

It is expected that a Quorum of the Personnel Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
October 18, 2010
6:30 PM
or immediately following Common Council
AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Administration Committee, 10/4/10](#)

D. ACTION ITEMS

1. [Joint Powers Agreement, Winnebago County Emergency 911 System, Dec. 1, 2010 - Nov. 30, 2011, and authorize signature.](#)
2. [O-18-10 Ordinance Relating to Paving of Driveways \(Introduced by Ald. Taylor & Zelinski\)](#)

E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
October 4, 2010
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 7:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, Officer Zemlock, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 9/20/10](#)

Moved by Ald. Zelinski, seconded by Ald. Roush to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. [O-17-10 An Ordinance Relating to Chronic Nuisance Premises \(Introduced by Ald. Hendricks\)](#)

PC Stanke and Officer Zemlock explained this ordinance will enhance the current City Code that addresses public nuisance issues. They have used this to enforce chronic nuisance issues at rental properties. There are issues with owner occupied properties that need addressing. This ordinance will also allow charging for officers time when dealing with chronic nuisance issues.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to recommend to Common Council approval of O-17-10.
Motion carried on voice vote.

2. [Offer to Purchase, Lot 12 Midway Business Park, MHX3, LLC](#)

CDD Keil explained the offer is from Appanasha Pet Clinic. They are in need of Expansion space. Counter-Offer No. 2 lists the changes requested. The City has provided copies of easements and maps as requested by the buyer. The buyer is requesting certain signage at the entry way of the Business Park. Staff is recommending eliminating item 2C from Counter-Offer No. 2 relating to the type of font and letter size of the sign.

Moved by Ald. Hendricks, seconded by Ald. Englebert to recommend to Common Council to approve Offer to Purchase of Lot 12 Midway Business Park from MHX3, LLC and to eliminate item 2C from Counter-Offer No. 2.
Motion carried on voice vote.

3. [Amendment #2 to Development Agreement between the City of Menasha and PJC Group LLC](#)

CDD Keil explained this amendment is needed to correct a problem that was created when TIF District 11 was created. A base value was established for two parcels, the warehouse site and the executive office site. When the site was split from two to four parcels, most of the land value was placed on the parcel with the executive office. That caused an issue of reaching the threshold of \$300,000 as required by the original development agreement. There are alternative ways to correct this issued by working through the Department of Revenue, but are very complex and time consuming. Staff recommends amending the development agreement as it would not be so involved. This amendment will allow the developer to receive TIF increment earner under this development agreement faster, so they can complete the demolition part of the project. This agreement will not change the total amount of tax increment received.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to recommend to Common Council approval of Amendment #2 to Development Agreement between City of Menasha and PJC Group LLC.

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Zelinski to adjourn at 8:41 p.m.

Motion carried on voice vote.

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

**JOINT POWERS AGREEMENT
WINNEBAGO COUNTY 911 EMERGENCY SYSTEM**

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 146.70, Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the City of Menasha, municipality", as follows:

1. That effective **December 1, 2010**, this Agreement shall, thereafter, be applicable on a daily basis from said date through **November 30, 2011**.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may develop special ad-hoc, advisory task forces to research regional communication

network(s) with neighboring public safety departments or other County E911 Systems. The Advisory Committee will report to the County Executive and service that position in an advisory nature. Membership on the Advisory Committee shall consist of 9 representatives (appointed by the County Executive) from the following:

4 – Police Agency (separate departments) Representatives (normally the Police Chief or his/her designee).

4 – Fire Agency (separate departments) Representatives (normally the Fire Chief or his/her designee).

1 – Emergency Government Representative.

The Advisory Committee shall elect one Chair and Vice-Chair each year commencing in January.

4. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 146.70 (9)(c), Wis. Stats.

WINNEBAGO COUNTY

By: Mark L. Harris
Winnebago County Executive
Mark L. Harris

Date: 9/23/2010

By: Susan T. Ertmer
County Clerk
Susan T. Ertmer

Date: 9/14/2010

CITY OF MENASHA

By: _____
Mayor

Date: _____

By: _____
City Clerk

Date: _____

Approved

PAC 10-14-2010
City Attorney

ORDINANCE O-18-10

AN ORDINANCE RELATING TO PAVING OF DRIVEWAYS

Introduced by Aldermen Taylor and Zelinski

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

SECTION 1: Amend Title 13, ARTICLE E, SEC.13-1-51(b)(1) and (2) and (e)(3) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning

ARTICLE E

Traffic Visibility, Loading, Parking and Access

SEC. 13-1-51 OFF-STREET PARKING.

...

(b)

(1) R-1, R-1 A, R-2 and R-2 A Districts.

...

e. All driveways shall be surfaced with asphalt, concrete or other durable dust-free material acceptable to the Department of Community Development with the minimum standards set forth below in paragraph (2) a. 14., within one (1) year of construction. Those properties with existing driveways that are not currently surfaced with asphalt, concrete or other durable dust-free material shall be so surfaced prior to the sale of the property or, within six (6) months after the property is sold.

(2) R-3, R-4, C-1, C-2, C-3, C-4, I-1, I-2 and GU Districts.

...

(e)

(3)

...

d. or
e. If the property is sold.

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

Passed and approved this day of , 2010.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk