

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, January 7, 2013**

**6:00 PM
AGENDA**

- A. CALL TO ORDER
 - B. PLEDGE OF ALLEGIANCE
 - C. ROLL CALL/EXCUSED ABSENCES
 - D. PUBLIC HEARING
 - E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
 - F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Recognition of Comptroller/Treasurer Thomas Stoffel
 - 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 12/17/12](#)
 - b. [Board of Public Works, 12/17/12](#)
 - c. [Board of Health, 11/7/12](#)
 - d. [Committee on Aging, 11/8/12](#)
 - e. [Information Technology Steering Committee, 12/19/12](#)
 - f. [NM Sewerage Commission, 11/27/12](#)
 - g. [NM Sewerage Commission, 11/29/12; Special meeting](#)
 - h. [Plan Commission, 12/18/12](#)
 - i. [Police Commission, 12/11/12](#)
 - j. [Safety Committee, 11/1/12; City Hall](#)
 - k. [Safety Committee, 8/30/12; Police](#)
Communications:
 - l. [PRD Tungate, 12/18/12; Outdoor Recreation Creates Economic Growth](#)
- G. CONSENT AGENDA
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
Minutes to approve:
 - 1. [Common Council, 12/17/12](#)
Administration Committee, 12/17/12; recommends approval of:
 - 2. [Acquisition of 7265 Manitowoc Road for \\$36,275.00, funds to come from TID #9](#)
 - 3. [Proposed Weights and Measures fees for licensing year 7/1/13-6/30/14](#)
 - 4. [Grant Agreements between Winnebago County and City of Menasha for the term 1/1/13 - 12/31/13 for Senior Center Coordinator and Senior Center Activity Coordinator and authorized signature](#)
 - 5. [2013 Agreement and Contract among ADVOCAP, Inc and City of Menasha and Neenah-Menasha YMCA for the term 1/1/13-12/31/13 and authorized signatures](#)
Board of Public Works, 12/17/12; recommends approval of:
 - 6. [Change Order for Northeast Asphalt, Inc, Contract Unit No. 2012-03, Street Reconstruction, Concrete Curb & Gutter, Asphalt Pavement, Paris Street/Manitowoc Street, deduct \\$136.40](#)
 - 7. [Payment to Northeast Asphalt, Inc, Contract Unit No. 2012-03, Street Reconstruction, Concrete Curb & Gutter, Asphalt Pavement, Paris Street/Manitowoc Street, \\$21,836.94](#)
 - 8. [Rate schedule transferring legal fees of \\$200,000 from Sanitary Sewer Fixed Charges to Volume Charges and transfer \\$100,000 from Sanitary Sewer Contingency Fund to Volume Charges for 2013](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 12/17/12 to 1/3/13 in the amount of \\$818,097.01](#)

J. ORDINANCES AND RESOLUTIONS

1. [R-1-13 – A Resolution Pertaining to Sewer Service Charges and Surcharges](#)

K. APPOINTMENTS

1. [Mayor's Appointment of Interim Comptroller/Treasurer](#)

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
(five (5) minute time limit for each person)

O. ADJOURN

MEETING NOTICE

Common Council – Monday, January 21, 2013

Common Council - 6:00 pm

Administration Committee – 6:30 p.m.

Board of Public Works – 7:00 p.m.

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 17, 2012
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 6:48 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Krueger, Zelinski, Benner, Klein

EXCUSED: Aldermen Englebert, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. Administration Committee, 12/3/12

Moved by Ald. Krueger, seconded by Ald. Zelinski to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Proposed Acquisition of 7265 Manitowoc Road, Menasha

CDD Keil reviewed the proposal to acquire 7265 Manitowoc Road. The primary objective of acquiring the parcel is to consolidate the property with existing city-owned parcels to create a large parcel with a configuration that is better suited for commercial development. The parcel is located in TID #9, so funds to acquire the parcel could come from TID #9.

General discussion ensued on the zoning for the property, use of land, TID #9.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council acquisition of 7265 Manitowoc Road for \$36,275.00, funds to come from TID #9.

Motion carried on roll call 6-0.

2. Proposed Weights and Measures Fees for licensing year 7/1/13-6/30/14
(Recommended by Board of Health)

PHD Nett explained the Weights and Measures program is completely funded by fees. Increases in costs of the program make it necessary to increase fees.

Moved by Ald. Krueger, seconded by Ald. Sevenich to recommend to Common Council proposed Weights and Measures fees for licensing year 7/1/13-6/30/14.

Motion carried on roll call 6-0.

3. Grant Agreements between Winnebago County and City of Menasha for the term 1/1/13 – 12/31/13 for Senior Center Coordinator and Senior Center Activity Coordinator, and authorized signature. (Recommended by Committee on Aging)

PHD Nett explained the Grant Agreement with Winnebago County is for the salary of the Senior Center's Administrative Coordinator and Activity Coordinator. The terms of the agreement are the same as the previous year.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council Grant Agreements between Winnebago County and City of Menasha for the term 1/1/13-12/31/13 for Senior Center Coordinator and Senior Center Activity Coordinator and authorized signature.

Motion carried on voice vote

4. 2013 Agreement and Contract Among ADVOCAP, Inc and City of Menasha & Neenah-Menasha YMCA, for the term 1/1/13-12/31/13, and authorized signatures. (Recommended by Committee on Aging)

PHD Nett explained this is the annual agreement with ADVOCAP for meal service provided at the Senior Center. The terms of the agreement are the same as the previous year.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council 2013 Agreement and Contract among ADVOCAP, Inc and City of Menasha and Neenah-Menasha YMCA for the term 1/1/13-12/31/13 and authorized signatures.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Krueger to adjourn at 7:08 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
December 17, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:10 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Krueger, Zelinski, Benner, Klein

EXCUSED: Aldermen Englebert, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, DPW Radtke, CDD Keil, C/T Stoffel, Taryn Nall (Kaempfer & Assoc), Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. December 3, 2012

Moved by Ald. Krueger, seconded by Ald. Klein to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Change Order – Northeast Asphalt, Inc.: Contract Unit No. 2012-03: Street Reconstruction, Concrete Curb & Gutter, Asphalt Pavement; Paris Street/Manitowoc Street; DEDUCT: \$136.40 (Change Order No. 1 and Final)

DPW Radtke explained adjustments in the contract netted a small deduct.

Moved by Ald. Krueger, seconded by Ald. Benner to recommend to Common Council Change Order for Northeast Asphalt, Inc, Contract Unit No. 2012-03, Street Reconstruction, Concrete Curb & gutter, Asphalt Pavement, Paris Street/Manitowoc Street, deduct \$136.40.

Motion carried on roll call 6-0.

2. Payment - Northeast Asphalt, Inc.: Contract Unit No. 2012-03: Street Reconstruction, Concrete Curb & Gutter, Asphalt Pavement; Paris Street/Manitowoc Street; \$21,836.94 (Payment No. 3 and Final)

DPW Radtke explained this is the final payment for the Paris Street/Manitowoc Street reconstruction project.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend Common Council Payment to Northeast Asphalt, Inc, Contract Unit No. 2012-03, Street Reconstruction, Concrete Curb & Gutter, Asphalt Pavement, Paris Street/Manitowoc Street, \$21,836.94. Motion carried on roll call 6-0.

3. Approval of Sanitary Sewer User Charge Update Recommendations

DPW Radtke, Comptroller Stoffel and Taryn Nall gave an update on the proposed Sanitary Sewer User Charge System (UCS) update. The projected expenses, including the Wisconsin Department of Administration debt coverage requirements, and the proposed revenues were explained in the UCS report. This resulted in an approximate 23% increase in the proposed rate.

General discussion ensued on the numbers provided. There was concern that the City of Menasha's proposed increase is too large. Discussion ensued on the impact to the sewer user rates by moving items from fixed charges to volume charges. Suggestions were made to consider options to lessen the immediate impact to the sewer users.

Moved by Ald. Zelinski, seconded by Ald. Sevenich to recommend to Common Council to transfer legal fees of \$200,000 from Sanitary Sewer Fixed Charges to Volume Charges and transfer \$100,000 from Sanitary Sewer Contingency Fund to Volume Charges for 2013.

Motion carried on roll call 4-2.

Ald. Klein, Sevenich, Krueger, Zelinski – yes

Ald. Taylor, Benner - no

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Zelinski to adjourn at 8:58 p.m.

Motion carried on voice vote.

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

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
BOARD OF HEALTH
Minutes
November 7, 2012**

A. Meeting called to order at 8:05 AM by Chairman Candyce Rusin.

B. Present: Lori Asmus, Dorothy Jankowski, Candyce Rusin, Dr. Teresa Rudolph, Susan Nett

C. MINUTES TO APPROVE

1. Motion to approve minutes from October 10, 2012 meeting made by L. Asmus and seconded by T. Rudolph. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. October 2012 Communicable Disease Report distributed. L. Asmus questioned what kind of education is being done to prevent STD's in young people. S. Nett explained the STD presentation given to all high school freshmen. Each time a nurse follows up with a positive case, education is also done one on one. There has been discussion on parent education so they can effectively discuss these sensitive issues with their children but the question is how to reach parents and provide the information. S. Nett has been attending a reproductive health coalition meeting for Winnebago County on a regular basis. This group has gone on to form an STD Task force. More will be presented later as that group gets started.
2. Pertussis Update. Whooping cough is still being diagnosed. The MHD has had one confirmed case last month and several suspect cases.
3. 2013 Consolidated Grant Update. Objectives are being negotiated this month. The dollar amount overall is about the same as 2012 with the exception of radon funds which aren't available in 2013.
4. Flu Vaccine Clinic Update. Health department staff to date have administered 781 doses of flu vaccine to adults and children. S. Nett shared some of the comments from the large BDM clinic. Several responses stated how thankful they were that they had a place to go and get the vaccine at a reasonable cost.
5. Vaccine Coverage Rates by 24 Months of Age for Yrs 2010 and 2011 (74% and 75%) were shared with board of health members. S. Nett explained the 2020 goal is 90%. The department's coverage rate for completion after 24 months is 88% but the goal is to have the completion done prior to the 2nd birthday.
6. 2013 Budget Update. The budget hearing for the health department was on 11-1. There were no changes made at that hearing. The council approves the budget on 11-19-12.

E. ACTION ITEMS

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Health Department at 967-3520 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

Board of Health Members: Dorothy Jankowski, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Shoberg

1. CDC Public Health Infrastructure Grant application. S. Nett explained the application for a mini grant has been completed and is ready for submission. The proposal includes putting documentation together for one of the required domains for accreditation; another QI project; and training in performance management. Discussion among board members was that this was a good step toward accreditation. Motion to submit the application made by D. Jankowski and seconded by L. Asmus. Motion carried.

F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 9:05 AM made by L. Asmus and seconded by D. Jankowski. Motion carried. Next meeting December 12, 2012.

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
COMMITTEE ON AGING
Minutes
November 8, 2012**

- A. Meeting called to order at 7:52 AM by Chairman Joyce Klundt.
- B. Present: Mary Lueke, John Ruck, Sue Steffen, Lee Murphy, Peg Malueg, Joyce Klundt, Jean Wollerman, Susan Nett
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from October 11, 2012 meeting made by M. Lueke and seconded by P. Malueg. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Senior Center Older Adult Director J. Wollerman presented participation numbers of 1920 for October. Overall October 2012 had the highest number of participants for the past 5 years. YTD numbers are at 16134. A group of senior citizens that were meeting at local restaurant monthly will now be meeting at the senior center and will also eat at the mealsite. In addition, a family has come forward with a request to sponsor a Packer party on Dec. 16th at the center. After reviewing the attendance for the open house, J. Wollerman suggested committee members think about hosting a showcase Sunday next year. The annual Christmas party is scheduled for Dec. 11th at noon. Ticket price \$9
 - 2. 2013 Senior Center Budget. S. Nett reviewed the council meeting discussion on the 2013 budget for the center. Committee members were invited to attend the common council meeting on Nov. 19th. Comments from the public are at the beginning of the meeting.
 - 3. Architectural Design Project is currently on hold. Waiting to see if the funding for the actual design project is approved in the budget.
- E. New Business
 - 1. Review Senior Center Code of Conduct for Possible Revision. Committee members reviewed the code of conduct which was originally approved 4-11. After a brief discussion, committee members decided no changes were necessary at this time. Motion made by P. Malueg and seconded by S. Steffen to retain the current code of conduct for the senior center as is. Motion carried.
- F. HELD OVER BUSINESS
 - 1. None
- G. Motion to adjourn at 9:50 AM made by L. Murphy and seconded by S. Steffen. Motion carried. Next meeting December 13, 2012.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-3530 24-hours in advance of the meeting for the City to arrange special accommodations."

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday, December 19, 2012
8:45 A.M.
Minutes**

A. Call to Order

Meeting called to order at 8:48 AM by CHAIRMAN Klein

B. Roll Call/Excused Absences

Present: CHAIRMAN Klein, COMP Stoffel, DPH Nett, ES Montour, ITMgr Lacey and PL Bouchard

Excused: PP Homan

Also Present: MAYOR Merkes, DTreas Sassman and ITSupv James

C. Minutes to Approve – Approval of Minutes of September 19, 2012 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by ES Montour to approve the minutes of the September 19, 2012 IT Steering Committee meeting as submitted. Motion carried.

