

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
September 7, 2010
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 7:21 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Roush

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, FC Auxier, CDD Keil,
C/T Stoffel, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. [Administration Committee, 8/16/10](#)

Moved by Ald. Englebert, seconded by Ald. Langdon to approve minutes.

Motion carried on voice vote

D. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. [CA/HRD Captain – Hail Damage to Heckrodt Wetland Reserve](#)

CA/HRD Captain reported on the recent hail damage to some of the buildings at Heckrodt Wetland Reserve. The buildings were not listed on the City's general property insurance policy with the State of Wisconsin Local Government Property Insurance Fund. Staff is working with the insurance company to include these buildings.

E. ACTION ITEMS

1. [Vision Insurance Plan of America 3 Year Renewal \(carry over from 7/19/10\)](#)

CA/HRD Captain explained the Horton Group, which provides insurance brokerage service to the City, solicited quotes on the City's behalf from three different vision insurance plan providers. Two of the providers responded, AlwaysCare and Epic Life, both of which were higher than the plan presented by Vision Insurance Plan of America. Horton Group recommends going with VIP of America.

When asked if the renewal needs to be for three years, CA/HRD Captain responded the policy could be cancelled at any time.

Moved by Ald. Taylor, seconded by Ald. Englebert to recommend to Common Council the three year renewal with Vision Insurance Plan of America.

Motion carried on voice vote.

2. [Agreement with Spielbauer Fireworks Co., Inc for fireworks programs on July 4, 2011 and July 4, 2012 \(carry over from 7/19/10\)](#)

Mayor Merkes explained the original agreement submitted to the Committee did not list the same type of fireworks used for the July 4, 2010 fireworks show. The agreement submitted by Spielbauer Fireworks Co. for \$18,000 a year for 2011 and 2012 would guarantee the same great show that was presented in 2010. This agreement will lock in the 2010 rates for 2011 and 2012. The first contract listed an amount of \$15,000. Mayor Merkes explain he asked for a change to the shells used for 2010 fireworks show that increased the amount. Usually \$5,000 is received in private donations for the fireworks each year.

Moved by Ald. Zelinski to table. Motion dies for lack of a second.

Moved by Ald. Hendricks, seconded by Ald. Benner to recommend to Common Council approval of the agreement with Spielbauer Fireworks Co.

Motion carried on voice vote. Ald. Zelinski-nay

3. [Petroleum Tank Upgrade/Repair and Closure Permit Fees
\(Recommended by NM Fire Rescue Joint Finance & Personnel Committee\)](#)

FC Auxier explained the fee recommendation is consistent for petroleum tanks for both Menasha and Neenah to recover costs for the amount of time the Fire Department spends on the projects. It will be effective Jan. 1, 2011.

This can be approved by Administration Committee. It does not have to go to Common Council.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to approve petroleum tank upgrade/repair and closure permit fees effective Jan. 1, 2011.
Motion carried on roll call 7-0.

4. [Vacant Land Listing Contract with Drifka Group Inc for 81 & 87 Racine and 504 Broad](#)

CDD Keil explained this listing contract with Drifka Group would be for one year. Core Development declined to submit a contract as they have a lot going on at this time. Core Development and Drifka Group were the only two realtors contacted.

CDD Keil explained there are no restrictions as to what type of building can go on these lots regarding the contamination on the property.

Questions of the Committee were what type of sign would be put on the property; what will be timetable for listing properties.

Moved by Ald. Zelinski, seconded by Ald. Hendricks to hold in Committee until more information about the signs is available.

5. [Loan to City of Menasha Sewage Utility](#)

C/T Stoffel explained the City may be asked to pay some legal fees regarding the litigation of the Neenah-Menasha Sewerage Commission involving matters related to PCB contamination of the Fox River. He is asking permission to make a loan of up to \$200,000 from the General Fund to the Sewerage Fund to cover the payment. The money will be repaid when the sewerage fund has sufficient dollars on hand. There may be a need to increase sewerage user fees which have not been increase for some time.

This does not affect the Waverly Sanitary District. Both cities of Menasha and Neenah may be asked to pay their share of the legal fees.

Moved by Ald. Hendricks, seconded by Ald. Benner to recommend to Common Council approval of a loan to the sewage utility.

Motion carried on roll call.

6. [O-12-10 An Ordinance Relating to Application of Menasha Building Codes](#)

CDD Keil explained because of the recent hail storm there has been more roofing activities. The current ordinance does not require a permit for re-roofing and so insurance companies are refusing to pay the permit fee, but are requiring the work to be inspected. It would be good practice to require a permit for re-roofing because that will require the contractor to be licensed and have insurance. The minimum cost for an inspection is \$40. It is a form of consumer protection to make sure the contract has all the proper documentation and insurance. The homeowner can do their own work, but would still require a permit.

Moved by Ald. Wisneski, seconded by Ald. Taylor to recommend to Common Council O-12-10.

Moved by Ald. Zelinski, seconded by Ald. Hendricks that the homeowner be exempt from the fee.

Motion on amendment carried on roll call 4-3.

Ald. Langdon, Hendricks, Zelinski, Englebert – yes

Ald. Taylor, Wisneski, Benner – no

Motion as amended carried on voice vote

7. [O-14-10 An Ordinance Making Changes to Budget Review Dates](#)

Ald. Taylor stated this ordinance change will add one more budget review date and change one date from a Thursday to a Wednesday. It will also allow the Council to schedule a fifth review date if necessary.

Moved by Ald. Taylor, seconded by Ald. Langdon to recommend to Common Council O-14-10.

Motion carried on voice vote. Ald. Zelinski - nay

8. Set permit fees for re-roofing projects (Staff recommends \$40.00) (Refer to Item 6)

Moved by Ald. Englebert, seconded by Ald. Zelinski, to approve a fee of \$40 for re-roofing permit fee.

Motion carried on voice vote. Ald. Hendricks - nay

F. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Benner to adjourn at 8:13 p.m.

Motion carried on voice vote.

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