

**Town of Menasha Special Meeting
Organizational Workshop
Fire Station #40 - 1326 Cold Spring Road - Training Room
Friday, June 20, 2008 - 8:00 a.m.**

Minutes

Town Chair Arden Tews called the meeting to order at 8:00 a.m. Present were Supervisors Gerhart, Hanson, Ziegler and Youngquist, Administrator Sturgell, Dir. Comm. Dev. Dearborn, Clerk Backman, Police Chief McCants, Assistant Assessor Telfer, Wastewater Supt. Laabs, Admin. Asst./Hum. Res. Coord. Burrill, Park & Rec. Dir. Kading @ 8:12, Police Chief McCants @ 8:25, Water Superintendent Roth @ 8:36, Cust. Svc. Asst. Walbrun @ 9:35, Park Comm. Dillon @ 9:40. Excused was Finance Director Piergrossi, Street Supt. Gallow, Network Admin. Plagenz, Assessor Eiberger and Fire Chief Kiesow.

ADMINISTRATOR'S UPDATE - 8:00 am to 9:30 am

Stormwater Plan

Administrator Sturgell discussed stormwater implementation and the progress made; discussed acquisition of the Cold Spring Road pond site; submission of grants; discussions with Menasha about Tayco Road site; progress made with the other pond sites including Millcreek, Northern Road and Independence. He stated the stormwater utility has made slower progress. Thus far, a draft ordinance has been completed, partial REU fee structure completed, with little completed on the budget. Administrator Sturgell mentioned that the CB Park area can eventually contain a pond when and if development occurs.

Solid Waste Contract

Veolia's contract ends Dec. 31, 2008. A small committee has been formed, the contract reviewed, and will solicit proposals for manual and automatic pick-up in July with a decision made in August/Sept. Discussed current vendor costs; noted high fuel surcharge costs (negotiated 3 yrs. ago). Adm. Asst. Burrill stated this year there will be an extended leaf pickup for one week, in the week following Thanksgiving. Supervisor Ziegler asked how many (3-year) proposals we may expect to receive and Burrill felt there would be three, although Chairman Tews inquired whether a 4-year proposal would bring in small companies to bid. Adm. Asst. Burrill and staff talked about the possibility of not having unlimited pickup feeling this may encourage residents to recycle more.

Alternative Energies

The solar panel project bid package will go out to bid in late June; we received a grant from Focus on Energy and will apply for a WE Energies grant in July. Bid will be awarded in August/Sept. Staff discussed placement of the solar panels on the Town's property and gave two options; possibly on the small building by the town's garage, but better on the hill near trees across from the municipal complex driveway, west of the employee parking lot. Comm. Dev. Dir. Dearborn and staff discussed the cost of the panels minus the grant monies leaving a \$75,000 balance with payback of approx. 20 years.

Video Franchise Agreements

In Dec. 2007, WI Act 42 passed which allows the state to issue franchise agreements for video service providers. Administrator Sturgell discussed the Town's franchise agreement with Time-Warner Cable; Time Warner notified the Town of their application of state franchise; staff met with AT&T to discuss application for state franchise. He explained the franchise fees; they must provide two PEG (public) channels-with conditions; impact on the Town which is unclear at this time regarding PEG channels' usage. Town staff will meet with Neenah, Menasha, Appleton and UW Fox Valley regarding PEG & in-kind support issues. Chairman Tews asked that the board members be notified when AT&T is working throughout the area placing boxes containing telephone equipment, should they receive telephone calls, although staff explained we most likely won't know when/where they are because AT&T usually does not contact us beforehand.

Fritse Park Update

Administrator Sturgell reported the Town is still waiting on the Chapter 30 permit and the DNR will not release the Chapter 30 permit until the DNR approves the Notice of Intent to construct. Eventually the Board will decide on the direction of Fritse Park. Park & Rec. Director Kading and Administrator Sturgell will be meeting with the Board members to discuss.

Labor Contracts Update

The AFSCME and WPPA labor contracts end on Dec. 31, 2008. Negotiations begin in Fall. Chairman Tews requested that negotiations start early beginning with the WPPA contact for the Police Department in September.

Staff took a break from 9:30 - 9:45

NOXIOUS WEEDS - 9:45 am to 10:30 am

Dir. of Park & Rec. Kading described the impact of the noxious weed program and how it works. He explained the steps followed when the complaint comes to the Park Dept. office, a work order is created, a weed commissioner visits the site, and then the commissioner sends out the order for the property owner to remove weeds. Discussed were the costs to the Town and how much of the cost is recouped. Currently, we only charge the resident for the cost of mowing. Director Kading reiterated the fact that the staff resources are not sufficient to cover this program and made various recommendations. Increasing the customer service hours in the Park Dept. was discussed although the Board did not agree on it at this time. The Board did agree to: reduce the number of days to comply; increase the administrative fee for mowing costs; institute a repeat offender fee (plus any other costs incurred) for properties that receive additional complaints within a single growing season; expound on the town's ordinance on noxious weeds to include some (or all) of the State's list of noxious weeds and include garlic mustard weed which is taking over in our area. Director Kading showed and compared other municipalities' procedures for controlling noxious weeds.