**D. Public Comments on any matter of concern to this Agenda
(Five (5) minute time limit for each person)**

NONE

E. Report of Department Head s/Staff/Consultants – Committee monthly update on status of projects/operations/costs

ITMgr Lacey briefed the Committee on the projects on-going in the IT Department: searching for new parking ticket software, the present system has been kept functioning but needs to be replaced, working with Finance and the City of Neenah to get property tax bills disbursed, developing virtual desktops so the need for PCs in the future is minimized, acknowledging the successful deployment of the I Pad in the Health Department, allowing for data retrieval in

the field and providing a visual display to clients in their homes, moving police squad cars from 3G to 4G protocol, preparing for training in the BOSS tech ticket tracking system. ES Montour inquired about the special assessment software change and ITSupv James explained that there is a slow migration from the City's old A/S 400 to a program developed by the City of Neenah. ES Montour suggested that since Engineering already creates the special assessment information, would it not be a good idea to just use that data instead of keying it in again in the Finance Department for billing? ITSupv James will investigate if that would be possible and it so would work to get that time-saving idea developed.

F. ACTION ITEMS – (1) Committee discussion and possible action on credit card functionality for City Departments

ITSupv James opened the discussion by explaining which departments currently make use of credit card collections. He stated that Sungard, the City's current financial software provider could set up an integration program to allow for credit card collections at \$400 per month. The Parks and Recreation Department is going live with new software in 2013 that would allow credit card payments on line. The concern is with the fee charged by the credit card companies, if the City were to go this direction, how many swipe machines are needed, how is the data recorded in the city's financial records, how much over the initial charge is the convenience charge to be set at. Cash receipting by other departments directly into the Sungard software was also mentioned so funds collected go to the correct account. After further input from DTreas Sassman, PL Bouchard and PHD Nett, CHAIRMAN Klein suggested that other communities be contacted to determine what they are doing for credit/debit card collections.

ACTION ITEMS – (2) Committee discussion on department projects that will/will not be accomplished in 2013 following adoption of the 2013 Information Technology Department budget

ITMgr Lacey handed out to the Committee a listing of projects he wishes to accomplish in 2013. The listing is prioritized by quarters of the year. MAYOR Merkes has suggested that all department heads be consulted at the next department head meeting on how the projects should be prioritized. The Mayor also noted that two projects, Health Department Charting and building wireless conference rooms were not on the list. Credit/Debit card payments could also be a discussion point although there are no funds specifically budgeted for that purpose. But if that is a priority then some other project may need to be eliminated for 2013

ACTION ITEMS – (3) Committee discussion and action on training of departments in BOSS tech ticket system

ITMgr Lacey informed the Committee about the advantages of using the BOSS tech ticket tracking system and how, at a department Head meeting in November, he had asked for cooperation from department heads in setting up a training schedule. He has had little response from department heads and expressed his frustration with the lack of cooperation on moving this project forward. If people learn how to report IT problems using BOSS, it will speed up the time to solve the problem. But until they learn how to report, the new software is not of much assistance to IT. MAYOR Merkes suggested just setting up the training sessions and telling people to sign up. ITMgr Lacey thought it would be better to have the Departments tell him when staff could be available for 90 minutes and then create the time slots. As an example, Finance is now collecting taxes and would not have time for training until mid February. ITMgr Lacey would like to have the training complete by end of first quarter, PHD Nett suggested that a spreadsheet with training slots be sent out and if people do not sign up, perhaps their IT problems will fall far down on the priority list, because they would not be logged in with a complaint.

ACTION ITEMS – (4) Committee discussion and action on next IT Steering Committee meeting date – January 16th, third Wednesday

After brief discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, January 16th at 8:45 AM in the Gegan Room of the Menasha Public Library

G. ADJOURNMENT

Motion by PHD Nett, seconded by ES Montour to adjourn. Motion carried.
Meeting adjourned at 9:46 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday November 27, 2012

Meeting was called to order by Commission President Youngquist at 8:00 a.m.

Present: Commissioners Raymond Zielinski, Tim Hamblin, Kathy Bauer, Mike Sambs, Gordon Falck, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

Also Present: Tom Kispert (McMAHON); Paul Much (MCO), Mike King (Post Crescent).

Excused: Commissioner Jim Gunz.

Commissioner Falck questioned the approval of the biosolids hauling agreement with no mention of the company name; the name of the company to provide the services has yet to be determined. After discussion, motion by Commissioner Zielinski, second by Commissioner Hamblin to approve the minutes from the November 13, 2012 Regular Meeting and Closed Session. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed.

Old Business

Prepayment of project costs. Manager Much reported on the Town of Neenah SD 2 meeting attended and the letter presented to the commissioners providing the conditions for prepayment of the project costs. A response was received that accepted all conditions except the monthly fee and reimbursement of NMSC legal costs to review the document. Discussion ensued; Commissioner Zielinski would like to hear from Attorney Thiel on this issue when he arrives. It was the consensus of the commissioners to allow the Town of Neenah SD 2 to prepay the project costs based on the conditions excepted by SD 2.

New Business

Operations, Engineering, Planning

Tom Kispert presented a slide show of construction activities that have occurred since the November 13, 2012 meeting.

Amy Vaclavik (McMahon) entered the meeting (8:15 am).

Tom Kispert updated the Commission on the analysis of phosphorus removal construction costs. Little Lake Butte des Morts is classified as part of the Fox River; this provides a potential discharge limit of 0.18 mg/l. If the classification was a lake, the limit would be 0.04 mg/l. This is based on the use of TMDL to determine discharge limits. The limit would also be a six month rolling average. Through testing performed last year, MCO staff was able to achieve a limit of 0.4 mg/l.

Attorney Thiel entered the meeting (8:30 am).

Construction Progress Update. Tom Kispert discussed his memorandum handout on the plant construction progress. Tom reported the work is on schedule, the generator installation is slightly ahead of schedule. Tom further discussed change orders #2 (approved at the Nov. 13 meeting) and #3 – Add natural gas meters and flow pacing controls for sodium bisulfite pumps for an add to the contract in the amount of \$18,615. Further discussion on providing documentation to the Commission as well as the timing of the flow of project items followed. Tom further discussed the unsuitable soil conditions; most of the piles driven were only achieving 13-ton capacities, 20-ton capacities are what we are trying to obtain. Tom discussed the options of using more piles or additional lengths on the piles being driven to achieve the required results. The use of additional piles was determined to be the better option. 28 additional piles will be installed for a cost of \$38,372; bringing the total number of piles to be used at 89. After discussion, motion by Commissioner Zielinski, second by Commissioner Bauer to approve change order #3 to August Winter & Sons in the amount of \$18,615. Motion carried unanimously. Motion by Commissioner Falck, second by Commissioner Zielinski to approve change order #4 to August Winter & Sons in the amount of \$38,372. Motion carried unanimously.

Tom Kispert discussed the equipment pay requests. Motion by Commissioner Sambs, second by Commissioner Hamblin to approve for payment: certificate for payment #2 from Alfa Laval, Inc. (contract R) in the amount of \$208,600.00; certificate for payment #3 from Cummins NPower, LLC. (contract P) in the amount of \$229,648.37; and certificate for payment #1 from Borger, LLC (contract E) in the amount of \$44,979.00. Motion carried unanimously.

Tom Kispert reviewed the contract summary log with the Commission. President Youngquist requested if the contingency amount could be included on the report with the amount of change orders incurred that would apply against the contingencies. Tom will work to have this included on the next report.

Amy Vaclavik updated the Commission on the Clean Water Fund activity. There is nothing new to report at this time on the Clean Water Fund.

Motion by Commissioner Zielinski, second by Commissioner Falck to approve for payment McMahon invoices: #41615 - \$3,480.00; #41616 - \$560.00; #41617 – \$12,326.22; #41618 - \$680.00; #41619 - \$8,050.00; #41627 – \$590.00; #41369 - \$2,752.00; and #41758 - \$1,575.50.

Old Business

The Commission further discussed with Attorney Thiel the old business topic of the Town of Neenah SD 2 prepayment. Attorney Thiel reviewed the motion received from SD 2 to accept the terms for prepayment. Manager Much is authorized to contact Jan DeKeyser to have the SD 2 contact their attorney to have him draft the agreement.

Operating Report. Manager Much reported on the plant operations. The plant is operating well. There have been a number individuals working with Tom Kispert to help with the grit removal to speed up the process. Manager Much reported on a meeting held with Jeff Steinacker; he has

land available next spring for biosolids application and reported on the potential use of a portion of the Grand Chute Menasha West (GCMW) plant onsite biosolids storage building until spring. Manager Much reported on his contact with Jim Kirk at the GCMW facility to discuss this option. No response has been received on this request. Motion by Commissioner Zielinski, second by Commissioner Bauer to approve the Operating Report for the month of October 2012. Motion carried unanimously.

Budget, Finance, Personnel

President Youngquist explained his request for the scheduling of 2013 meeting dates. Motion by Commissioner Zielinski, second by Commissioner Bauer to approve the 2013 calendar for meeting dates. Motion carried unanimously. The 2013 meeting dates are scheduled for the 4th Tuesday of the month from January through November, and the 3rd Tuesday for the month of December.

Accountant Voigt discussed the Financial Statements for the month of October 2012. No billing rate changes were made in 2012, we are running with a net income in our operations for the year. After discussion, motion by Commissioner Falck, second by Commissioner Zielinski to accept the financial statements for the month of October, 2012. Motion carried unanimously.

Accountant Voigt discussed the Accountant's Report for October 2012. The interest rates on the checking and money market accounts have not changed. The cash flow report has been updated with the most recent information. Motion by Commissioner Falck, second by Commissioner Zielinski to accept the Accountant's Report for the month of October 2012. Motion carried unanimously. Accountant Voigt discussed his memo regarding the update on upcoming activity on the Commission Bond issue and Bond Anticipation Note as well as the request to change financial institutions from Prospera Credit Union to First National Bank – Fox Valley. Motion by Commissioner Falck, second by Commissioner Sambs to approve changing financial institutions for the Neenah-Menasha Sewerage Commission to First National Bank – Fox Valley. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Sambs to approve for payment MCO invoices #16906 - \$119,828.56; #16953 - \$533.25; and #16945 - \$290.35 and to pay the invoices after December 1, 2012. Motion carried unanimously.

Motion made by Commissioner Zielinski, second by Commissioner Falck to convene into Closed Session pursuant to Wis. Stats. §19.85(1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River Litigation. By roll call vote taken, motion carried unanimously, by Commissioners Zielinski, Falck, Bauer, Sambs, Hamblin, Youngquist.

Meeting convened into Closed Session at 9:32 am.

Motion made by Commissioner Falck, second by Commissioner Zielinski to adjourn the Closed Session. By roll call vote taken, motion carried unanimously, by Commissioners Zielinski, Falck, Bauer, Sambs, Hamblin Youngquist. Meeting convened into Open Session at 10:37 am.

November 27, 2012
Regular Meeting
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Motion made by Commissioner Hamblin, seconded by Commissioner Falck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:37 a.m.

President

Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY DECEMBER 18TH, 2012.

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Thursday November 29, 2012

Special Meeting was called to order by Commission President Youngquist at 8:00 a.m.

Present: Commissioners Gordon Falck, Kathy Bauer, Mike Sambs, Raymond Zielinski, Tim Hamblin, Dale Youngquist; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

Excused: Commissioner Jim Gunz.

Also Present: Paul Much (MCO).

Motion made by Commissioner Bauer seconded by Commissioner Zielinski to convene into closed session pursuant to Wis. Stats. § 19.85(1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River litigation. Also, pursuant to Wis. Stats. § 19.85(1)(e) to discuss identified real estate options for placement of a building to be used by the Commission and hauling and spreading proposals for which bargaining reasons and developing acquisition strategy require a closed session to protect the public investment and spending of public funds. By roll call vote taken, motion carried unanimously, by Commissioners Bauer, Sambs, Falck, Hamblin, Zielinski, Youngquist.

Meeting convened into closed session at 8:00 am.

After discussions, motion made by Commissioner Zielinski, seconded by Commissioner Falck to adjourn the closed session and return in open session. By roll call vote taken, motion carried unanimously by Commissioners Bauer, Sambs, Hamblin, Falck, Zielinski, Youngquist.

The Commission returned to open session at 8:50 am.

Motion by Commissioner Falck, second by Commissioner Zielinski to approve the changes as discussed for the Biosolids Removal, Hauling and Land Application Agreement with the changes forwarded to the attorney for the potential provider of the services and for the potential provider to respond with an answer by Wednesday December 5 if they accept the terms of the agreement and if accepted to provide a signed contract to the Commission by Friday December 14, 2012. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Hamblin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:51 a.m.

