussion/presentation) -- Doug Young and Ray Osness.

Carl Verhagen, Dick Sturm and Doug Young from Menasha Utilities explained the revised business plan of the conversion of the Power Plant to a Powder River Basin (PRB) coal fueled Steam Utility Plant. The plan change was necessary due to the increase in eastern coal prices and changes in EPA regulations.

Ray Osness from RBC Dain Rauscher explained making the switch to PRB coal, the project costs will increase. However, the long-term benefits to the community will last for decades. He should have a detailed financial plan available for review in October.

B. License: Reserve "Class B" application of Nick Sabani, d/b/a Sabani's Italian Restaurant, for the premises at 890 Lake Park Road, for the 2005-2006 licensing year.

CA/HRD Brandt explained that if approved, this will be the fourth Reserve "Class B" license granted by the City.

C. Approval of Development Agreement with BFT Investments LLP and authorize signatures.

CDD Keil explained the partners that make up BFT Investments LLP are Bob Drifka, Fred Piette and Tony Piette. The proposed development area is on the SE corner of Oneida Road (STH 10) and Midway Road. Part of the property is located in the City of Appleton and will need to be annexed to Menasha as per the boundary agreement between the cities. A small portion of the site lies in Town of Harrison, which will also require annexation. Funding for this will come from TIF #9.

Bob Drifka, one of the partners, was present and explained the type of development the partners intend to construct on this site and what types of businesses they are looking to occupy it. He does have some businesses that are interested.

D. Approval of Offer to Purchase, Lot 1 of CSM 2496, not to exceed \$260,000. (Nature's Way Affordable Housing Project)

CDD Keil explained the Plan Commission has approved the purchase of this property for the Affordable Housing Project. \$200,000 is coming from a CDBG grant from the Wisconsin Department of Commerce, Division of Housing.

E. Approval of Traffic and City Ordinance Bond Schedule.

CA/HRD Brandt explained which fees are being increased. He also explained how the forfeiture (fine) is divided amount state, county and local jurisdictions.

F. An Ordinance Relating to Polling Places.

CA/HRD Brandt explained this ordinance needs to be updated to list polling places correctly.

G. Accounts payable and payroll for the period 8-4-05/8-11-05 for the amount of \$2,525,090.18.

Ck #3575-Carew Concrete-\$2,818.00 – concrete for PWF

Ck #3664-Sylvia Bull-\$349.05 – reimbursement-Senior Center lunch at Michaels of Menasha

Ck #3729-Valley Fair Camers-\$485.21 – development of film for Police Dept.

Ck #3633-SBC-\$50.15 – rental of pay phone at Police Dept.

Ck #3743-Danmar Dock-\$600.00 – boat rental/Japanese visitors

Ck #3746-Menasha Treasurer-\$500.00 – misc. expense for Japanese visitors

Ck #3726-US Oil-\$20.00 – sample fee/PWF

Ck #3717-Safety Kleen Systems-\$218.65 – spill clean up at PWF

Ck #3626-Peterbilt-\$103,694.00 – new garbage truck

Ck #3641-Toys For Trucks-\$93.00 – misc. items for PWF

Ck #3643-United Way-\$107.96 – employee contributions

II. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Weber to adjourn at 6:17 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  
Monday September 19, 2005  
**MINUTES**

I. ROLL CALL

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

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

Also Present: PC Stanke, CDD Keil, Comp Stoffel, PRD Tungate, CA/HRD Brandt, Mayor Laux  
PWS Jacobson, Ray Osness, Doug Young, Clerk Galeazzi and the Press.

A. Accept Financing Report – Steam Plant (Ray Osness)

Ray Osness from RBC Dain Rauscher and Doug Young, GM-Menasha Utilities gave an overview of the Financing Report for the Steam Utility-Phase II. They explained it is mandatory that Utilities have four signed contracts. Currently there are three, Sunoco, Alcan and Whiting. SCA to follow. Ray explained the construction and financing timetables. The financing timetable is subject to A-3 or MIG-1 investment rating from Moody's Investor Services or equivalent rating from an alternate rating agency. They explained the Capital Cost Estimates, Source and Application of Funds, and Estimated Income and Operating Expenses. Revenue BAN and debt service level were explained.

Mr. Osness and Mr. Young answered questions from the Committee members.

B. Joint Powers Agreement for Winnebago County 911 Emergency System, December 1, 2005- November 30, 2006, and authorize signatures.

No Questions or Discussion.

