

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
TUESDAY, January 3, 2012
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, 12/19/11](#)
- D. ACTION/DISCUSSION ITEMS
 - 1. [Amendment to the contract for building inspection services with Independent Inspections, Ltd. \(office hours\)](#)
 - 2. [Special Event Policy \(Ald. Krueger\)](#)
- 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
December 19, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Benner, Klein, Taylor, Sevenich, Langdon, Krueger

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, PHD Nett, LD Lenz, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 12/5/11](#)

Moved by Ald. Krueger, seconded by Ald. Zelinski to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Senior Center Facility Rental Fees \(Recommended by Committee on Aging\)](#)

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council.

Discussion: PHD Nett explain based on a comparison done on fees charged to rent a facility, the Committee on Aging fee the new proposed fees are fair and affordable.

Motion carried on roll call 7-0.

2. [City of Menasha and Neenah-Menasha YMCA Senior Center Collaboration Contract for the term January 1, 2012 to December 31, 2012](#)

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council.

Discussion: PHD Nett explained the amount of the contract, \$88,500, is the amount that was budgeted for 2012.

Motion carried on roll call 7-0.

3. Grant Agreements between Winnebago County and City of Menasha for the term January 1, 2012 to December 31, 2012 for:

a) [Senior Center Coordinator](#)

b) [Senior Center Activity Coordinator](#)

c) [Older Adult Health Screening Program](#)

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 7:41 p.m.

Motion carried on voice vote.

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



Independent Inspections, Ltd.

W241 S4135 Pine Hollow Court
Waukesha, WI 53189

December 8, 2011

Mr. Greg Keil, Director of Community Development
City of Menasha
140 Main Street
Menasha, WI 54952

E-Mail Transmittal: gkeil@ci.menasha.wi.us

Re: Building Inspector Office Hours, City of Menasha

Dear Greg:

Construction and related building permits have continued to slow down. Menasha activity has dropped 42% through November 2011 from the previous same 12 months in 2010. That equates to a drop in fees payable to IIL of \$49,791.59.

We are proposing to reduce the inspector office hours following the reduction in building permit activity. The current office hours are Monday through Friday from 8:00-10:00 a.m. and 12:00-1:00 p.m. Our proposal is as follows:

Winter Hours:

(Nov. 15- April 15) Monday-Friday from 8:00-9:30 a.m. with appointments and a stop in the office as needed or requested.

Summer Hours:

(April 16-Nov. 14) Monday-Friday from 8:00-10:00 a.m. with 12:00-1:00 p.m. office hours added when permit activity exceeds \$8,000/mo.

Dan and Julie will still be available by cell phone when not in office hours as usual, so there will be no gap in that service level.

As always, if permit activity increases, IIL will meet that demand. Contact me with any questions. We would like the reduced hours to begin on December 27th with City approval.

Sincerely,

Thomas DeLacy, President
INDEPENDENT INSPECTIONS, LTD.

c: Connie L. Watt, Vice President, IIL
Dan Coffey and Julie Jansen, IIL
File
TDL/gg

Phone 262-544-8280
Waukesha Office

Phone 1-800-422-5220
www.independentinspections.com

Fax 262-544-8299
Waukesha Office

City of Menasha Special Event Policy

SPECIAL EVENT is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement.

The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well being of all community members.

APPLICATION Complete Special Event Agreement Packet must be returned to City Hall, 2nd Floor, Public Works/Parks & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non – refundable fee of \$25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

REVIEW OF APPLICATION Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events Committee. You will be advised of the date and time. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for.

APPROVAL OF APPLICATION Once your application has been reviewed and approved you will receive a Special Event Permit.

CERTIFICATE OF INSURANCE AND ENDORSEMENT If proof of insurance is required, Certificate of Insurance and Endorsement must be provided by the event sponsor. The **City of Menasha must to be named as additional insured on both the Certificate of Insurance and the Endorsement.** (see exhibit 1) The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. **The Certificate of Insurance and the Endorsement must be submitted no later than 5 business days following approval of the special event, but in no case less than 30 days prior to the event.**

SPONSOR ADDITIONAL RESPONSIBILITIES If your event requires street closure, it is the event holder's responsibility to contact, Valley Transit at 920-832-5200 and Gold Cross Ambulance at 920-967-6077 to alert them to the street closure. It is also the event holder's responsibility to notify the property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

FEES All events are required to pay a non-refundable deposit of \$25 at the time their application is turned in. Charges for park facilities, food sales permits, tent permit fees, firework fees, etc. are to be paid *IN ADDITION* to the Special Events application fee. Submittal of an event application does **NOT** reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection, fireworks permits and park rental fees. At the completion of your event, charges must be paid no more than 60 days after the last date of your event. If this requirement is not met, further charges may be incurred.

NON-PROFIT ORGANIZATIONS AS EVENT HOLDERS Non-Profits hosting an event that is free and open to the public **may** receive up to a 50% discount on the total Special Event bill. By definition the Non-Profit group must be a registered 501(c)(3) or (4) organization and proof of this designation is required.

TERMINATION OF EVENT The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and /or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

APPROVED BY CITY OF MENASHA COMMON COUNCIL ON 1/4/11