President

Secretary

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
December 18, 2012
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:30 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner, DPW Radtke and Commissioners Sturm, Schmidt and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED:

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, Butch Bucklin, Tim Bucklin and Chris Bucklin

C. MINUTES TO APPROVE

1. **Minutes of the November 6, 2012 Plan Commission Meeting**
Motion by Comm. Sturm, seconded by DPW Radtke to approve the November 6, 2012 Plan Commission meeting minutes. The motion carried.
2. **Minutes of the November 13, 2012 Plan Commission Meeting**
Motion by Comm. Sturm, seconded by DPW Radtke to approve the November 13, 2012 Plan Commission meeting minutes. The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

E. DISCUSSION

1. **Rezoning/Comprehensive Plan Amendment – Parcel #4-762-3 – Racine Road**
CDD Keil explained that the above-referenced parcel was rezoned from R-1 Single Family Residential to C-1 General Commercial in conjunction with the 2012 Annual Comprehensive Plan Review procedure. The parcel was subsequently purchased by Bucklin's Tree Service and is being used to store mulch. This use will require a Special Use Permit to enable outdoor storage. Butch Bucklin expressed an interest in having the parcel rezoned to I-1 Heavy Industrial to allow the processing of the mulch on the parcel as well as storage to facilitate material flow between the newly acquired parcel and the adjacent parcel where processing is currently taking place.

Plan Commissioner's discussed:

- Adjoining land uses
- The constraints imposed by the presence of high voltage transmission lines
- Buffering residential properties to the west
- The location and impacts of processing operations relative to residential properties
- The procedure for Comprehensive Plan/Zoning Amendments

Consensus was that Bucklin's Tree Service should work with staff on developing a more detailed site plan showing the location of specific aspects of their operations and any proposed buffering/screening for the benefit of residential properties to the west.

2. **Digital Billboards**

CDD Keil gave a brief overview of the packet materials relating to highway safety concerns related to digital billboards. Consensus was to hold this item pending review by the City Attorney.

ACTION ITEMS

1. **None.**

G. ADJOURNMENT

Motion by Comm. Cruickshank, seconded by Comm. Schmidt to adjourn at 4:20 p.m.

The motion carried.

Minutes respectfully submitted by CDD Keil.



President Ron Duuck called the meeting to order on December 11th at 4:30PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present:, Ron Duuck, Tony Gutierrez, Terri Reuss, Chief Styka, Marshall Spencer, Jason Dionne

Meeting minutes

- Amendment to November 15th meeting minutes suggested. Marshall Spencer moved to approve the amendment. Jason Dionne seconded the motion. The motion was unanimously carried.

Chief Styka report

Correspondence:

- None

Training:

- Chuck Sahr and Marty Schrampfer: Bader TraCS User Conference
- Ann Gollner: Project Safe Neighborhood, Anti-Gang Summit
- Department Wide: Finishing up CPR Recertification
- Joe Polzien: American Association of Code Enforcement Officers Conference

Department Updates:

- Budget has been passed.
- 2012 Department Meeting: Introduction to the Releasing Respect Project, New Radio System and Social Media Safety
- Officer Flores resignation
- WISO Agreements: SWAT and Dive
- New Ordinances: Truancy and Fraud on Gas Stations, Taxi Cabs and Restaurants

Meeting entered closed session for police officer interviews at 4:55 pm: Motion by Marshall Spencer, seconded by Tony Gutierrez. The motion was unanimously supported.

Adjourn: Motion by Terri Reuss, seconded by Marshall Spencer at 8:15 pm. The motion was unanimously supported.

- The next meeting will be held Thursday February 21st, 2013 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,
Theresa Reuss
Commissioner, Secretary



City Hall Safety Committee Meeting

November 1, 2012

MINUTES

Meeting called to order at 1:20 PM by T. Drew

Present: Todd Drew, Sue Nett, Adam Alix, Kate Clausing, Kristi Heim, Tom Stoffel, Vicki Lenz

Excused: Pam Captain,

A. Motion to approve minutes from October 4, 2012 made by K Heim and seconded by S. Nett. - Motion carried.

B. Old Business

1. **MSDS Sheets** – IT in process of developing a program to scan and maintain MSDS Sheets. Volunteers through the Health Department will be recruited to help enter / scan information.
2. **City Hall Employee Information Board** – Motion made by K. Clausing second K. Heim to place a 4' x 5' employee information board on the wall to the left of the elevator- Motion Carried update in December.

C. New Business

1. **Monthly Safety Topic** "Accident Investigation Takes the MYSTERY out of an Unsafe Act or Condition" discussed and distributed. Safety topic covered the importance of reporting injuries and filling out detailed reports.
2. **Injury Review** – No injuries reported
3. **Health Department Building Walk through** – walk through completed – no significant safety issues noted, one chemical container required completed label which was corrected immediately.
4. **Additional new items** – V. Lenz inquired who the ADA Title 2 coordinator is for the City of Menasha, based on a recent CVMIC training.

D. Training

1. **Safety Manual Training Intranet - update** list of those who have not completed will be provided in December.
2. **Hearing Protection Training Intranet – update** Dave Powell and Steve Griesbach need to complete training- update to be provided in December.
3. **Harassment Training November 7** – 4 sessions all employees should attend.

3. **Additional Training items for discussion** – Wellness Training including Body Mechanics and sitting/work station ergonomics – to be scheduled after the first of the year.

E. Motion to adjourn at 2:15 PM by A. Alix second V. Lenz - Meeting adjourned.



**Police Safety Meeting
August 30, 2012
Minutes**

Meeting called to order at 1:35 PM.

Present: Chuck Sahr, Todd Drew, Sara Swenson, Joe Polzien, Aaron Zemlock, Sue Nett, Sara Swenson, Mark Mauthe, Brett Halderson

Excused: Pamela Captain

A. Motion to approve minutes from June 5, 2012 meeting made by A. Zemlock second J. Polzein motion carried

B. Old Business

1. **Respiratory Protection** – Fit testing to be scheduled
2. **Replacement of Safety Committee Members** – Brett Halderson will replace Mike Brunn on the Police Safety Committee.
3. **CPR / AED Certification Status** – Brett Halderson to complete CPR/AED training. Health Department will provide mannequins and AED trainer.
4. **Mold Issue CRT Room** – No additional problems noted.

C. New Business

1. **Monthly Safety Topic**- Monthly safety topics forwarded to C. Sahr prior to meeting. Topics posted
2. **Injury Review** –. 2 injuries were reported. The first injury was an auxiliary officer twisted his ankle during a training session. The second injury was an officer was scratched by a cat. Officer had temporarily removed his gloves while opening the cage. Cat was quarantined.
3. **MSDS Sheets / Container Labels** – Drew reminded the need to label secondary containers and forward copies of MSDS sheets.
4. **Other new business** – C. Sahr informed the committee that he was going to leave the committee – Jamal Kavar will replace him on the committee.

D. Training

- 1. Required Training** – Drew requested that officers be reminded to take the safety manual training.
- 2. New Employees** – Drew stated that Denton Hiedeman take intranet trainings, view the law enforcement confined space video. Drew will also provide training as soon as a time can be scheduled.
- 3. CVMIC Confined Space** – Drew ordered the confined space for law enforcement and will deliver upon receipt. All officers should view the video once available. Drew requested that a list of officers who viewed the video be maintained for documentation.
- 4. Hearing Screening Training** – Drew requested that officers be reminded to take hearing conservation refresher training on the intranet, which was required in addition to hearing screening.

E. Motion to adjourn at 2:10 PM, made by C. Sahr second by A. Zemlock.

Members: Chuck Sahr, Mark Mauthe, Aaron Zemlock, Todd Drew, Sue Nett, Pamela Captain, Sara Swenson, Joe Polzien, Brett Halderson



MEMORANDUM

To: Mayor Merkes and Common Council

From: PRD Tungate *BT*

Date: December 18, 2012

RE: Outdoor Recreation Creates Economic Growth

We already have many of these opportunities in Menasha as we continue to enhance Menasha as a great place to live, work and play.

The Active Outdoor Recreation Economy

A \$730 BILLION CONTRIBUTION TO THE U.S. ECONOMY



Active Outdoor Recreation Creates Economic Growth

More than three out of every four Americans participate in active outdoor recreation each year. Americans spend money, generate jobs, and support local communities when they get outdoors. Simple, healthy outdoor activities such as hiking, biking, camping, or wildlife viewing generate enormous economic power.

THE NATIONAL ACTIVE OUTDOOR RECREATION ECONOMY:

- **Contributes \$730 billion annually to the U.S. economy¹**
- **Supports nearly 6.5 million jobs across the U.S.**
- **Generates \$49 billion in annual national tax revenue**
- **Produces \$289 billion annually in retail sales and services across the U.S.**
 - **\$46 billion in active outdoor recreation gear sales and services²**
 - **\$243 billion in active outdoor recreation trip-related expenditures³**
- **Provides sustainable growth in rural communities**

Active Outdoor Recreation Fuels Economic Growth In Wisconsin

Wisconsin offers spectacular recreation — including the Wisconsin Dells and Minocqua — and other treasured destinations that bring in tourist dollars from out-of-state active outdoor recreation participants. Wisconsin outdoor recreation participants also recreate close-to-home in local parks and venues.

THE WISCONSIN ACTIVE OUTDOOR RECREATION ECONOMY:

- **Contributes over \$9.7 billion annually to Wisconsin's economy**
- **Supports 129,000 jobs across Wisconsin**
- **Generates \$570 million in annual state tax revenue**
- **Produces \$7.5 billion annually in retail sales and services across Wisconsin**
 - accounting for nearly 4% of gross state product

Active outdoor recreation creates sustainable long-term economic growth and community development throughout Wisconsin.

The *Active Outdoor Recreation Economy: a \$730 billion annual contribution to the U.S. Economy* produced by OUTDOOR INDUSTRY FOUNDATION in fall 2006 is available for free download: www.outdoorindustryfoundation.org

¹The report used multipliers ("ripple effect") from the IMPLAN model. The IMPLAN input/output model is a commonly used economic tool with over 1,500 active users including federal government, state government, academic, and private clients. The ripple effect is a common economic tool that considers the economic process of bringing final product to market and the circulation of wages and salaries through the economy to determine total economic contribution. The economic contribution is a conservative estimate in that it does not include the bulk of large durable good purchases such as boats and RVs. State economic contribution and job creation should not be compared to the national and regional figure because of greater economic leakages at the state level. Individual state economic contribution and job creation can be compared against other individual state economic contribution and job creation.

²Active outdoor recreation gear retail sales include apparel, footwear, equipment, accessories, and services.









³Trip-related expenditures include the IMPLAN expense categories: food/drink, transportation, entertainment/activities, lodging, souvenirs/gifts/miscellaneous.

⁴Outdoor Industry Foundation conducted a survey for bicycling, camping, paddling, snow sports, and trail activities in October of 2005. 13,907 respondents completed the survey. 5,150 respondents were considered "qualified respondents" — by both participating in one of the activities and making a purchase related to the activity within the past year. 325 respondents from Wisconsin completed the survey. 65 of the Wisconsin respondents were "qualified".

Existing data from the 2001 National Survey of Fishing, Hunting and Wildlife-Associated Recreation commissioned by the U.S. Fish and Wildlife Service was used to create the economic and participation data for fishing, hunting, and wildlife viewing.



WISCONSINITES PARTICIPATE IN ACTIVE OUTDOOR RECREATION

	ACTIVITY CATEGORY	# OF PARTICIPANTS*	% OF POPULATION*
	BICYCLING • Paved-road bicycling • Off-road bicycling	1,524,056	36%
	CAMPING • RV camping at a campsite • Tent camping at a campsite • Rustic lodging	1,133,121	27%
	FISHING • Recreational fly • Recreational non-fly	909,947	20%
	HUNTING • Shotgun • Rifle • Bow	578,004	13%
	PADDLING • Kayaking (recreational, sea, or whitewater) • Rafting • Canoeing	786,937	19%
	SNOW SPORTS • Downhill skiing, including telemark • Snowboarding • Cross-country or Nordic skiing • Snowshoeing	530,253	13%
	TRAIL • Trail running on an unpaved trail • Day hiking on an unpaved trail • Backpacking • Rock climbing (natural rock or ice)	1,040,242	25%
	WILDLIFE VIEWING • Bird watching • Other wildlife watching	2,159,000	48%

*Widely-based participation is based on adult population 16 years of age and older living in Wisconsin in 2005: 4,451,674 U.S. Census.

Non wildlife-based participation is based on adult population 18 years of age and older living in Wisconsin in 2005: 4,220,053 U.S. Census. Detailed activity definitions and participation calculations are available in the technical report.

Wisconsin not only attracts those from out-of-state to take part in active outdoor recreation but also, with exceptional close-to-home recreation, generates economic activity from active Wisconsinites.

The economic analysis was conducted by Southwick Associates, Inc. The consumer survey was developed and executed by Harris Interactive®.

SOUTHWICK ASSOCIATES, INC. specializes in quantifying the economics of fish, wildlife, and outdoor-related activities for government agencies and industry.
www.southwickassociates.com

OUTDOOR INDUSTRY FOUNDATION (OIF) is a not-for-profit organization whose mission is to inspire and grow future generations of outdoor enthusiasts.

Additional national, regional, and state Recreation Economy reports and technical background are available for free download:
www.outdoorindustryfoundation.org

4909 PEARL EAST CIRCLE, SUITE 200,
BOULDER CO, COLORADO 80501-444-3353



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 17, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

A Moment of Silence was observed to the people in Newtown, Connecticut for the recent tragedy.