C. Recommendation by the Parks and Recreation Board to adopt a new Event Sponsorship and Fee Waiver Policy.

No Questions or Discussion.

D. Recommendation by the Parks and Recreation Board to adopt a revised policy on the Use of the City Stage, Picnic Tables, Bleachers, Refuse Containers and Park Benches by Non-Profit Groups (note underlined sections only)

PRD Tungate explained what would classify a group as non-profit.

E. Offer to Purchase, Excess Right-of-Way adjacent to 504 Riverway.

CDD Keil explained the terms of the offer to purchase. The offer stipulates that a certified survey map be prepared. The offer also states the buyers are willing to maintain the remaining 20 feet of the parcel that will still be owned by the City.

CA/HRD Brandt explained it has been a policy of the City to retain responsibility to maintain remnants of land such as this. He recommends striking the wording from the offer on maintaining the 20 feet owned by the City.

Council agreed to hear from potential buyer John Hill

Mr. Hill explained that a certified survey map is not necessary.

- F. Motion to remove from the table – send letter to Community Forward, Inc.  
(Requested by Ald. Eckstein)

Moved by Ald. Eckstein, seconded by Ald. Michalkiewicz to remove from the table.  
Motion carried on roll call 6-2. Ald. Merkes, Taylor – no.

Discussion on the reason for the letter and for the request to move Otto Grunski Festival back to Jefferson Park. More information should be obtained on this subject before a decision can be made.

- G. An Ordinance Amending Title 13 by Making Certain Changes in the District  
(541 Broad Street).  
No Questions or Discussion

- H. An Ordinance Renumbering the Code Section for Nonconforming Uses, Structures and Lots.

CA/HRD Brandt explained the reason for this ordinance is some of the numbering in this section is out of order. This will help with some new ordinances that maybe coming forward. The City may have to look at recodification

- I. An Ordinance Relating to Attendance at Committee and Commission Meetings.

Discussion on members taking their attendance at meetings more serious. Discussed difference between excused and unexcused.

- J. Resolution Supporting Agreements Between City of Menasha and the Wisconsin State Elections Board Regarding Use of the Statewide Voter Registration System.

Clerk Galeazzi explain the resolution is necessary for supplying voter information to the State Elections Board. The Statewide Voter Registration System is one of the 2002 Federal Help American Vote Act requirements. The voter information will be sent electronically to the State Elections Board.

- K. Accounts payable and payroll for the period 9-8-05/9-15-05 for the amount of \$914,622.39

Ck. #4146-Miller, Bradford & Risberg-\$189. – clips used in street reconstruction  
Ck. #4160-Badger Lab & Engineering-\$1,725. – sample testing for mills (reimbursed by mills)  
Ck. #4223-Trader Plumbing-\$1,186.99 – electric pedestals along river walk  
Ck. #4115-Trico Excavating-\$7,000 – demolition of 504 Broad St. (reimbursed from TIF 3)

## II. ADJOURNMENT

Moved by Ald. Weber, seconded by Ald. Taylor to adjourn at 7:30 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  
Monday October 3, 2005  
**MINUTES**

I. ROLL CALL

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

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

Also Present: PC Stanke, DPW Radtke, CDD Keil, AP Beckendorf, Comp Stoffel, PHD Nett, CA/PD Brandt, Clerk Galeazzi and the Press.

A. Presentation of Keys to the City (Kusatsu Now Resort Hotel & Maebashi, Shonen No Ie)

Mayor Laux presented a plaque that represented the Keys to the City to Mr. Takashi Kobayashi, owner of Kusatsu Now Resort Hotel. Mayor thanked Mr. Kobayashi for helping host the Menasha students and citizens when they visit Japan for the sister city relationship. Mr. Kobayashi was made an honorary citizen of Menasha.

School Superintendent Dr. Fuchs presented a plaque to Mr. Kobayashi from the school district.

Mr. Kobayashi thanked the Council and school district for the presentation. He hopes to continue with the sister city relationship.

Mayor Laux presented a plaque that represented the Keys to the City to Mr. Michio Shinagawa from Maebashi, Shonen No Ie, Children's Orphanage. Mayor thanked Mr. Shinagawa for his help with the sister city relationship and being a host for Menasha students when they visit Japan.

School Superintendent Dr. Fuchs presented a plaque to Mr. Shinagawa from the school district.

Mr. Shinagawa thanked the Council and school district for the presentation.

The director of Shonen No Ie Children's Orphanage presented Mayor Laux with a donation to the Andy Lathrop Search Fund.

