

Town of Menasha Board of Supervisors Regular Meeting  
Monday, October 12, 2009 - 6:00 p.m.  
Municipal Complex – Assembly Room - 2000 Municipal Drive

Agenda

1. Call to Order, Pledge of Allegiance and Roll Call
2. Awards/Presentations
  - a) Police Department – Retirement of Lieutenant Doug Jahnsman
3. Minutes to Approve
  - a) Regular Town Board Meeting – September 28, 2009
  - b) Special Meeting Budget Workshop – September 21, 2009
  - c) Special Meeting Budget Workshop – September 30, 2009
4. Minutes and Correspondence to Receive  
Minutes
  - a) Park Commission Meetings – August 12, August 26, and September 9, 2009
5. Public forum on any matters of concern to the Town. The public may comment; however, no action can be taken. *Five minute time limit per person on non-repetitive matters.* To address the Board, complete the Public Participation signup sheet.
6. Discussion Items
7. Unfinished Business
8. New Business- Resolutions/Ordinances/Policies
  - a) 091012-1:RES Budget Transfer – Roof Repairs – Vehicle Storage Building
  - b) 091012-2:RES Budget Transfer – Replacement of Existing Heating Units
  - c) 091012-3:RES Approve Intermunicipal Agreement to Operate a Regional Driver's Simulator
  - d) 091012-4:RES Expenditures
  - e) 091012-5:RES Operator License Applicants
9. Reports
  - a) Chairman Tews – Budget Public Hearing and Adoption – Nov. 17, 2009, 6:00 p.m. at the Municipal Complex
10. Motions by Supervisors
11. Adjourn

RES #091012-1

**BUDGET AMENDMENT – ROOF REPAIRS - VEHICLE STORAGE BUILDING**

WHEREAS, an ice build-up occurred along the north edge of the existing roof on the vehicle storage building during the early winter of 2009; and

WHEREAS, the Town's insurance carrier covered \$6,500 in repair costs for the removal of the existing insulation, and the installing of new insulation on the underside of the roof eave located on the inside of the vehicle storage building; and

WHEREAS, the Town's insurance carrier will not authorize any additional work or cover the cost to correct the needed roof repairs to keep the ice build-up from occurring again; and

WHEREAS, the existing rain gutters and down spouts along the edge of the roof along the north side of the building need to be removed, and a new water deflector/drip edge installed along the eaves at a price not to exceed \$6,500; and

WHEREAS, Street Superintendent Randy Gallow recommends the Board authorize completion of the necessary roof repairs at a price not to exceed \$6,500 with the cost of such replacement to be taken out of the General Government Contingency Fund.

NOW, THEREFORE BE IT RESOLVED by the Town of Menasha Board of Supervisors to hereby authorize Street Superintendent Randy Gallow to complete the necessary roof repairs at a cost not to exceed \$6,500. The cost of such repairs will be taken out of the General Government Contingency Fund to cover the unanticipated expenditure of the roof repairs on the vehicle storage building.

BE IT FURTHER RESOLVED by the Town of Menasha Board of Supervisors that Finance Director Piergrossi is hereby authorized to amend the 2009 budget for the above-mentioned roof repairs as attached.

Adopted this 12th day of October, 2009

*Requested by: Randy Gallow, Street Superintendent*

*Submitted by: Arden Tews, Town Chairman*

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Arden Tews, Town Chairman

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Attest: Karen Backman, Town Clerk

RES #091012-2

**BUDGET TRANSFER – REPLACEMENT OF EXISTING HEATING UNITS**

WHEREAS, an inspection of heating units throughout the Municipal Complex identified eight (8) cracked heat exchangers in eight (8) existing heating units located in various shop and garage locations; and

WHEREAS, these units have been taken out of service and are in disrepair and need to be replaced; and

WHEREAS, in the 2009 budget, \$10,000 has been budgeted to provide a back-up generator hook-up to the existing generator system, which is not being recommended to be installed; and

WHEREAS, it is the recommendation of Street Superintendent Randy Gallow to use the \$10,000 designated for the back-up generator hook-up to help off-set the replacement cost of the eight (8) existing cracked heat exchangers at a price not to exceed \$15,000; and

NOW, THEREFORE BE IT RESOLVED by the Town of Menasha Board of Supervisors to hereby authorize Street Superintendent Randy Gallow to use the \$10,000 designated in the 2009 budget for the back-up generator hook-up to help off-set the replacement cost of the existing heating units and to replace the eight (8) existing heating units, at a cost not to exceed \$15,000. The remaining cost of such repairs shall be taken out of the General Government Contingency Fund to cover the unanticipated expenditure of the eight (8) existing heating units at the Municipal Complex.