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Krueger, Zelinski, Benner, Klein

EXCUSED: Aldermen Englebert, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, LD Lenz, Randy Much (NMSC), Tom Kispert (McMahon Engineers/Architects), Clerk Galeazzi.

D. PUBLIC HEARING

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

(five (5) minute time limit for each person)

Joshua Boyd, Joshua's Dream Store. Thank Ald. Krueger for helping decorate the trees by his store.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Update on Neenah-Menasha Sewerage Commission building project

Tom Kispert from McMahon Engineers/Architects gave an update on the NMSC Wastewater Treatment Facility construction project. He explained the timeline for the closing of the Clean Water Fund Loan. Mr. Kispert answered questions from the Council.

2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

a. Administration Committee, 12/3/12

b. Board of Public Works, 12/3/12

c. NM Fire Rescue, Joint Finance & Personnel Committee, 12/11/12

d. Safety Committee, 10/23/12; Public Works/Parks

e. Water & Light Commission, 11/28/12

Communications:

f. Customers First, The Wire Newsletter, Dec. 2012

g. Dept. of Administration, 12/11/12; Proposed Incorporation of Portions of the Towns of Harrison, Calumet County & Buchanan, Outagamie County, WI, as the Village of Harrison, Calumet County Circuit Court Case #112-CV-28

h. Mayor Merkes, 12/12/12; Update on Progress of Springsted Study

Moved by Ald. Sevenich, seconded by Ald. Krueger to received Minutes and Communications A-H
Motion carried on voice vote.

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. Common Council, 12/3/12

DRAFT

Administration Committee, 12/3/12; recommends approval of:

2. Memorandum of Understanding between Winnebago County Sheriff's Office and Menasha Police Department, Special Weapons and Tactics Team, beginning January 1, 2013, and authorized signature
3. Memorandum of Understanding between Winnebago County Sheriff's Office and Menasha Police Department, Dive/Rescue Team, beginning January 1, 2013, and authorized signature
4. Underground Storage Tanks (UST) Insurance coverage accepting the quotation of ACE American Ins. Co. for 1 year for the term 1/1/2013 to 12/31/13 in the amount of \$3,633.84 which includes TRIA

Board of Public, 12/3/12; recommends approval of:

5. Street Use Application – 19th First Eve Fox Cities; Monday, December 31, 2012; 10:30 PM – 12:15 AM; (Community Forward, Inc./MAC)
6. Change Order #1: Menasha Utilities McM. No. M0002-910333.07; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \$23,292.22
7. Change Order #2: Menasha Utilities McM. No. M0002-910333.05; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \$3,228.00
8. Change Order #3: Menasha Utilities McM. No. M0002-910333.07; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \$7,247.48
9. Change Order #1: Menasha Utilities McM. No. M0002-910283.04; High Lift Pumping Station Standby Generator & Motor Control Modifications; Pieper Electric, Inc.; ADD: \$498.00
10. Recommendation to Award – Menasha Utilities East Basin Repairs; Front Range Environmental; \$48,329.00

Neenah-Menasha Fire Rescue, Joint Finance & Personnel Committee, 12/11/12; recommends approval of:

11. Purchase order #13-1 for new headsets from Baycom for a total purchase of \$34,464.33
12. Accepting the FEMA Grant Amendment for a total of \$16,655 with FEMA's total of \$12,491.25 and NMFR's share of \$4,163.75 and NMFR's portion to be taken from the Fire Trust Fund monies
13. The purchase of Inflatable Skills tool from Inflatable Images for a total of \$14,995.50 plus \$1,000 shipping and approve the purchase of gym mats for a total not to exceed \$660 and the price should include shipping costs

Ald. Klein requested to remove from the Consent Agenda item 5 (Street Use Application).

Moved by Ald. Sevenich, seconded by Ald. Krueger to approve Consent Agenda Items 1-4, and 6-13.
Motion carried on roll call 6-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Sevenich, seconded by Ald. Krueger to approve Consent Agenda Item 5, Street Use Application, 19th First Eve Fox Cities, Monday Dec 31, 2012, 10:30pm-12:15am.

Discussion ensued on placement of barricades to allow access to downtown businesses.

Moved by Ald. Klein, seconded by Ald. Zelinski to place barricades on Main Street at Chute Street.

Discussion ensued on not enough room between people and traffic.

Motion failed on roll call 2-4. Ald. Klein, Benner-yes; Ald. Taylor, Sevenich, Krueger Zelinski-no.

Moved by Ald. Klein, seconded by Ald. Krueger to place barricades on Main Street in front of Senior Center.

Motion carried on roll call 4-2. Ald. Klein, Krueger, Zelinski, Benner-yes; Ald. Taylor, Sevenich-no

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/6/12 to 12/13/12 in the amount of \$475,639.94

Moved by Ald. Klein, seconded by Ald. Zelinski to approve accounts payable and payroll.

Motion carried on roll call 6-0.

DRAFT

J. ORDINANCES AND RESOLUTIONS

1. O-18-12 An Ordinance Amending Title 11, Chapter 2 of the Code Of Ordinances (Habitual Truancy Prohibited) (Introduced by Ald. Klein)

Moved by Ald. Klein, seconded by Ald. Zelinski to adopt O-18-12.
Motion carried on roll call 6-0.

2. O-19-12 An Ordinance Amending Title 11, Chapter 1 of the Code Of Ordinances (Theft from Service Providers) (Introduced by Ald. Klein)

Moved by Ald. Klein, seconded by Ald. Krueger to adopt O-19-12.
Motion carried on roll call 6-0.

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. O-17-12 An Ordinance Dissolving A Municipal Steam Utility (Held 12/3/21)

Moved by Ald. Sevenich, seconded by Ald. Krueger to table O-17-12.
Motion carried on roll call 6-0.

2. R-41-12 Resolution transferring the assets of the Menasha Steam Utility Enterprise (Held 12/3/12)

Moved by Ald. Sevenich, seconded by Ald. Krueger to table R-41-12.
Motion carried on roll call 6-0.

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)
No one spoke.

O. ADJOURN

Moved by Ald. Krueger, seconded by Ald. Klein to adjourn at 6:43 p.m.
Motion carried in voice vote.

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

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 12/17/12-1/3/13 Checks # 35771-35965	\$ 657,814.07
Payroll Checks for 12/31/12	<u>160,282.94</u>
Total	\$ 818,097.01

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

United Way-Employee Donations

Wisconsin Support Collections-Child/Spousal Support

WI SCTF-Child Support Annual Fee

**A gap in check numbers is due to more invoices being paid than fits on one check stub.
In that case the last check stub used for that vendor is the check number that will show on
the check register.

AP Check Register
Check Date: 12/17/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
POSTMASTER	35771	12/17/2012		100-0401-513.30-11	2,865.82	2012 Tax Bills
			Total for check: 35771		<u>2,865.82</u>	
					<u>2,865.82</u>	

AP Check Register Check Date: 12/20/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AAA SANITATION INC	35772	12/20/2012	181022	100-0703-553.20-09	115.00	Portable Toilets
			Total for check: 35772		115.00	
AEROLOC INCORPORATED	35773	12/20/2012	1061	100-0703-553.24-03	75.00	Abatement Supplies
			Total for check: 35773		75.00	
AIRGAS NORTH CENTRAL	35774	12/20/2012	9010508640	731-1022-541.30-18	150.93	Acetylene/Oxygen
			Total for check: 35774		150.93	
ALWAYS AT YOUR SURFACE	35775	12/20/2012	000135	100-0703-553.24-03	153.95	Barker Farm Restroom Floors/Clean
			Total for check: 35775		153.95	
ANDREW WILLEMSSEN	35776	12/20/2012	WILLEMSSEN	100-0000-211.00-00	70.00	Refund
			Total for check: 35776		70.00	
AT&T	35777	12/20/2012	920R09453012	100-1001-514.22-01	113.90	
				601-1020-543.22-01	292.50	
			Total for check: 35777		406.40	
BECK ELECTRIC INC	35778	12/20/2012	D1112-COM-0G8	731-1022-541.82-01	1,487.86	Install Service
			Total for check: 35778		1,487.86	
BLUE PRINT SERVICE CO INC	35779	12/20/2012	55574	100-1002-541.30-18	250.63	Printing Supplies
				625-1002-541.30-18	83.54	Printing Supplies
			Total for check: 35779		334.17	
BMO BENEFIT SERVICES	35780	12/20/2012	BMO	100-0000-204.01-00	180.00	Section 125
			Total for check: 35780		180.00	

AP Check Register

Check Date: 12/20/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LARRY BONNEVILLE	35781	12/20/2012	EXPENSE	100-0801-521.19-03	174.99	Uniform Allowance
			Total for check: 35781		174.99	
MICHAEL BRUNN	35782	12/20/2012	EXPENSE	100-0202-512.33-01	65.70	Mileage
			Total for check: 35782		65.70	
BUBRICK'S	35783	12/20/2012	672519	100-0801-521.30-10	695.35	Supplies
			Total for check: 35783		695.35	
CDW GOVERNMENT INC	35784	12/20/2012	T694862	743-0403-513.29-01	63.18	Toner
			Total for check: 35784		63.18	
CULLIGAN WATER CONDITIONING	35785	12/20/2012	ACCT 718387	100-1001-514.20-01	18.90	
			Total for check: 35785		18.90	
UNEMPLOYMENT INSURANCE	35786	12/20/2012	000004489190	100-1019-552.15-09	2,579.92	
			Total for check: 35786		2,579.92	
EARTHLINK BUSINESS	35788	12/20/2012		100-0402-513.22-01	7.08	Assessor
				100-0201-512.22-01	5.48	Attorney
				100-0000-123.00-00	15.70	Bld Insp
				100-0203-512.22-01	13.09	Clerk
				100-0304-562.22-01	24.04	Com Dev
				100-1001-514.22-01	77.68	City Hall
				100-0401-513.22-01	35.15	Finance
				731-1022-541.22-01	28.50	Garage
				100-0903-531.22-01	50.57	Health
				743-0403-513.22-01	18.06	IT
				100-0601-551.22-01	179.34	Library
				100-0101-511.22-01	9.50	Mayor
				100-0702-552.22-01	28.11	Recreation

AP Check Register

Check Date: 12/20/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
EARTHINK BUSINESS...	35788...	12/20/2012...	...	100-0703-553.22-01	48.16	Parks
				100-0202-512.22-01	16.40	Personnel
				100-0801-521.22-01	264.98	Police
				100-1002-541.22-01	47.60	Engineering
				100-0920-531.22-01	14.22	Senior
				100-1008-541.22-01	3.64	Sign
				100-0502-522.22-01	43.17	EOC
				207-0000-123.00-00	28.33	Marina
				100-0000-123.00-00	313.98	Menasha Utilities
				Total for check: 35788	1,272.78	
FASTENAL COMPANY	35789	12/20/2012	WINEE80916	100-1008-541.30-18	18.58	Sign Shop
				Total for check: 35789	18.58	
FERRELLGAS	35790	12/20/2012	1073147569	266-1027-543.21-06	57.45	Liquidified Petroleum Gas
				Total for check: 35790	57.45	
FONDY AUTO ELECTRIC	35791	12/20/2012	A04718	731-1022-541.38-03	132.90	Reman Alt
				Total for check: 35791	132.90	
HOTSY CLEANING SYSTEMS INC	35792	12/20/2012	0081498-IN	731-1022-541.30-18	330.00	Panel Wash
				Total for check: 35792	330.00	
PATRICK JAMES	35793	12/20/2012	EXPENSE	743-0403-513.33-01	89.10	Mileage November
				Total for check: 35793	89.10	
JOHN DEERE FINANCIAL	35794	12/20/2012		625-1010-541.30-18	425.00	Morgan Taylor Court Backyard Drainage
				Total for check: 35794	425.00	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
JX ENTERPRISES INC	35795	12/20/2012	G-223310012	731-1022-541.38-03	24.84	Holder-Fuse ATC Display
			Total for check: 35795		24.84	
KAEMPFER & ASSOCIATES INC	35796	12/20/2012	16716	601-1020-543.21-02	269.89	E145-01.07
		12/20/2012	16717	601-1020-543.21-02	1,250.26	E145-01.09
		12/20/2012	16718	601-1020-543.21-02	3,689.70	E145-06.07
		12/20/2012	16719	601-1020-543.21-02	111.71	E145-07.01
		12/20/2012	16720	601-1020-543.21-02	233.63	E145-08.05
		12/20/2012	16721	601-1020-543.21-02	115.99	E145-09.01
		12/20/2012	16722	601-1020-543.21-02	290.52	E145-10.01
			Total for check: 35796		5,961.70	
KRISTINE KUNDE	35797	12/20/2012		100-0000-201.03-00	325.00	Payroll Hours
			Total for check: 35797		325.00	
LEVENHAGEN CORPORATION	35798	12/20/2012	047887A-IN	731-1022-541.30-18	429.60	
		12/20/2012	80179	207-0707-552.38-01	2,587.73	Fuel
			Total for check: 35798		3,017.33	
MANDERFIELD BAKERY	35799	12/20/2012	431264	100-0204-512.20-02	88.50	Pollworkers Election Day Cookies
			Total for check: 35799		88.50	
MATTHEWS TIRE & SERVICE CENTER	35800	12/20/2012	45749	731-1022-541.38-02	954.04	Replace Tires
		12/20/2012	45750	731-1022-541.38-02	231.01	Replace Drive Tires
		12/20/2012	45751	731-1022-541.38-02	90.40	Demount & Repair
		12/20/2012	45764	731-1022-541.38-02	416.62	Other Tires/Misc
		12/20/2012	45784	731-1022-541.38-02	60.68	Smooth Tire/Flat Repair
		12/20/2012	45792	731-1022-541.38-02	792.00	Replace Tires
			Total for check: 35800		2,544.75	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENARDS-APPLETON EAST	35801	12/20/2012	10254	100-0703-553.30-18	56.85	Ice Lights/Wire
			Total for check: 35801		56.85	
MENASHA JOINT SCHOOL DISTRICT	35802	12/20/2012	MOBILE HOME	100-0000-412.00-00	6,161.62	December Mobile Home
			Total for check: 35802		6,161.62	
MENASHA NEENAH MUNICIPAL COURT	35803	12/20/2012		100-0000-201.03-00	202.00	Bond
				100-0000-201.03-00	454.00	Bond
			Total for check: 35803		656.00	Report #MP 12-448 Report #MP 12-000462
POSTMASTER	35804	12/20/2012		100-0702-552.30-11	1,351.04	Rec Mailing
			Total for check: 35804		1,351.04	
MENASHA TREASURER	35805	12/20/2012	5-890	100-0000-441.13-00	25,371.61	Remove charge
			Total for check: 35805		25,371.61	5-890
MENASHA UTILITIES	35808	12/20/2012		100-1008-541.22-03	480.68	Electric
				100-1008-541.22-05	64.48	Water
				601-1020-543.22-03	25.19	Electric
				100-0704-552.22-03	179.56	Electric
				100-0704-552.22-05	581.10	Water
				731-1022-541.22-03	1,210.85	Electric
				731-1022-541.22-05	367.30	Water
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	1,407.61	Electric
				100-0801-521.22-05	253.40	Water
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	1,019.31	Electric
				100-0000-123.00-00	183.50	Water
				100-0000-123.00-00	45.41	Storm

