

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
March 3, 2008

MINUTES

 [← Back](#)  [Print](#)

1. CALL TO ORDER

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

2. ROLL CALL/EXCUSED ABSENCES

A. [Roll Call](#)

PRESENT: Ald. Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack, Hendricks
ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett,
PRD Tungate, GM Young, Mgr Sturm, Clerk Galeazzi, and the Press

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Administration Committee Minutes, 2/18/08](#)

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to approve minutes

Motion Carried on voice vote

Results:

4. DISCUSSION

A. [Increase General Fund-Revenue Account-Sale of City Property \(31100-48-04-391-000\) by \\$10,000 and General Fund-Expenditure Account-Transfer to Housing Rehabilitation Revolving Loan Fund \(31100-59-04-203-251\) by \\$10,000. \(Held 2/18/08\) \(3/4 vote required\) \(Ald. Wisneski\)](#)

Ald. Wisneski explained after reviewing the Landmarks Commission Facade Improvement Grant/Loan Policy, \$10,000 would be a good amount to reinvest in the downtown to help businesses. Discussion ensued on this should be done at budget time; having grant/loan funds available able to help downtown businesses.

B. [Health Department Agreement with Fox Valley Public Health Preparedness Consortium, Jan. 1, 2008 to Dec. 31, 2008, and authorize signature.](#)

PHD Nett explained the agreement and all funds will be kept for use within the City. Each municipality has an option to return any unused funds to the State.

C. [Renewal of Cell Phone Contract with U.S. Cellular](#)

PC Stanke explained U.S. Cellular was awarded the State bid for cellular service and as a result they are offering the members of the Menasha-Neenah Consortium, which the City is a member of, the same terms as they are giving the State of Wisconsin.

D. Updated Electronic Communications & Information Technology Policy (recommendation of IT Steering Committee)

CA/HRD Brandt explained some concerns of the Police Department were addressed by the IT Steering Committee on the Electronic Communications & Information Technology Policy and the changes were made to the policy.

E. O-2-08 An Ordinance Relating to Weights and Measures

CA/HRD Brandt explained a new category item was added to Weights and Measures Fees so the ordinance needed to be updated.

F. Weights and Measures Proposed Fee for Licensing Period 3-1-08 to 6-30- 09 (Recommendation of Board of Health)

No Questions or Discussion

G. Accounts payable and payroll for 2/21/08-2/28/08 in the amount of \$756,213.80

Ck. #16045-WE Energies-\$384.68 - heat for pool facilities

H. Update from Menasha Utilities GM Doug Young on: 1) Steam Utilities Financials; 2) Interest Payment for Steam Utilities; 3) Water Treatment Plant Update.

Doug Young reported Steam Utility staff was assigned tasks based on the Sargent & Lundy Report. A key member of the staff left for other employment. They are working on a replacement. December and January showed positive results. Significant improvements in electric sales to the regional electric market and electric revenues from the back-pressure turbine, and an insurance claim to recoup lost revenue from #4 turbine generator are contributing factors for the net income. They are making steady progress in less than ideal conditions.

March interest payment will be made from revenue, not reserves. They will have significant revenue to cover the next payment. 2008 budget plan for the steam utility provides a better method of projecting revenues and expenses.

The Water Treatment Plant is 100% complete and has been on-line since mid-January. They have been receiving good reports on the quality of the water. The water rate adjustment has been implemented. Staff did a good job. The project was completed on time and within budget.

I. Update from Steam Plant Manager Dick Sturm on: 1) Noise Issue at Steam Plant; 2) Grate System of #3 Boiler

Dick Sturm reported they have made some progress in resolving the noise issue. In-house experiments were conducted and some recommendations on reducing the fan speed on the bag house were suggested to the vendor. Have contacted the neighbors regarding the noise issue.

Ald. Taylor requested the aldermen be informed when the neighbors are contacted. Mr. Sturm referred to protocol of relaying information.

Ald. Pack requested Point of Order - discussion not pertaining to agenda item.
Chairman Wisneski, Point of Order well taken.

Motion by Ald. Taylor to appeal Point of Order, motion dies for lack of second.

Mr. Sturm explained the process of the grate system and history of the #3 boiler. Staff has been monitoring the #3 boiler since approximately 2003. They have been keeping records and budgeting for repairs and replacement parts

5. ADJOURNMENT**A. Adjournment**

Moved by Ald. Michalkiewicz, seconded by Ald. Pack to adjourn at 7:08 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, City Clerk