BE IT FURTHER RESOLVED by the Town of Menasha Board of Supervisors that Finance Director Piergrossi is hereby authorized to amend the 2009 budget for the above-mentioned eight (8) existing heating units as attached.

Adopted this 12th day of October, 2009

*Requested by: Randy Gallow, Street Superintendent*  
*Submitted by: Arden Tews, Town Chairman*

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Arden Tews, Town Chairman

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Attest: Karen Backman, Town Clerk

RES#091012-3

**APPROVE INTERMUNICIPAL AGREEMENT TO OPERATE A REGIONAL DRIVER'S SIMULATOR**

WHEREAS, on January 5, 2009 the Town Board passed a resolution agreeing to participate and commit funds for a Regional Driver's Simulator; and

WHEREAS, the Neenah/Menasha Fire Rescue Department is in the process of purchasing the driver simulator; and

WHEREAS, there is a need to enter into an Intermunicipal Agreement to detail the various rights and responsibilities as it relates to the Regional Driver's Simulator.

NOW, THEREFORE BE IT RESOLVED, by the Town of Menasha Board of Supervisors to hereby approve the Intermunicipal Agreement to Operate a Regional Driver's Simulator.

Adopted this 12<sup>th</sup> day of October, 2009

*Requested by: Keith Kiesow, Fire Chief*  
*Submitted by: Arden Tews, Town Chairman*

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Arden Tews, Town Chairman

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Attest: Karen J. Backman, Town Clerk

RES #091012-4

**EXPENDITURES**

WHEREAS, The Town of Menasha has outstanding invoices totaling: \$688,746.31

WHEREAS, the disbursements are categorized below & the detail is attached:

Pending:	
General Fund 2009	\$ 117,639.58
Special Revenue Fund 2009	\$ 71,886.08
Debt Fund 2009	\$ 350,040.91
Capital Projects Fund 2009	\$ -
Trust & Agency Fund 2009	\$ -
Park Dept, Commission List/Special Process Checks	\$ -
Tax Special Process Checks	\$ -
General Fund Special Processed Checks	\$ 149,179.74
Total:	<u>\$ 688,746.31</u>

NOW, THEREFORE BE IT RESOLVED; that the Town of Menasha Board of Supervisors hereby authorizes the above expenditures to be paid by the Finance Department with the exception of \_\_\_\_\_.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2009

*Requested by: Myra R. Piergrossi, Finance Director*  
*Submitted by: Arden Tews, Town Chairman*

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Arden Tews, Town Chairman

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Attest: Karen Backman, Town Clerk

RES #091012-5

**OPERATOR LICENSE APPLICANT**

WHEREAS, the operator license applicant listed below has made proper application with the Police Department; and

WHEREAS, the applicant either currently holds a valid two-year server license elsewhere or has successfully completed the mandatory alcohol awareness training program, or has scheduled the course; and

WHEREAS, background checks have been conducted by the Police Department; and

WHEREAS, the Police Chief submits the applicant as follows:

*Travis J. Graverson – Best Beverage - Approval*

NOW, THEREFORE BE IT RESOLVED by the Town of Menasha Board of Supervisors, the above applicant recommended for approval is hereby granted an operator license pending payment and successful completion of a state approved alcohol awareness training program for the licensing period of July 1, 2008 - June 30, 2010.

Adopted this 12th day of October, 2009

*Requested by: Rod McCants, Police Chief*

*Submitted by: Arden Tews, Town Chairman*

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Arden Tews, Town Chairman

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Attest: Karen Backman, Town Clerk