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MENASHA UTILITIES...	35808...	12/20/2012...	...	100-0801-521.22-03	48.23	Electric
				100-0601-551.22-03	3,265.16	Electric
				100-0601-551.22-05	431.60	Water
				100-0601-551.22-06	103.75	Storm
				207-0707-552.22-05	141.00	Water
				100-1019-552.22-03	397.79	Electric
				100-1019-552.22-05	12.38	Water
				100-0000-123.00-00	8.09	Electric
				100-1001-514.22-03	16.24	Electric
				100-1001-514.22-05	12.38	Water
				100-1001-514.22-06	17.50	Storm
				100-0703-553.22-03	1,337.03	Electric
				100-0703-553.22-08	700.63	Storm
				625-1010-541.22-06	2.50	Storm
ORBIT SCREENS INC				457-0304-562.22-06	2.50	Storm
				485-0304-562.22-06	15.00	Storm
				100-0305-562.22-06	5.00	Storm
				501-0304-562.22-06	277.51	Storm
				Total for check: 35808	13,650.41	
	35809	12/20/2012	02375	731-1022-541.38-03	509.16	Dish Drive Wheels
				Total for check: 35809	509.16	
	35810	12/20/2012	MILEAGE	100-1001-514.33-01	21.60	November Mileage
				Total for check: 35810	21.60	
	35811	12/20/2012		100-0702-552.30-18	93.86	Event Supplies
DIANE SCHIABACH				Total for check: 35811	93.86	
	35812	12/20/2012		207-0707-552.30-11	61.65	Postage

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DIANE SCHABACH...	35812...	12/20/2012...	...	207-0707-552.30-18	113.48	Supplies
			Total for check: 35812		175.13	
J A SEXAUER	35813	12/20/2012	277798310	100-0304-562.21-06	229.00	Template Kit
		12/20/2012	278832035	100-0304-562.21-06	(84.00)	Freight Adjustment
			Total for check: 35813		145.00	
SPORTS GRAPHICS	35814	12/20/2012	0712-020	100-0702-552.30-18	19.90	T-shirts
			Total for check: 35814		19.90	
STAPLES ADVANTAGE	35815	12/20/2012	8023721756	731-1022-541.30-10	42.56	Office Supplies
				100-0703-553.30-10	11.64	Office Supplies
		12/20/2012	8023775029	100-1001-514.30-10	12.72	Paper
			Total for check: 35815		66.92	
UNIFIRST CORPORATION	35816	12/20/2012	097 0126650	731-1022-541.20-01	128.57	Uniform/Supply Cleaning
			Total for check: 35816		128.57	
US VENTURE	35817	12/20/2012	L45739	731-1022-541.21-06	12.00	Sample
			Total for check: 35817		12.00	
VARITECH INDUSTRIES INC	35818	12/20/2012	125118	731-1022-541.38-03	577.28	Ports/Motor
			Total for check: 35818		577.28	
VERIZON WIRELESS	35819	12/20/2012	2834313152	743-0403-513.24-04	440.05	Mobile Broadband
		12/20/2012	2837437688	100-0703-553.22-01	12.02	Telephone
				100-0702-552.22-01	7.79	Telephone
		12/20/2012	2837437690	743-0403-513.30-15	79.98	IPads
				743-0403-513.22-01	(0.80)	IPads
						iPhone
						iPhone

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VERIZON WIRELESS...	35819...	12/20/2012	2837437694	743-0403-513.22-01	43.88	Lavey Plan Charge
			Total for check: 35819		582.92	
			Total for check: 35820		542.05	
WAYNE INDUSTRIAL HOLDINGS LLC	35820	12/20/2012	86253	731-1022-541.38-03	542.05	Block/Shim/Capscrew
			Total for check: 35821		130.34	
			Total for check: 35822		140.00	
WE ENERGIES	35821	12/20/2012		100-0703-553.22-04	130.34	2170 Plank Road
			Total for check: 35823		40.00	
			Total for check: 35824		530.00	
WEHA	35822	12/20/2012	WEHA/JEC	100-0904-531.33-02	140.00	Conference Registration
			Total for check: 35825		16,496.85	
			Total for check: 35826		1,164.00	
WINNEBAGO COUNTY CLERK OF COURTS	35823	12/20/2012		100-0000-141.00-00	40.00	Membership
			Total for check: 35827		202.00	
			Total for check: 35828		328.00	
WINNEBAGO COUNTY TREASURER	35824	12/20/2012		100-0000-201.03-00	202.00	Bond
			Total for check: 35829		328.00	Bond
			Total for check: 35830		530.00	
WINNEBAGO COUNTY CLERK OF COURTS	35825	12/20/2012	LF119165	266-1027-543.25-01	223.50	Tires
			Total for check: 35831		471.75	Recycling
			Total for check: 35832		12,241.28	Delivered to Out Co
WINNEBAGO COUNTY CLERK OF COURTS	35826	12/20/2012	LF119237	266-1027-543.25-01	12,241.28	Delivered to Out Co
			Total for check: 35833		3,560.32	Delivered to Out Co
			Total for check: 35834		16,496.85	
WISCONSIN EMERGENCY MANAGEMENT	35827	12/20/2012	172968	731-1022-541.21-06	582.00	Tier II 2010 & 2011
			Total for check: 35835		582.00	Tier II 2010 & 2011
			Total for check: 35836		1,164.00	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WISCONSIN MEDICAID	35827	12/20/2012		100-0000-482.01-00	12.89	
			Total for check: 35827		12.89	
ZARNOTH BRUSH WORKS INC	35828	12/20/2012	0141690 IN	625-1005-541.30-15	364.50	Water Broom Refill
			Total for check: 35828		364.50	
					89,859.78	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACC PLANNED SERVICE INC	35829	12/27/2012	9581	100-1001-514.24-03	222.50	Maintenance Air/Furnace City Hall & City Garage
				731-1022-541.24-03	1,632.02	Maintenance Air/Furnace City Hall & City Garage
			Total for check: 35829		1,854.52	
JF AHERN CO	35830	12/27/2012	173043	100-0703-553.24-03	101.50	Extinguisher Maint
		12/27/2012	173047	100-0801-521.24-03	108.45	Extinguisher Maint
		12/27/2012	173048	100-0920-531.24-03	73.70	Extinguisher Maint
			Total for check: 35830		283.65	
AIRGAS NORTH CENTRAL	35831	12/27/2012	9905661804	731-1022-541.21-06	116.10	Acetylene/Argon
		12/27/2012	9905831418	100-0000-141.00-00	76.50	Lease Renewal
			Total for check: 35831		192.60	
APARSI SOLUTIONS LLC	35832	12/27/2012	APA3399	100-0801-521.21-06	67.50	
				100-0801-521.21-06	(67.50)	
			Total for check: 35832		0	
CITY OF APPLETON	35833	12/27/2012	209532	100-0302-542.25-01	13,334.00	December Transit Services
			Total for check: 35833		13,334.00	
ASHWAUBENON POLICE DEPARTMENT	35834	12/27/2012		100-0000-201.03-00	315.60	Bond Report #12-6359
			Total for check: 35834		315.60	
ASSOCIATED APPRAISAL CONSULTANTS	35835	12/27/2012	14071	100-0402-513.21-09	4,991.75	November Services
				100-0402-513.30-11	1,339.12	November Postage
		12/27/2012	14072	100-0402-513.21-04	59.76	November Internet Posting
			Total for check: 35835		6,390.63	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ENNIS INC	35836	12/27/2012	104050	100-1016-543.29-01	1,165.66	Overflow Tags
					<u>1,165.66</u>	
				Total for check: 35836		
BADGER HIGHWAYS CO INC	35837	12/27/2012	158907	100-1006-541.30-18	12.60	Mason Sand
					<u>12.60</u>	
				Total for check: 35837		
BECK ELECTRIC INC	35838	12/27/2012	D2012-COM-CG9	100-1008-541.24-03	299.59	Wire for Furnace
					<u>299.59</u>	
				Total for check: 35838		
MICHAEL BEST & FRIEDRICH LLP	35839	12/27/2012	1213213	267-0102-581.21-01	5,227.50	Professional Services
					1,728.00	Professional Services
					<u>6,955.50</u>	
BUBRICK'S	35840	12/27/2012	673881	100-0801-521.30-10	20.46	Supplies
					<u>20.46</u>	
				Total for check: 35840		
CASPER'S TRUCK EQUIPMENT INC	35841	12/27/2012	60518	731-1022-541.38-03	(504.31)	Gear Motor Credit
					671.64	Gear Motor/Tarp
					67.94	Holder, Shovel, SST
			Total for check: 35841		<u>235.27</u>	
CRI RECYCLING SERVICE INC	35842	12/27/2012	31812	266-1027-543.21-06	229.50	Drum
					<u>229.50</u>	
				Total for check: 35842		
DIGICORPORATION	35843	12/27/2012	127384	100-1016-543.29-01	812.68	Sanitation Dept Tags
					<u>812.68</u>	
				Total for check: 35843		

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DUMKE & ASSOCIATES &	35844	12/27/2012		100-0000-141.00-00	2,077.50	316 Racine Street
			Total for check: 35844		2,077.50	
FAIR-PLAY	35845	12/27/2012	116610	733-0206-512.73-01	4,385.00	Scoreboard
			Total for check: 35845		4,385.00	
FASTENAL COMPANY	35846	12/27/2012	WINEE80951	731-1022-541.82-01	64.58	Radio Building
			Total for check: 35846		64.58	
FERRELLGAS	35847	12/27/2012	1073699034	266-1027-543.21-06	71.03	Liquidified Petroleum Gas
			Total for check: 35847		71.03	
ARTHUR J GALLAGHER & CO INS BROKERS	35848	12/27/2012	352321	100-0000-141.00-00	3,528.00	Tank Annual Renewal
			Total for check: 35848		3,528.00	
GLAXOSMITHKLINE PHARMACEUTICALS	35849	12/27/2012	30787653	100-0903-531.30-18	406.10	Flutavel
			Total for check: 35849		406.10	
GRAY'S INC	35850	12/27/2012	30029	100-1006-541.30-15	4,607.64	Blades/Bits
			Total for check: 35850		4,607.64	
IMPERIAL SUPPLIES LLC	35851	12/27/2012	JK4317	731-1022-541.30-18	153.20	Leather Gloves
			Total for check: 35851		153.20	
INTERSTATE BATTERY OF GREEN BAY	35852	12/27/2012	193113	731-1022-541.38-03	499.80	Pro 27M
		12/27/2012	90081394	731-1022-541.38-03	544.75	
			Total for check: 35852		1,044.55	