B. Resolution Congratulating Coach Gary Wisneski.

Moved by Ald. Weber, seconded by Ald. Wisneski to approve the Resolution Congratulating Coach Gary Wisneski.

Motion carried.

Mayor Laux read and presented the resolution to Coach Wisneski.

Coach Wisneski thanked the Council for this special recognition. He talked briefly about his coaching experiences.

C. Resolution Congratulating Jeanne Anthony, Ed Walters and WHBY.

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to approve the Resolution Congratulating Jeanne Anthony, Ed Walters and WHBY.

Motion carried.

Mayor Laux read and presented resolutions to Jeanne Anthony and Ed Walters.

Ms. Anthony and Mr. Walters each thanked the Council. They talked briefly about attending and reporting on Council meetings.

- D. Approval of Asbestos Compliance Inspection Contract Agreement between Menasha Health Department and Department of Natural Resources, July 1, 2005 to June 30, 2006, and authorize signature.

PHD Nett explained this is a renewal agreement. The City Sanitarian does compliance checks for the DNR.

- E. Approval of Agreement between Menasha Health Department and Fox Valley Public Health Preparedness Consortium, January 1, 2005 to December 31, 2005, and authorized signature.

PHD Nett explained there were additional funds available from the bioterrorism grant offered by the consortium. The additional funding is intended to help with the completion of this year's objectives.

- F. Approval of Agreement between Menasha Health Department and Wisconsin Department of Health and Family Services, July 1, 2005 to June 30, 2010, and authorize signature.  
No Questions or Discussion

- G. Approval of CVMIC Insurance Policy, and authorize signatures.

CA/HRD Brandt explained the current SIR of \$25,000 is good for the City. It helps keep the premiums level. He also explained the claims against the city are processed in-house, which helps keep the premiums level.

- H. Approval of Development Agreement between the City of Menasha and Edna Huelsbeck, and authorize signatures.

CA/HRD Brandt and CDD Keil explained the terms of the agreement and the need for the agreement to help facilitate the development of the Province Terrace Corridor between Midway and Manitowoc Road.

- I. An Ordinance Amending Title 13 to Create the Gu-Government Use District.

CDD Keil explained the need for this ordinance. This ordinance is for land that is government owned and conducts governmental activities. This is in anticipation of the expansion of the water treatment plant

- J. An Ordinance Related to Signs  
No Questions or Discussion

- K. Accounts payable and payroll for the period 9-22-05/9-29-05 for the amount of \$742,785.55

Ck. #4374-D&M Interiors-\$1,969.25 – installation of vinyl tile in ladies locker room at PD.

## II. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Weber to adjourn at 6:20 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  
Monday October 17, 2005  
**MINUTES**

I. ROLL CALL

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

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

Also Present: PC Stanke, DPW Radtke, CDD Keil, Comp Stoffel, PHD Nett, Mayor Laux,  
Clerk Galeazzi, AP Beckendorf, and the Press.

- A. Reserve License #5: "Class B" application for Jacks or Better, Michael Kempf, agent for the premises at 175 Main Street for the 2005-2006 licensing year.

No Questions or Discussion.

- B. Agreement between Department of Workforce Development and Health to provide refugee health screening, Oct. 1, 2005 to Sept. 30, 2006 and authorize signature.

PHD Nett explained this is a renewal agreement. The agreement is for health screening of refugees who arrive in our area. Health Dept. is reimbursed per each refugee family member they assist.

- C. Lease Agreement with Alternative Resolutions with the condition that the lease would terminate upon closing following the recording of the plat.

CDD Keil explained the lease agreement. The City has an accepted offer to purchase from Alternative Resolutions for this parcel of land. Alternative Resolutions is ready to build, however the City is still waiting for DNR permitting before the plat can be recorded and title can be transferred. It could take 60-90 days before the permitting from the DNR is complete. This lease will terminate when title is transferred.

- D. A Resolution Expressing Opposition to Senate Bill 1504 Known as the "Broadband Investment and Consumer Choice Act" (S. 1504)

No Questions or Discussion.

- E. Accounts payable and payroll for the period 10-6-05/10-13-05 for the amount of \$414,106.80.

Ck. #4472-National Pen Corp.-\$164.59 – gifts for Christmas party at Senior Center

Ck. #4512-Design II Architects-\$500.00 – refund of site plan deposit-Garden Way Development.