Chairman Tews wants to see the Town's ordinance changed. A tall grass ordinance was discussed although staff feels it may only increase the complaint calls. All agreed that the repeat offenders are the bigger issue and made the following recommendations: reduce the number of days to comply from 10 to 7; include a letter to previous offenders prior to the growing season along with a reminder for the property owner to maintain their lot. Increase administrative fees for offenders: *1st Offense*: minimum 50% administrative fee or \$100, whichever is greater; *2nd Offense*: min. 100% admin. fee or \$200, whichever is greater; *3rd Offense*: min. 100% admin. fee or \$300, whichever is greater.

RUNNING THE BOARD MEETING - 10:30 am to 11:00 am

Chairman Tews presented proposed changes to the board meeting proceedings: Reduce public comments from 10 minutes/person to 3 or 5 min. It was agreed the time now allowed is long and could be reduced. Implementation of a stopwatch to adhere to the time allowed each person was agreed to, with the Administrator keeping track of time allotted. Changing the order of the public forum to later in the meeting was discussed and staff had mixed feelings, though the overall sentiment was if a resident wanted to speak on a topic on the agenda they could do so during that time. Agendas are publicly posted and placed on the Town's website in advance, should anyone wish to view it prior to determine when an item will appear or to decide to attend later in a meeting.

Clerk Backman read an answer received from WI Town's legal counsel about State Statute 19.83(2) and whether Board members are allowed to discuss (not act upon) topics brought up by the public during public forum. It was suggested the Board could explain past actions and give procedural explanations. Otherwise board members may place the topic on a future agenda to discuss or vote upon.

Chairman Tews and Clerk Backman asked Board members whether they would be interested in receiving other departmental minutes of commissions and committees with their Town Board meeting packet. Board members agreed to accept all other departmental minutes as part of the record.

Asked whether the monthly departmental reports received from staff and submitted for attachment to the Administrator's memo should be part of the Town Board packet instead, it was agreed they would remain with the memo.

Chairman Tews asked for a consensus of the board members on: Timed public speaking at public forum for an amount of 3 minutes or 5 minutes per person; leaving public forum at the beginning of the meeting or moving public forum to later in the Town Board meeting. Consensus of the board members was as follows:

Supervisor Youngquist:	reduce to 3 min./move P.F.	Supervisor Hanson:	reduce to 5 min./leave P.F.
Supervisor Gerhart:	reduce to 3 min./move P.F.	Supervisor Ziegler:	reduce to 3 min./move P.F.
Chairman Tews:	reduce to 3 min./move P.F.		

Clerk Backman will prepare changes to Municipal Code Chapter 2 Town Board and Other Meetings, and present it for a first reading on the next Town Board Meeting of July 14.

OPEN DISCUSSION - 11:00 am to 12:00 pm

At this time, staff presented any matters of interest. Comm. Dev. Dir. Dearborn stated he had attended another Sustainability Meeting on renewable energy and discussed. Park Commissioner Mike Dillon drew a graph showing comparisons of the cost of energy over time and stated renewable energy is coming down, but stressed what was needed is communication and participation by the people. Chairman Tews suggested it be presented to the residents so they can see what's coming and the advantages of renewable energy, as well as the effects of sustainability to businesses.

Supervisor Ziegler asked about using wind turbines along with solar panels, and Administrator Sturgell stated due to legislation it's more advantageous to put up a wind farm than a single windmill. Park & Rec. Director Kading spoke on behalf of the Sustainability Committee and encouraged the Town Board to accept sustainability and embrace it, and stated if this is the direction we take, we should work together.

Chairman Tews discussed the new east side well and asked staff when residents can begin to use the water. Budget time will begin in two months and board members encouraged staff to come forward with any (increases or decreases) changes within their departments. Chairman Tews mentioned vehicle replacement and staff's feelings were the Town should purchase more fuel-efficient vehicles due to soaring fuel costs.

Wind energy and its 10-year payback time was discussed and staff felt it should be looked at, though Supervisor Ziegler felt the Town should have a blend of solar and wind energy. Park & Rec. Director Kading added that the Town should also look at the small things to change too, such as the switch to compact fluorescent bulbs.

Supervisor Youngquist stated he felt there were three things the Town should do:

1) Continue forward with the stormwater utility;

2) Incorporation - do it soon, possibly early next year. Administrator Sturgell stated this was recently discussed among departments;

3) Plowing trails (particularly Friendship, American Dr., County II, County Hwy. CB and Cold Spring Road) - resolve issues, look at the trail policy.

Park & Rec. Director Kading told board members this topic would be on an upcoming Park Commission meeting.

Chairman Tews again confirmed the trails would not be plowed if it would generate overtime expense.

At 12:00 pm, MOTION: Hanson/Ziegler to adjourn the Organizational Meeting. Motion carried.

Respectfully submitted,

Karen Backman, Town Clerk