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CHAD KOLASINSKI	35853	12/27/2012	KOLASINSKI	100-1001-514.32-01	181.50	Certification Cross Connection Insp
			Total for check: 35853		181.50	
LINCOLN CONTRACTORS SUPPLY INC	35854	12/27/2012	I50784	100-1003-541.30-18	31.99	Spline Shankrotary Hammer Bit
		12/27/2012	I50804	100-1003-541.30-18	10.00	Hammer Bits
			Total for check: 35854		41.99	
MATTHEWS TIRE & SERVICE CENTER	35855	12/27/2012	45797	731-1022-541.38-02	142.21	Flat Repair
		12/27/2012	45817	731-1022-541.38-02	515.65	Replace Tires
		12/27/2012	45836	731-1022-541.38-02	631.36	Tires
		12/27/2012	45837	731-1022-541.38-02	642.49	Replace Tire
			Total for check: 35855		1,931.71	
MENASHA NEENAH MUNICIPAL COURT	35856	12/27/2012		100-0000-201.03-00	139.00	Bond Report #MP12-4014
				100-0000-201.03-00	139.00	Bond Report #MP12-552
			Total for check: 35856		278.00	
MENASHA TREASURER	35857	12/27/2012	FINANCE	100-0000-201.15-00	17.18	Petty Cash
				100-0202-512.30-11	0.65	Petty Cash
				100-0204-512.24-01	20.00	Petty Cash
				207-0707-552.30-11	0.20	Petty Cash
			Total for check: 35857		38.03	
MENASHA TREASURER	35858	12/27/2012		100-0401-513.30-10	214.50	Re-order checks
				100-0401-513.30-10	30.00	Stop Payment Fee
			Total for check: 35858		244.50	
MENASHA UTILITIES	35860	12/27/2012		100-1008-541.22-03	369.26	Electric
				100-0000-123.00.00	17.36	Electric
				100-1012-541.22-03	100.77	Electric
				100-0305-562.22-03	23.17	Electric

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	35860...	12/27/2012...	...	100-0305-562.22-06	45.63 Storm	
				100-0304-562.22-03	35.41 Electric	
				625-0304-562.22-03	7.42 Electric	
				100-1013-541.22-03	67.71 Electric	
				100-1013-541.22-06	277.51 Storm	
				207-0707-552.22-03	373.85 Electric	
				207-0707-552.22-05	43.88 Water	
				207-0707-552.22-06	48.76 Storm	
				100-0703-553.22-03	506.37 Electric	
				100-0703-553.22-05	115.65 Water	
				100-0703-553.22-06	341.27 Storm	
				100-1001-514.22-03	1,432.49 Electric	
				100-1001-514.22-05	457.50 Water	
				743-0403-513.21-04	3,061.36 Outside Services	
				100-1014-543.22-06	53.13 Storm	
				267-0102-581.22-06	12.50 Storm	
				100-1019-552.22-03	229.64 Electric	
				100-1019-552.22-05	21.27 Water	
				601-1020-543.22-03	29.30 Electric	
		12/27/2012	3974	601-0401-513.25-02	16,354.02 Sewer Charge	October 2012
		12/27/2012	3980	601-1020-543.25-01	157.27 Diggers Hotline	Locates
				625-1010-541.25-01	157.28 Diggers Hotline	Locates
				Total for check: 35860	24,339.78	
MODERN BUSINESS MACHINES	35863	12/27/2012	26298547	743-0403-513.29-01	259.74 Contract 18117 Base	
		12/27/2012	26298564	743-0403-513.29-01	511.66 Contracts	Canon IR2800
		12/27/2012	26298903	743-0403-513.29-01	243.10 Contract 28420 Base	
			Total for check: 35863		1,014.50	
CITY OF NEENAH	35864	12/27/2012	NIM FIRE	100-0000-141.00-00	253,090.00 Fire/Rescue Services	
			Total for check: 35864		253,090.00	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NETWORK HEALTH SYSTEM INC	35865	12/27/2012	294034	100-0202-512.21-05	55.00	Drug Screen
			Total for check: 35865		55.00	
OSHKOSH FIRE & POLICE EQUIPMENT INC	35866	12/27/2012	149357	100-0801-521.29-05	39.70	Unity switch cover
			Total for check: 35866		39.70	
PERSONNEL EVALUATION INC	35867	12/27/2012	2068	100-0801-521.21-06	160.00	Evaluations
			Total for check: 35867		160.00	
DR TERESA RUDOLPH	35868	12/27/2012		100-0000-141.00-00	150.00	City Physician
			Total for check: 35868		150.00	
HENRY SCHEIN INC	35869	12/27/2012	264973-01	100-0916-531.30-18	13.97	Supplies
		12/27/2012	266285-01	100-0916-531.30-18	263.75	Supplies
			Total for check: 35869		277.72	
SCHROTH WHOLESALE SUPPLY CO	35870	12/27/2012	278930	625-1010-541.30-18	56.45	Erosion Blanket
			Total for check: 35870		56.45	
SKID & PALLET	35871	12/27/2012	1927	100-0703-553.30-18	200.00	Mulch
			Total for check: 35871		200.00	
STAPLES ADVANTAGE	35872	12/27/2012	8023857956	100-0801-521.30-10	52.40	Folders/Labels/Clips
			Total for check: 35872		52.40	
STUMPF CREATIVE LANDSCAPES	35873	12/27/2012		100-0705-561.30-18	75.00	Spruce
			Total for check: 35873		75.00	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SUNGARD PUBLIC SECTOR INC	35874	12/27/2012	59340	743-0403-513.24-04	2,806.00	Maintenance 2012
			Total for check: 35874		2,806.00	
TELEVISION EQUIPMENT ASSOCIATES INC	35875	12/27/2012	0026528-IN	100-0801-521.24-02	152.78	Inv-Ms Adapter Coilcord
			Total for check: 35875		152.78	
THEDACARE	35876	12/27/2012	9200609207	100-0801-521.21-05	116.00	Venipuncture
			Total for check: 35876		116.00	
TRI-CITY GLASS INC	35877	12/27/2012	101-1129-12537	731-1022-541.29-04	80.00	Flat Windshield
			Total for check: 35877		80.00	
UNIFIRST CORPORATION	35878	12/27/2012	097 0127025	100-0903-531.30-13	175.00	Mat
		12/27/2012	097 0127145	731-1022-541.20-01	131.84	Uniform/Supply Cleaning
			Total for check: 35878		306.84	
JANET VAN LANKVELT	35879	12/27/2012		100-0000-201.12-00	300.32	Quilting Supplies
			Total for check: 35879		300.32	
VILAS COUNTY CLERK OF COURTS	35880	12/27/2012		100-0000-201.03-00	1,408.20	Bond Report #MP12-3981
			Total for check: 35880		1,408.20	
WAYNE INDUSTRIAL HOLDINGS LLC	35881	12/27/2012	86369	731-1022-541.38-03	109.51	Air Valve
			Total for check: 35881		109.51	
WE ENERGIES	35882	12/27/2012		100-1001-514.22-04	9.57	901 E Airport Road Gas 11/8/12-12/11/12
				100-0000-123.00-00	397.97	NM Fire
				100-1001-514.22-04	801.42	City Hall
				100-0801-521.22-04	549.58	Police

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WE ENERGIES...	35882...	12/27/2012...	...	100-0920-531.22-04	139.07	Sen Ctr
				100-0601-551.22-04	1,193.80	Library
				100-0703-553.22-04	611.30	Parks
				100-0704-552.22-04	146.26	Pool
				207-0707-552.22-04	32.90	Marina
				731-1022-541.22-04	991.11	Garage
				Total for check: 35882	4,872.98	
WERNER ELECTRIC SUPPLY CO	35883	12/27/2012	S3736558.001	100-0703-553.24-03	149.32	Lamps
				Total for check: 35883	149.32	
WIL-KIL PEST CONTROL	35884	12/27/2012		100-0703-553.24-03	261.90	2013 Prebill
				100-1001-514.20-01	213.88	2013 Prebill
				100-0801-521.20-01	384.12	2013 Prebill
				100-0920-531.20-07	317.19	2013 Prebill
				Total for check: 35884	1,177.09	
WINNEBAGO COUNTY CLERK OF COURTS	35885	12/27/2012		100-0000-201.03-00	650.00	Bond
				100-0000-201.03-00	150.00	Bond
				Total for check: 35885	800.00	
WISCONSIN DEPT OF JUSTICE	35886	12/27/2012	L7101T	100-0801-521.21-06	98.00	Record Searches
				Total for check: 35886	98.00	
					343,043.18	

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AMAZON	35889	1/2/2013	076733820527	100-0601-551.30-14	19.98	LIBRARY MATERIALS
		1/2/2013	081932423185	100-0601-551.30-14	46.59	LIBRARY MATERIALS
		1/2/2013	081937117945	100-0601-551.30-14	14.99	LIBRARY MATERIALS
		1/2/2013	081937899276	100-0601-551.30-14	19.99	LIBRARY MATERIALS
		1/2/2013	081939640311	100-0601-551.30-14	511.82	LIBRARY MATERIALS
		1/2/2013	092860723861	100-0601-551.30-14	19.99	LIBRARY MATERIALS
		1/2/2013	092861070415	100-0601-551.30-14	50.97	LIBRARY MATERIALS
		1/2/2013	092862600942	100-0601-551.30-14	24.98	LIBRARY MATERIALS
		1/2/2013	092863918045	100-0601-551.30-14	38.97	LIBRARY MATERIALS
		1/2/2013	092866641402	100-0601-551.30-14	325.35	LIBRARY MATERIALS
		1/2/2013	095208076863	100-0601-551.30-14	33.57	LIBRARY MATERIALS
		1/2/2013	095208853642	100-0601-551.30-14	12.99	LIBRARY MATERIALS
		1/2/2013	116916107158	100-0601-551.30-14	9.96	LIBRARY MATERIALS
		1/2/2013	116917894958	100-0601-551.30-14	101.94	LIBRARY MATERIALS
		1/2/2013	116919348155	100-0601-551.30-14	64.87	LIBRARY MATERIALS
		1/2/2013	121926217669	100-0601-551.30-14	75.97	LIBRARY MATERIALS
		1/2/2013	186320805734	100-0601-551.30-14	14.99	LIBRARY MATERIALS
		1/2/2013	186321623366	100-0601-551.30-14	44.97	LIBRARY MATERIALS
		1/2/2013	1863216814824	100-0601-551.30-14	50.97	LIBRARY MATERIALS
		1/2/2013	186325854894	100-0601-551.30-14	39.98	LIBRARY MATERIALS
		1/2/2013	186325892775	100-0601-551.30-14	89.85	LIBRARY MATERIALS
		1/2/2013	204730589591	100-0601-551.30-14	73.66	LIBRARY MATERIALS
		1/2/2013	204736794875	100-0601-551.30-14	72.25	LIBRARY MATERIALS
		1/2/2013	204737304525	100-0601-551.30-14	100.42	LIBRARY MATERIALS
		1/2/2013	210550061961	100-0601-551.30-14	28.00	LIBRARY MATERIALS
		1/2/2013	210550521073	100-0601-551.30-14	40.00	LIBRARY MATERIALS
		1/2/2013	210550649174	100-0601-551.30-14	29.99	LIBRARY MATERIALS
		1/2/2013	210551678000	100-0601-551.30-14	29.95	LIBRARY MATERIALS
		1/2/2013	210551889616	100-0601-551.30-14	26.00	LIBRARY MATERIALS
		1/2/2013	2105539977858	100-0601-551.30-14	24.97	LIBRARY MATERIALS
		1/2/2013	210554619900	100-0601-551.30-14	19.97	LIBRARY MATERIALS
		1/2/2013	210554644443	100-0601-551.30-14	67.08	LIBRARY MATERIALS
		1/2/2013	210555451318	100-0601-551.30-14	39.00	LIBRARY MATERIALS
		1/2/2013	210555586177	100-0601-551.30-14	49.95	LIBRARY MATERIALS
		1/2/2013	210556888415	100-0601-551.30-14	29.99	LIBRARY MATERIALS

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AMAZON...	35889...	1/2/2013	210557418164	100-0601-551.30-14	30.00	LIBRARY MATERIALS
		1/2/2013	262218011493	100-0601-551.30-14	79.36	LIBRARY MATERIALS
			Total for check: 35889		2,354.28	
AT&T	35890	1/2/2013	608T66150012	100-0601-551.30-14	48.09	LIBRARY MATERIALS
			Total for check: 35890		48.09	
AUDIOGO	35891	1/2/2013	468472	100-0601-551.30-14	171.94	LIBRARY MATERIALS
			Total for check: 35891		171.94	
BAKER & TAYLOR INC	35894	1/2/2013	0002375959	100-0601-551.30-14	(12.87)	CREDIT
		1/2/2013	20227579002	100-0601-551.30-14	10.70	LIBRARY MATERIALS
		1/2/2013	2027542959	100-0601-551.30-14	5.01	LIBRARY MATERIALS
		1/2/2013	2027547360	100-0601-551.30-14	41.96	LIBRARY MATERIALS
		1/2/2013	2027549601	100-0601-551.30-14	753.07	LIBRARY MATERIALS
		1/2/2013	2027555310	100-0601-551.30-14	106.89	LIBRARY MATERIALS
		1/2/2013	2027557300	100-0601-551.30-14	527.43	LIBRARY MATERIALS
		1/2/2013	2027558041	100-0601-551.30-14	2.51	LIBRARY MATERIALS
		1/2/2013	2027573585	100-0601-551.30-14	816.56	LIBRARY MATERIALS
		1/2/2013	2027575265	100-0601-551.30-14	45.92	LIBRARY MATERIALS
		1/2/2013	2027581203	100-0601-551.30-14	15.68	LIBRARY MATERIALS
		1/2/2013	2027582049	100-0601-551.30-14	42.51	LIBRARY MATERIALS
		1/2/2013	2027584113	100-0601-551.30-14	286.35	LIBRARY MATERIALS
		1/2/2013	2027598584	100-0601-551.30-14	107.33	LIBRARY MATERIALS
		1/2/2013	2027602490	100-0601-551.30-14	132.38	LIBRARY MATERIALS
		1/2/2013	2027605346	100-0601-551.30-14	11.31	LIBRARY MATERIALS
		1/2/2013	2027607430	100-0601-551.30-14	431.33	LIBRARY MATERIALS
		1/2/2013	2027619791	100-0601-551.30-14	73.30	LIBRARY MATERIALS
		1/2/2013	2027622645	100-0601-551.30-14	41.64	LIBRARY MATERIALS
		1/2/2013	2027626122	100-0601-551.30-14	62.15	LIBRARY MATERIALS
		1/2/2013	2027627944	100-0601-551.30-14	302.78	LIBRARY MATERIALS
		1/2/2013	2027632632	100-0601-551.30-14	99.62	LIBRARY MATERIALS
		1/2/2013	5012277248	100-0601-551.30-14	58.07	LIBRARY MATERIALS