Ck. #4556-Timmers Lawn & Landscaping-\$13,860.00 – rear yard drainage projects

II. ADJOURNMENT

Moved by Ald. Weber, seconded by Ald. Wisneski to adjourn at 6:27 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  
Monday November 7, 2005  
**MINUTES**

I. ROLL CALL

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

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

Excused: Michalkiewicz

Also Present: PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, Comp Stoffel,  
CA/HRD Brandt, Mayor Laux, PWS Jacobson, Clerk Galeazzi and the Press.

A. Resolution of Congratulations – Tess Reddin.

Moved by Ald. Weber, seconded by Ald. Wisneski to adopt the Resolution of Congratulations for Tess Reddin.

**Motion Carried.**

Mayor Laux presented and read the resolution to Tess Reddin.

B. Appeal of Denial of Bartenders License – Brenda Hirn

CA/HRD Brandt explained the procedure of applying for an operators (bartenders) license and the processing of the application by the Police Dept.

Moved by Ald. Wisneski, seconded by Ald. Weber to support Police Chief's decision to deny an Operators License.

**Motion carried on roll call 7-0.**

C. Authorization of \$3,000 for bike racks on Valley Transit buses.

Mayor Laux explained the funds would come from TIF 4. Route 30 goes through downtown and one of the stops is a few blocks from the trestle trail. This will help generate interest in downtown.

CDD Keil explained TIF 4 was established to help beautify and promote the downtown area. Promoting the trestle trail will help generate business for the downtown.

Discussion on the bike racks not staying downtown and what other communities will be contributing to the cost of bike racks.

D. Authorization to purchase W7285 Manitowoc Road from Mark Schierl for an amount not to exceed \$27,000

CDD Keil explained where the property is located on Manitowoc Road. This parcel of land is needed to facilitate the extension of a street to serve new development in that area. Funds to purchase this property will come from TIF 9.

E. Request from Winnebago County Housing Authority to waive variance fee of \$225.

CDD Keil explained the variance the Winnebago County Housing Authority is requesting.

F. An Ordinance Relating to the C-3 Business and Office District.  
No Discussion or Questions.

- G. An Ordinance Relating to Prohibited Parking (Barlow Street)  
No Discussion or Questions.

- H. Resolution of Support for the Construction of a Full Interchange at U.S. Highways 10,  
441 & 41.

Ald. Weber explained as a Winnebago County Supervisor, he received a request from the Town of Menasha for his support of this resolution.

- I. Resolution Recognizing Dr. Martin Luther King, Jr. Day as a National Holiday.

Mayor Laux explained a Dr. Martin Luther King, Jr. program is held on this day, the 3<sup>rd</sup> Monday in January, each year and students from Menasha High School have participated in this program. He is requesting recognizing Dr. Martin Luther King, Jr. Day as a national holiday and hold the regularly scheduled council meeting on the 3<sup>rd</sup> Tuesday in January.

Discussion on honoring Dr. Martin Luther King, Jr. as in the past, regular business day for City.

- J. Accounts payable and payroll for the period 10-20-05/11-3-05 for the amount of \$1,153,024.88.

Ck. #4720-Kaempfer & Assoc.-\$902.70 – agreement with Waverly Sanitary District  
Ck. #4716-Gremmer & Assoc.-\$4,777.50 – professional services for Natures Way  
Ck. #4928-Schmidt Engineering-\$351.50 – hitch for snow plow  
Ck. #4874-Costume Specialists-\$120.00 – costume rental for Library

## II. ADJOURNMENT

Moved by Ald. Weber, seconded by Ald. Taylor to adjourn at 6:41 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  
Monday November 21, 2005  
**MINUTES**

I. ROLL CALL

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

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

Also Present: PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, Comp Stoffel, CA/HRD Brandt, Mayor Laux, PWS Jacobson, AP Beckendorf, Doug Young, Dick Sturm, Clerk Galeazzi and the Press

A. Update on Steam Utility Project (Discussion Only)

Menasha Utilities General Manager Doug Young gave a presentation on the Steam Utility Plant Project. He updated the Committee on the history of the project and where it is at currently. He explained the need for the City's backing on the funding of the project. They are hoping to have everyone on-line by January, 2006. Still waiting for the signed contract from SCA. If that contract is not signed, they have another contract to sell electricity to WPPI.

Doug Young and Dick Sturm answered questions from the Committee.

B. Approval of Offer to Purchase, 222 Main Street, including Counter Offer #2 for \$50,000.

CA/HRD Brandt explained the price the City paid for this property is the same price they are selling it for.

