

**Town of Menasha**  
**Board of Supervisors**  
**5<sup>th</sup> Annual Organizational Workshop**  
Friday May 11, 2007  
9:00 a.m.

**Fire Station #40**  
**1340 Cold Spring Road**

**Minutes**

The Organizational Workshop began at 9:10 a.m.

Present were Chairman Arden Tews, Supervisors Kate McQuillan, Barbara Hanson (at 9:30 am), and Dale Youngquist, Administrator Jeffrey Sturgell, Finance Director Myra Piergrossi, Comm. Development Dir. George Dearborn, Town Clerk Karen Tweedie, Street Supt. Randy Gallow, Assessor Richard Eiberger, Dir. of Parks/Rec. Mike Kading, Police Chief Rod McCants, Fire Chief Keith Kiesow, Water Supt. Jeff Roth, Wastewater Supt. Steve Laabs, Admin. Asst./Human Res. Joan Burrill, Network Administrator Tim Plagenz, Engineer Lee Riebold. Absent was Supervisor Jerry Jurgensen.

**1. Introduction**

Administrator Sturgell discussed the Listening Session on the State Budget given by local legislators and held in the Municipal Complex Assembly Room on Thurs. May 10, 2007 from 6:00-8:00 p.m.; described two separate citations issued to the Town for work performed by contractors on the Secura property, and the Jacobsen Road trail extension.

Administrator Sturgell stated that he, Chairman Tews and Director Dearborn attended discussions at City of Menasha City Hall last Wednesday regarding the Heckrodt annexation which took place and the possible swapping of land back to the Town.

**2. E. Shady Lane Project**

Engineer Reibold discussed the highlights of the project which were moving the water line from the north to south side of road, 18" sewer line replaced with 24" line, change from rural to curb & gutter and the addition of 10 feet of asphalt trail on the south side of the road. He also explained project concerns of easement acquisition, tree removal, utility lead time; curb, gutter and storm sewer assessment along with trail assessment, pedestrian crossings/bus stops, driveway aprons, and a turn lane at Menasha Estates. Engineer Reibold stated there will be permanent limited and temporary limited easements for bringing E. Shady Lane back to grade level to meet with the existing road in the area south of Shady Lane, and east of Tumblebrook Road.

Supervisor Hanson expressed concerns of school children waiting at the bus stop. Other project concerns were also discussed.

Administrator Sturgell presented four different timeline options which board members may decide upon for completion of this road project to include: 1) Entire package constructed in 2008; or 2) Water constructed in 2008 with sewer, curb, gutter, storm, and trail construction in 2009; or 3) Water constructed in 2008 and the rest of project on hold; or 4) Any number of combinations. Administrator Sturgell stated the priorities of the board will be when to build the trail, who to assess, and when sewer should be upgraded.

### 3. **Data Center**

Network Administrator Plagenz discussed the creation of a potential Data Center/Security Room in the old Clerk's office space to include; an area for relocation/consolidation of phone, network and server hardware; providing another area for a secure archival room for documents, and; office space for the Network Administrator and possible future assistant. Benefits of relocating the Data Center and Security Room were also discussed. Funds may be available from personnel savings in the 2006 budget.

Finance/Clerk office area concerns were reviewed wherein, Finance Director Piergrossi spoke about security issues within the Finance Department and steps which have been taken to resolve them to include different ways of cash handling, and minimizing access to the Finance Department.

Finance Director Piergrossi also addressed the issue of lack of space with the Finance/Clerk office area and discussed various options to integrate an area for the Deputy Clerk. Discussed was relocation of the Deputy Clerk after a temporary move caused both the Clerk and Deputy Clerk to share an office until space is provided. One option was to move the wall narrowing the Clerk's office, then utilize the current equipment room to create an office for the Deputy Clerk. Chairman Tews stated that the board would begin by building the Data Center, and review the other options at a later time.

### 4. **Break**

Lunch break was taken at this time from 11:30 a.m. – 12:00 p.m.

### 5. **Board and Staff Open Discussion – Goals**

During the lunch break, staff discussed several items.

Supervisor Youngquist expressed that although he likes and uses the town's trails and parks, he feels the roads are most important and their condition could be looked at for any needed street improvements.

Supervisor McQuillan stated she noticed that the residents are asking for more clarity with verbiage used in the town's board meeting correspondence, Town Board meeting backup information on the town's website was discussed, and reasons for the delays and/or lack of communication to board members of new businesses coming into town. Reasons given by staff were that unless a business formally files correct paperwork with the department, the possibility exists of not ever seeing the business to fruition, or, a potential business may inquire much too early before the actual start of their business, causing delay. Supervisor McQuillan relayed to staff that residents are confused when watching or attending board meetings and unclear as to who was speaking, particularly department head staff. Chairman Tews has asked that in the future, the Clerk take roll call and have the elected members state their name before all town meetings, and said that he will ask staff wishing to speak to state their full name along with their title.

Chairman Tews discussed with staff the following points:

1. Budget Ideas. For clarity, have in '**Bold**' any new expenditures.
2. Grants. Stated we are doing well with finding and utilizing grants.
3. Impact Fees for the fire station/community center remodeling were discussed.
4. CB Park. Volunteers are out there to help, advertise so the word is out.

- Parks & Rec. Dir. Kading asked for volunteers to pull weeds along trail- meet on May 16 @ 6:00 pm in Fritse Park.
5. Borrowing. Always use ‘what fell off the table’ (when a debt ends) first before borrowing. Supervisor Hanson requested a chart of what loan borrowing we have and when each begins and ends, for easier tracking.
  6. Leaf Pickup. Should we look into automatic leaf pickup? Other ideas: lease leaf pickup machines, use compost piles, extend pickup times, locate dumpster in Palisades Park for residents’ use.
  7. It will be difficult requesting additional employees.
  8. Parks/Fire Ad-Hoc Committees. There is a limited amount of money. Based on increases in the last 5 years for these two departments, know the effect and the result of other departments who also have needs for the money.

6. **Concluding Discussion**

Parks & Rec. Director Kading announced there will be a volunteer tree planting on Saturday, September 15. For further information, inquire with the Park Department.

Fire Chief Kiesow commented that other departments’ budgets cannot be compared with the Fire Department’s budget when setting aside money for expensive fire equipment or vehicles, and used an example of a fire truck. He further stated that fire equipment is comparably more expensive than most other departmental items.

Deputy Fire Chief Phillips stated she spoke with a town resident who has had an interest in reviewing the town’s open burning ordinance, and had said she had received various complaints of other residents coming to her about the burning of leaves. Deputy Phillips discussed the ordinance which was changed a number of years ago, discussed the impact this smoke has had on other surrounding areas also, but said she will listen to alternatives. She stated the Fire Department has concerns that the guidelines now in place to allow the burning of leaves are not always being followed.

At 1:30 p.m., the Organizational Workshop adjourned.

Respectfully submitted,

Karen J. Tweedie, Town Clerk