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BAKER & TAYLOR INC...	35894...	1/2/2013	5012297974	100-0601-551.30-14	26.66	LIBRARY MATERIALS
		1/2/2013	5012317736	100-0601-551.30-14	272.00	LIBRARY MATERIALS
		1/2/2013	M00957210	100-0601-551.30-14	676.50	LIBRARY MATERIALS
		1/2/2013	M00957220	100-0601-551.30-14	184.95	LIBRARY MATERIALS
		1/2/2013	M01092940	100-0601-551.30-14	25.46	LIBRARY MATERIALS
		1/2/2013	M01344190	100-0601-551.30-14	21.59	LIBRARY MATERIALS
		1/2/2013	M01344191	100-0601-551.30-14	47.83	LIBRARY MATERIALS
		1/2/2013	M01839240	100-0601-551.30-14	47.05	LIBRARY MATERIALS
		1/2/2013	M01839241	100-0601-551.30-14	21.59	LIBRARY MATERIALS
		1/2/2013	M02024920	100-0601-551.30-14	21.56	LIBRARY MATERIALS
		1/2/2013	M02024921	100-0601-551.30-14	22.06	LIBRARY MATERIALS
		1/2/2013	M02978240	100-0601-551.30-14	10.76	LIBRARY MATERIALS
		1/2/2013	M02978241	100-0601-551.30-14	35.92	LIBRARY MATERIALS
		1/2/2013	M02978242	100-0601-551.30-14	17.96	LIBRARY MATERIALS
Total for check: 35894					5,393.52	
KATHRYN BESON	35895	1/2/2013	12192012	100-0601-551.30-14	36.00	LIBRARY MATERIALS
	Total for check: 35895				36.00	
JOE BONGERS	35896	1/2/2013	12192012	100-0601-551.34-01	143.10	MILEAGE REIMBURSEMENT
	Total for check: 35896				143.10	
BRILLIANCE AUDIO INC	35897	1/2/2013	INO669035	100-0601-551.30-14	191.30	LIBRARY MATERIALS
		1/2/2013	INO669037	100-0601-551.30-14	167.65	LIBRARY MATERIALS
	Total for check: 35897				358.95	
CDW GOVERNMENT INC	35898	1/2/2013	T034805	100-0601-551.30-10	79.71	OFFICE SUPPLIES
	Total for check: 35898				79.71	
CENTER POINT LARGE PRINT	35899	1/2/2013	1054769	100-0601-551.30-14	131.22	LIBRARY MATERIALS

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CENTER POINT LARGE PRINT...	35899...	1/2/2013	1061603	100-0601-551.30-14	131.22	LIBRARY MATERIALS
			Total for check: 35899		262.44	
FINDAWAY WORLD LLC	35900	1/2/2013	84412	100-0601-551.30-14	397.45	LIBRARY MATERIALS
			Total for check: 35900		397.45	
GALE	35901	1/2/2013	97893658	100-0601-551.30-14	12.79	LIBRARY MATERIALS
		1/2/2013	97928978	100-0601-551.30-14	38.92	LIBRARY MATERIALS
		1/2/2013	97930579	100-0601-551.30-14	24.79	LIBRARY MATERIALS
		1/2/2013	97946261	100-0601-551.30-14	111.95	LIBRARY MATERIALS
		1/2/2013	97991578	100-0601-551.30-14	27.99	LIBRARY MATERIALS
		1/2/2013	98026163	100-0601-551.30-14	166.34	LIBRARY MATERIALS
		1/2/2013	98028074	100-0601-551.30-14	27.99	LIBRARY MATERIALS
		1/2/2013	98029172	100-0601-551.30-14	52.78	LIBRARY MATERIALS
		1/2/2013	98042616	100-0601-551.30-14	24.79	LIBRARY MATERIALS
			Total for check: 35901		488.34	
MELISSA HAGEN	35902	1/2/2013	12192012	100-0601-551.30-14	20.00	LIBRARY MATERIALS
			Total for check: 35902		20.00	
KITZ & PFEIL INC	35903	1/2/2013	1025140142	100-0601-551.30-13	10.79	HOUSEKEEPING SUPPLIES
		1/2/2013	1101140104	100-0601-551.30-15	18.70	TOOLS/EQUIPMENT
			Total for check: 35903		29.49	
MADER NEWS AGENCY INC	35904	1/2/2013	91991	100-0601-551.30-14	124.70	LIBRARY MATERIALS
			Total for check: 35904		124.70	
MADISON PUBLIC LIBRARY	35905	1/2/2013	12192012	100-0601-551.30-14	24.99	LIBRARY MATERIALS
			Total for check: 35905		24.99	

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MENARDS-APPLETON EAST	35906	1/2/2013	11272	100-0601-551.24-03	5.42	5.42 BLDG REPAIR/MAINTENANCE
			Total for check: 35906		5.42	
MIDWEST TAPE	35907	1/2/2013	90513603	100-0601-551.30-14	27.98	LIBRARY MATERIALS
		1/2/2013	90513605	100-0601-551.30-14	153.93	LIBRARY MATERIALS
		1/2/2013	90518193	100-0601-551.30-14	24.99	LIBRARY MATERIALS
		1/2/2013	90530131	100-0601-551.30-14	69.98	LIBRARY MATERIALS
		1/2/2013	905370746	100-0601-551.30-14	94.96	LIBRARY MATERIALS
		1/2/2013	905484495	100-0601-551.30-14	49.93	LIBRARY MATERIALS
		1/2/2013	90550021	100-0601-551.30-14	22.99	LIBRARY MATERIALS
		1/2/2013	90566245	100-0601-551.30-14	51.97	LIBRARY MATERIALS
		1/2/2013	90583896	100-0601-551.30-14	39.99	LIBRARY MATERIALS
		1/2/2013	90583898	100-0601-551.30-14	68.97	LIBRARY MATERIALS
			Total for check: 35907		605.75	
MINITEX	35908	1/2/2013	80525	100-0601-551.30-18	186.00	DEPT SUPPLIES
			Total for check: 35908		186.00	
NEOPOST USA	35909	1/2/2013	49322661	100-0601-551.30-11	268.08	ANNUAL EQUIP RENTAL FEE
			Total for check: 35909		268.08	
OFFICE DEPOT CREDIT PLAN	35910	1/2/2013	3079862	100-0601-551.30-10	23.99	OFFICE SUPPLIES
			Total for check: 35910		23.99	
RANDOM HOUSE INC	35911	1/2/2013	1085566402	100-0601-551.30-14	20.00	LIBRARY MATERIALS
		1/2/2013	1085607622	100-0601-551.30-14	37.50	LIBRARY MATERIALS
		1/2/2013	1085718151	100-0601-551.30-14	52.50	LIBRARY MATERIALS
		1/2/2013	1085731841	100-0601-551.30-14	24.00	LIBRARY MATERIALS
			Total for check: 35911		134.00	

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RECORDED BOOKS LLC	35912	1/2/2013	74637027	100-0601-551.30-14	99.00	LIBRARY MATERIALS
			Total for check: 35912		99.00	
KRISTIN SEEFELDT	35913	1/2/2013	12192012	100-0601-551.33-01	22.77	MILEAGE REIMBURSEMENT
			Total for check: 35913		22.77	
ELIZABETH TURMAN	35914	1/2/2013	12192012	100-0601-551.34-01	18.00	MILEAGE REIMBURSEMENT
			Total for check: 35914		18.00	
UNIQUE BOOKS INC	35915	1/2/2013	359281	100-0601-551.30-14	242.28	LIBRARY MATERIALS
		1/2/2013	359282	100-0601-551.30-14	553.83	LIBRARY MATERIALS
		1/2/2013	359282.3	100-0601-551.30-14	20.95	LIBRARY MATERIALS
		1/2/2013	359283	100-0601-551.30-14	130.83	LIBRARY MATERIALS
		1/2/2013	359514	100-0601-551.30-14	168.32	LIBRARY MATERIALS
			Total for check: 35915		1,116.21	
UNIQUE MANAGEMENT SERVICES INC	35916	1/2/2013	231705	100-0000-441.19-00	277.45	COLLECTION AGENCY FEE
			Total for check: 35916		277.45	
US POSTAL SERVICE	35917	1/2/2013	12192012	100-0601-551.30-11	105.00	POSTAGE
			Total for check: 35917		105.00	
WIL-KIL PEST CONTROL	35918	1/2/2013	15261713	100-0601-551.24-03	369.57	BLDG REPAIR/MAINTENANCE
			Total for check: 35918		369.57	
WISCONSIN DEPT OF JUSTICE	35919	1/2/2013	G3228DUP	100-0601-551.21-06	7.00	MGMT PROFESSIONAL SERVICE
			Total for check: 35919		7.00	

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YP	35920	1/2/2013	12192012	100-0601-551.22-01	13.56	UTILITIES-TELEPHONE
			Total for check: 35920		13.56	
					13,184.80	

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ACCURATE	35921	1/3/2013	1218119	731-1022-541.30-18	291.43	Brakleen/Prime/Wheel Misc
			Total for check: 35921		291.43	
JF AHERN CO	35922	1/3/2013	173040	731-1022-541.21-06	111.45	Fire Extinguishers Sign & Paint Shop
		1/3/2013	173044	731-1022-541.21-06	794.85	Fire Extinguishers Municipal Garage
		1/3/2013	173050	100-1019-552.21-06	159.55	Fire Extinguishers Bridge/Tayco & Racine
			Total for check: 35922		1,065.85	
CITY OF APPLETON	35923	1/3/2013	209883	100-0204-512.29-02	65.70	Election Notices
			Total for check: 35923		65.70	
BMO HARRIS BANK NA	35924	1/3/2013	4030839	100-0202-512.21-06	260.00	Monthly Fees
			Total for check: 35924		260.00	
CARDMEMBER SERVICE	35927	1/3/2013		100-0601-551.30-14	96.00	Madison Newspapers
				100-0601-551.33-03	70.29	Zuppas
				743-0403-513.34-04	12.95	Experts Exchange
				743-0403-513.30-15	4.19	Apple iTunes/Weather App
				743-0403-513.22-01	13.99	Wirelessemporium.com
				100-0801-521.30-18	97.89	ID Card Group PD
				100-0901-515.30-18	97.89	ID Card Group Safety Comm
				743-0403-513.22-01	37.94	Cell Phoneshop.net
				743-0403-513.22-01	29.99	Cell Phoneshop.net
				100-0702-552.30-18	58.65	Bulk Price Food Shop Hayride
				100-0702-552.24-01	10.96	Show ine Cables/Telephone
				100-0702-552.30-18	12.95	Piggly Wiggly/Juice
				100-0702-552.34-03	92.78	Stone Toad/Park Board
				100-0801-521.30-13	18.00	Water Right Services
				731-1022-541.30-13	18.00	Water Right Services
				100-1001-514.20-01	54.00	Water Right Services
				100-0601-551.24-03	61.00	GCI MSCN-FRND-WB Mic Holder
				100-0601-551.24-03	35.27	Amzn.com/Drill Battery