C. Approval of increase in Marina seasonal slip rate from \$35.50/ft to \$36.00/ft for 2006.

Mayor Laux explained the fees are consistent with other marinas in the area.

D. Approval of 2006 Safety Coordinator and Project Management Agreement with RW Management Group, Inc. and authorize signature.

CA/HRD Brandt explained this agreement is the same as the 2005 contract. Fees are the same. Request for proposal not requested as this is a renewal and the City has received good services from RW Management Group.

E. An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin. (BJ Clancy Annexation)

CA/HRD Brandt explained the boundary agreement with the City of Appleton. Appleton approved the detachment of this property. He recommends suspending the rules and taking this item up at the Common Council meeting.

F. Resolution Levying Taxes for the Purpose of Paying the Operating Expenses for the Year 2006 for The City of Menasha.

Amendments will be made during Common Council meeting.

G. Resolution Pertaining to the Construction of a New Fire Station #2.

Ald. Weber requested this resolution to untie the bidding of the fire station from the bidding of the Public Works Facility. Keeping both projects connected will hold up the completion of one project.

Ald. Wisneski suggested amending the resolution to read A Resolution Separating Construction of New Fire Station #2 from Construction of Public Works Facility.

H. Accounts payable and payroll for the period 11-7-05/11-17-05 for the amount of \$1,338,860.81.

Ck. #4993-Town of Menasha-\$335,846.17 – refund from DOT for trestle trail.

Ck. #5022-Tel/Com-\$172.66 – pagers for City employees.

Ck. #5055-Club Liquor-\$119.76 – door prizes for 25-year dinner.

II. ADJOURNMENT

Moved by Ald. Weber, seconded by Ald. Taylor to adjourn at 6:33 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  
Monday December 5, 2005  
**MINUTES**

I. ROLL CALL

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

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

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

A. Resolution Congratulating Menasha High School 2005 Football Team

Moved by Ald. Weber, seconded by Ald. Wisneski to adopt R-47-05 Resolution Congratulating Menasha High School 2005 Football Team.

Motion carried.

Mayor Laux read and presented resolution to Coach Westphal and the football team

Recessed at 5:35 p.m. for a short social gathering.

Reconvened at 5:55 p.m.

B. Update on Steam Utility Project (Discussion Only)

Doug Young updated the committee members on the progress of the steam utility project. He explained the steam plant isometric piping detail. The SCA contract has not been signed yet, but they indicated it will be signed by the end of the year. He anticipates generating steam by mid-to-late January and should see some revenue by February.

Steve Fields from the Steam Plant explained the start up procedure of generating steam. It will take a few weeks to make sure everything is working properly.

Mr. Young and Mr. Fields answered questions from Committee members.

C. Review and Accept Report on Refinancing of Electric and Water Utilities (Ray Osness)

Ray Osness from RBC Dain Rauscher reviewed the refinancing report. He explained the City has an option to refinance the revenue bonds from 1996 in 2006. He explained the timetable of events for both the 1996 revenue bonds and the 2002 BANS. He explained the Debt Service Schedule.

Mr. Osness answered questions from Committee members.

D. Review and Accept 2004 City of Menasha Audit Report (David Maccoux)

David Maccoux from Schenck reviewed the Independent Auditors Report and management letter. He explained this report is for 2004 and it is a clean report. He explained the Management's Discussion and Analysis section of the report. He explained the financial comments from 2003 & 2004 listed in the management letter.

Mr. Maccoux answered questions from Committee members.

E. Purchase of Ziel Property, 81 Racine Street.

CA/HRD Brandt explained the terms of the agreed with Becky Tynan, Executrix for the Estate of Edward Ziel, in the purchasing of 81 Racine Street. If the Council approves the terms, he will prepare the deed and transfer.

F. Approval of Extension of Franchise Agreement with Time Warner Cable.

CA/HRD Brandt explained the contract extension with Time Warner Cable. He reported that starting in 2006, Time Warner Cable will begin paying a franchise fee on revenues collected as franchise fees. He will continue to attend the Joint Cable-TV Committee meetings with Time Warner Cable and the Cities of Neenah, Menasha and Appleton. There have been some new representatives that might help expedite negotiations.

6:35 p.m. – recessed for Public Hearing

6:36 p.m. – reconvened

G. Approval of Offer to Purchase, Hemmer Development

CA/HRD Brandt provided an addendum to the original offer to purchase. He explained the changes to the original offer. If approved, the changes will be incorporated into the offer. A 30-day Right of First Refusal will begin after the agreement is signed.

