

**CITY OF MENASHA**  
**Administration Committee**  
**140 Main Street, 3rd Floor Council Chambers**  
August 4, 2008

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order by Chairman Wisneski at 6:10 p.m.

**2. ROLL CALL/EXCUSED ABSENCES**

**A. [Roll Call](#)**

PRESENT: Ald. Wisneski, Pack, Hendricks, Zelinski, Michalkiewicz, Pamentor, Taylor

EXCUSED: Ald. Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, Lt. Bouchard, DPW Radtke, CDD Keil, AP Beckendorf, C/T Stoffel, Clerk Galeazzi, and the Press.

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**A. [Administration Committee Minutes, 7/21/08](#)**

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

Motion Carried on voice vote

Results:

**4. DISCUSSION**

**A. [CVMIC Dividend Payment Option](#)**

CA/HRD Brandt gave a brief history of the creation of Cities and Villages Mutual Insurance Company (CVMIC) and how the City became a member. CVMIC will be paying dividends to its members since the revenue bonds issued in 1987 and 1997 have been paid in full. They will return 85% of available funds to members and retain 15% in reserves. It is recommended that Option 1 of the agreement be approved. Dividend payments to the City will be approximately \$21,053.00 on March 1, 2009.

**B. [Termination of Offer to Purchase, Lot 10 Province Terrace \(No action necessary\)](#)**

CDD Keil explained after the original Offer to Purchase by Wiegert Enterprises for Lot 10 Province Terrace was approved by the Council, a preliminary site plan was done and it was discovered the planned project would not fit on the parcel due to the drainage way and the 75' set back required. Wiegert Enterprises have now made an offer on Lot 15, which will accommodate their project. No action is necessary by the Council as it states in the offer, the offer is considered null and void if the parcel is unsuitable for the proposed development

**C. [Offer to Purchase, Lot 15 Province Terrace, Wiegert Enterprises, LLC.](#)**

CDD Keil explained the project for this parcel will be a 10,000 square foot day care facility.

When questioned if the buyer of the lot has secured their financing, CDD Keil reported the Offer to Purchase does

have a financing contingency. However, the City is only selling the lot and the only requirement would be to have to build on the lot within 18 months of purchase.

**D. [O-17-08 An Ordinance Amending Title 13 by Making Certain Changes in the District \(Parcel #7-01-10 Rezoning\)](#)**

Mayor Merkes explained one correction on the ordinance the property will be changed from an R-2, Two Family Residential to a C-3 Business and Office.

**E. [Accounts payable and payroll 7/18/08-7/31/08 in the amount of \\$1,094,110.58](#)**

Ck. #17866-UW Fox Valley-\$1,095.00 - videotaping council meeting, 4/7/08 to 6/17/08  
Ck. #17899-Gunta & Reak SC-\$1,625.66 - legal fees for claim against the city involving Police Dept.  
Ck. #17923-Omni Assoc.-\$1,000.00 - assist in land acquisition for 3rd Street project

**5. ADJOURNMENT**

**A. [Adjournment](#)**

Moved by Alderman Michalkiewicz, seconded by Alderman Pack to adjourn at 6:26 p.m.

Motion Carried on voice vote

Results:

Respectfully submitted by Deborah A. Galeazzi, City Clerk