6:43 p.m. – recessed for Public Hearing

6:46 p.m. – reconvened

H. Approval of Grant Agreements with Winnebago County for the term January 1, 2006 to December 31, 2006 for 1) Senior Center Coordinator; 2) Senior Center Activity Coordinator; 3) 60+ Health Screening Programming, and authorize signature.  
No Questions or Discussion

6:50 p.m. – recessed for Public Hearing

6:50 p.m. – reconvened

I. Consideration of ASCAP Contract.

CA/HRD Brandt explained the purpose of the contract. He explained this is for background music that is used at City events and facilities. City of Neenah will be participating. The cost of this contract will come from the Parks & Recreation budget.

PRD Tungate explained background music is used at the swimming pool and for some park and recreation activities and events.

6:56 p.m. – recessed for Public Hearing

6:56 p.m. – reconvened

J. An Ordinance amending Title 13 By Making Certain Changes In The District (Broad Street).

Ald. Weber asked that addresses or maps of the area be available when an ordinance pertains to a particular parcel or area.

K. An Ordinance amending Title 13 By Making Certain Changes In The District (Brighton Drive).

CDD Keil explained the properties that are included in the rezoning. He also explained what the gatehouse on this property could be used for with the rezoning. Currently the gatehouse is not being used.

L. Accounts payable and payroll for the period 11-23-05/12-1-05 for the amount of \$868,926.03.

Ck. #5136-Elan-\$4,973.58 – City's monthly credit card bill.

Ck. #5143-Gerdau Ameristeel-\$140.00 – epoxy tie bar for street dept.

II. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Mulvey to adjourn at 7:09 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  
December 19, 2005  
**MINUTES**

I. ROLL CALL

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

Present: Ald. Weber, Hendricks, Eckstein, Michalkiewicz, Mulvey, Merkes, Taylor, Wisneski,  
Also Present: PC Stanke, FC Vander Wyst, CDD Keil, Comp Stoffel, PRD Tungate, CA/HRD Brandt  
Mayor Laux, PWS Jacobson, MUGM Doug Young, Ray Osness, Carol Wirth,  
Clerk Galeazzi, and the Press.

A. Update on Steam Utility Project (Discussion Only)

Doug Young reported SCA Tissue North America has signed the Steam Supply Agreement. Mr. Young explained they are making good progress on the steam piping that is being installed. Some of the hook-up will begin during holiday shut down of the mills. Steam production will begin in January.

B. Resolution Providing For The Issuance and Sale of \$7,045,000 Combined Utility Revenue Refunding Bonds, Series 2005 And Providing For The Payment Of Said Bonds And Other Details And Covenants With Respect Thereto.

Ray Osness and Carol Wirth from RBC Dain Rauscher reported this resolution will lock in the interest rates for the 2005 Bonds and authorize the call of the 1996 Revenue Bonds and 2002 Notes. The new debt structure will improve the cash flow of both the water and electric utilities. Moodys Investors Service has assigned a high quality rating of A3 to Utilities. They explained the credit report and amortization schedule.

C. Resolution Authorizing and Approving A Master Lease Agreement.

Doug Young explained the lease agreement is for a large piece of water treatment equipment to meet the essential operational needs of the steam plant. This piece of equipment is expensive and it is more feasible to lease than to purchase.

D. Approval of Escrow Agreement among City of Menasha, Marshall & Ilsley Trust Company and GE Capital Public Finance, Inc.  
No questions or discussion.

E. An Ordinance Relating To Permits For The Use Of Loudspeakers Or Amplifying Devices.  
No questions or discussion.

F. An Ordinance Relating To Operators' Licenses.

Ald. Weber has checked with other area municipalities and currently the City of Menasha has the lowest fee for an operator's (bartenders) license.

G. A Resolution Pertaining to the Approval of the By-Laws of the Redevelopment Authority of the City of Menasha.

CDD Keil explained the by-laws and operating procedures. He explained exercising eminent domain. A discussion was held on the use of eminent domain for public purposes only.

H. Accounts payable and payroll for the period 12-5-05/12-15-05 for the amount of \$581,536.66.

Ck. #5300-Aquatics Design-\$1,000 – facility study for swimming pool.  
Ck. #5400-Arendal Inc.-\$60,000 – loan for façade improvements. (Landmarks Comm.)  
Ck. #5468-WE Energies-\$119.77 – 999 Brighton Drive (Parks Dept.)

II. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Taylor to adjourn at 6:50 p.m.  
Motion carried.

Deborah A. Galeazzi  
City Clerk