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CARDMEMBER SERVICE...	35927...	1/3/2013...	...	100-0601-551.30-13	51.95	onlinestores.com/Flags
				100-1001-514.30-18	185.45	onlinestores.com/Flags
				100-0601-551.30-13	39.13	Safety Solutions/Eye Wash
				100-1001-514.30-13	21.25	Uline/Dust Mop
				100-0703-553.34-02	375.00	Mlaic Train/Asbestos Class
				100-0703-553.24-03	414.00	Allpartitions
				100-0703-553.34-03	10.97	Hilltop Pub & Restaurant
				100-0801-521.29-01	122.95	Lynn Card Company
				100-0801-521.32-01	15.25	TLO
				100-0801-521.33-03	8.25	Manderfield's
				100-0801-521.34-02	358.00	Fred Pryor Careertrack
				100-0801-521.34-03	13.77	Cooler on the 20600110
				100-0803-521.34-04	25.86	Airport Taxi
				100-0801-521.34-03	15.92	Cracker Barrel
				100-0801-521.30-18	86.46	Amazon Mktplace Prnts
				100-0801-521.34-03	4.50	Cypress Grille
				100-0801-521.34-03	20.35	Cracker Barrel
				100-0801-521.34-03	12.65	CIAO Mem
				100-0803-521.34-04	56.00	Genera Mit Init Airq44
				100-0801-521.38-01	48.00	Exxon Mobil
CRESCENT ELECTRIC SUPPLY COMPANY				100-0803-521.34-03	544.64	Embassy Suites
				100-0803-521.34-04	17.00	St Charles Yellow Cab
				100-0801-521.30-18	401.94	Safariland
				824-0807-521.21-06	96.58	Tailwaggers
				Total for check: 35927	3,768.61	
CRESCENT ELECTRIC SUPPLY COMPANY	35928	1/3/2013	087-423349-00	100-0801-521.24-03	174.16	Women's Locker Room Electrical
				Total for check: 35928	174.16	
FACTORY MOTOR PARTS CO	35929	1/3/2013	18-1180313	731-1022-541.38-03	248.89	Brake Pad/Seal
		1/3/2013	18-1180462	731-1022-541.38-03	238.90	Brake Rotor
		1/3/2013	18-1183765	731-1022-541.38-03	186.39	Pump AssemblPower Steering
		1/3/2013	18-1184157	731-1022-541.38-03	201.32	Brake Shoe/Rotor Assembly

AP Check Register

Check Date: 1/3/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO...	35929...	1/3/2013	18-1184567	731-1022-541.30-03	195.59 Rotor Assy/Perf B Pads	
			Total for check: 35929		1,071.09	
FASTENAL COMPANY	35930	1/3/2013	WINEE81143	100-0703-553.30-18	265.55	
		1/3/2013	WINEE81173	100-0703-553.30-18	(107.15) Credit	
		1/3/2013	WINEE81174	100-0703-553.30-18	123.08	
			Total for check: 35930		281.48	
FERGUSON ENTERPRISES #448	35931	1/3/2013	0826046	100-1006-541.30-18	27.75 PVC Piping	
			Total for check: 35931		27.75	
FERGUSON WATERWORKS #1476	35932	1/3/2013	0124524	601-1020-543.30-18	261.10 Manholes	
			Total for check: 35932		261.10	
FOX VALLEY TRUCK	35933	1/3/2013	501276	731-1022-541.30-18	331.76 Cleaner	
			Total for check: 35933		331.76	
GUNDERSON UNIFORM & LINEN RENTAL	35934	1/3/2013	1483626	100-0801-521.30-13	33.12 Towels/Mats	
			Total for check: 35934		33.12	
HOTSY CLEANING SYSTEMS INC	35935	1/3/2013	0081554-IN	601-1020-543.30-18	143.57 Dual Lance Wand/Swivel	
			Total for check: 35935		143.57	
INTERSTATE BATTERIES	35936	1/3/2013	193024	100-0601-551.24-03	227.90 Library Scissors Lift	
				100-0703-553.24-03	113.95	
				100-1001-514.24-03	113.95	
			Total for check: 35936		455.80	

AP Check Register

Check Date: 1/3/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
JX ENTERPRISES INC	35937	1/3/2013	G-223410017	731-1022-541.38-03	23.27	Cartridge/Air Dryer Show
			Total for check: 35937		23.27	
KJ WASTE SYSTEMS INC	35938	1/3/2013		266-1027-543.21-06	671.00	Corrugate
			Total for check: 35938		671.00	
LB MEDWASTE SERVICES INC	35939	1/3/2013	18214	100-0903-531.21-05	55.00	33 gal box pickup
			Total for check: 35939		55.00	
LEVENHAGEN CORPORATION	35940	1/3/2013	048074A-IN	100-0000-131.00-00	14,152.50	Diesel/Lead Free
		1/3/2013	048086A-IN	100-0000-131.00-00	8,444.25	Diesel
			Total for check: 35940		22,596.75	
LINCOLN CONTRACTORS SUPPLY INC	35941	1/3/2013	R15362	100-1008-541.30-18	28.00	Paving Breaker
			Total for check: 35941		28.00	
MENARDS-APPLETON EAST	35942	1/3/2013	10320	100-0703-553.30-18	(26.97)	LED/Wire
		1/3/2013	10323	100-0703-553.30-18	34.96	Lightkeeper Pro LED/Blue
		1/3/2013	10325	100-0703-553.30-18	21.99	LED Keeper
		1/3/2013	10405	100-0703-553.30-18	(32.82)	Crack Seal Return
		1/3/2013	10406	100-0703-553.30-18	(14.99)	LED C6 Blue Return
		1/3/2013	11061	100-0703-553.30-18	53.76	Light Sets
		1/3/2013	11073	100-0703-553.30-18	53.76	Light Sets
			Total for check: 35942		89.69	
MENASHA EMPLOYEES CREDIT UNION	35943	1/3/2013	20121231	100-0000-202.05-00	14,302.00	PAYROLL SUMMARY
			Total for check: 35943		14,302.00	
MENASHA NEENAH MUNICIPAL COURT	35944	1/3/2013		100-0000-201.03-00	176.80	Bond/MEPD 11-000058

AP Check Register Check Date: 1/3/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA NEENAH MUNICIPAL COURT...	35944...	1/3/2013...	...	100-0000-201.03-00	126.40	Bond/MEPD 12-546
				Total for check: 35944	303.20	
POSTMASTER	35945	1/3/2013	PI39/STANDARD	100-1001-514.30-11	190.00	Mail Permit PI 39
				Total for check: 35945	190.00	
MENASHA UTILITIES	35946	1/3/2013		501-0304-562.22-06	2.53	Storm/838 Fountain Way
		1/3/2013	ST LIGHTS	100-1012-541.22-03	19,381.61	Street Lighting November 2012
				Total for check: 35946	19,384.14	
N&M AUTO SUPPLY	35947	1/3/2013	426022	731-1022-541.38-03	108.18	Water Pump/Core Deposit Thermostat/Water Outlet
		1/3/2013	427286	731-1022-541.38-03	93.11	Ignition Control Module
		1/3/2013	427387	731-1022-541.30-18	15.19	Mechanics Wire
		1/3/2013	427428	731-1022-541.38-03	62.11	Swivel
		1/3/2013	427485	731-1022-541.30-18	4.74	NAPA Gear Lube
		1/3/2013	427984	731-1022-541.30-18	30.14	Cleaner/Brake Fluid
		1/3/2013	426047	731-1022-541.38-03	25.60	Pole Plug/Socket
			Total for check: 35947		339.07	
NEENAH FOUNDRY	35948	1/3/2013	68989	100-1009-541.30-18	152.00	Plate
				Total for check: 35948	152.00	
NEENAH-MENASHA SEWERAGE COMMISSION	35949	1/3/2013	2013-002	601-1021-543.25-01	56,554.57	January 2013 Wastewater
		1/3/2013	2013-008	601-1021-543.25-01	30,301.00	Jan 2013 Interest & Debt
				Total for check: 35949	86,855.57	
PACKER CITY INTERNATIONAL	35950	1/3/2013	3-223390026	731-1022-541.38-03	111.45	Filters/Fluid/Hydrault
		1/3/2013	3-223390048	731-1022-541.38-03	32.25	Single Strobe Flash
		1/3/2013	3-223390090	731-1022-541.38-03	19.60	Lamp
		1/3/2013	3-223410054	731-1022-541.38-03	147.45	Kit
		1/3/2013	3-223410064	731-1022-541.30-18	32.31	Fluid

AP Check Register Check Date: 1/3/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PACKER CITY INTERNATIONAL...	35950...	1/3/2013	3-223460054	731-1022-541.38-03	26.20	Blade
		1/3/2013	3-223480063	731-1022-541.38-03	36.56	Air Fillers
		1/3/2013	3-223520043	731-1022-541.30-18	43.08	Fluid
		1/3/2013	3-223540040	731-1022-541.38-03	47.61	Hydraulic
		1/3/2013	3-223550019	731-1022-541.38-03	146.86	Motor
			Total for check: 35950		643.37	
PITNEY BOWES	35951	1/3/2013	4842044-DC12	100-1001-514.24-04	316.47	Postage Machine Rental
			Total for check: 35951		316.47	
RESOURCE RECOVERY SYSTEMS INC	35952	1/3/2013	35297	266-1028-543.21-06	14,722.50	Custom Grinding
			Total for check: 35952		14,722.50	
J A SEXAUER	35953	1/3/2013	278473749	100-1001-514.24-03	139.75	Parking Ramp Light
		1/3/2013	278747258	731-1022-541.24-03	357.32	Door Closer
			Total for check: 35953		497.07	
SPEEDY METALS LLC	35954	1/3/2013	787240-NB	731-1022-541.30-18	327.89	Steel Angle/Steel Flat
			Total for check: 35954		327.89	
SUPERIOR CHEMICAL CORP	35955	1/3/2013	11156	100-0000-132.00-00	199.25	Film Remover
			Total for check: 35955		199.25	
UNIFIRST CORPORATION	35956	1/3/2013	097 0127638	731-1022-541.20-01	129.95	Mat/Mop/Clothing Service
			Total for check: 35956		129.95	
UNITED WAY FOX CITIES	35957	1/3/2013	20121231	100-0000-202.09-00	27.48	PAYROLL SUMMARY
			Total for check: 35957		27.48	

AP Check Register

Check Date: 1/3/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
US PETROLEUM EQUIPMENT	35958	1/3/2013	198404	731-1022-541.30-18	88.43	88.43 Z-Swivel
			Total for check: 35958		88.43	
UTILITY SALES AND SERVICE	35959	1/3/2013	0125777-IN	731-1022-541.38-03	191.48	191.48 Rope Jib
			Total for check: 35959		191.48	
VISION INSURANCE PLAN OF AMERICA	35960	1/3/2013	122120	100-0000-204.10-00	1,067.40	1,067.40 January Billing
			Total for check: 35960		1,067.40	
WE ENERGIES	35961	1/3/2013		100-1012-541.22-03	2,218.25	2,218.25 Street Lights
			Total for check: 35961		2,218.25	
WE ENERGIES	35962	1/3/2013		267-0102-581.22-04	711.42	711.42 Power Plant
			Total for check: 35962		711.42	
WINNEBAGO COUNTY TREASURER	35963	1/3/2013	2011 TAXES	100-0000-201.03-00	26,177.39	26,177.39 2011 Property Taxes 4-779-02
			Total for check: 35963		26,177.39	
WISCONSIN DEPT OF REVENUE	35964	1/3/2013		100-0402-513.25-01	5,754.44	5,754.44 Assess of Manuf Property
			Total for check: 35964		5,754.44	
WISCONSIN SUPPORT COLLECTIONS	35965	1/3/2013	20121231	100-0000-202.03-00	2,566.59	2,566.59 PAYROLL SUMMARY
			Total for check: 35965		2,566.59	
					208,860.49	



Memorandum

DATE: January 3, 2013

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works *MR*

RE: Resolution Pertaining to Sewer Service Charges and Surcharges

Enclosed is Resolution R-1-13 and the supporting report regarding an update to the User Charge System (UCS) for the City of Menasha sanitary sewer system. The Board of Public Works directive was to transfer the budgeted \$200,000 legal costs from the fixed charge to the volume charge and use \$100,000 of the fund balance to reduce the necessary overall revenue increase for this UCS update.

In the UCS report, the budgeted legal costs were moved from the fixed charge to the volume charge. The Wisconsin Department of Administration would not approve the use of fund balance to reduce the necessary revenue to meet debt coverage requirements; however, they would allow us to reduce other Operation and Maintenance costs exceeding \$100,000 in aggregate to effect the same results desired by the Board of Public Works.

The net effect of these changes results in a fixed charge of \$11.04/month for a typical residential user (5/8" or 3/4" meter) and a volume charge of \$4.60/1,000 gallons. The proposed rates will increase sanitary sewer department revenue from \$2,034,667 (2011) to \$2,424,392, a 19.2% increase. The actual increase to users will be greatly affected by water use so a table indicating the rate increase according to water usage is included in the UCS report.

Enclosures

M:\word\CC memo re resolution for sanitary sewer UCS_1-3-13.docx

RESOLUTION R-1-13

RESOLUTION PERTAINING TO SEWER SERVICE CHARGES AND SURCHARGES

Introduced by Ald. Taylor

WHEREAS, the ordinance providing for sewerage systems contains a provision that various sewer service charges may be changed no more than twice each year by resolution.

THEREFORE, BE IT RESOLVED that the operation, maintenance and replacement charge shall be as follows:

Fixed Charge:	<u>Meter size (in)</u>	<u>User charge factor</u>	<u>Monthly charge</u>
	0.625 and 0.75	1.0	\$ 11.04
	1	2.5	27.60
	1.25	3.7	40.85
	1.5	5.0	55.20
	2	8.0	88.32
	2.5	12.5	138.00
	3	15.0	165.60
	4	25.0	276.00
	6	50.0	552.00
	8	80.0	883.20
	10	120.0	1,324.80

Volume charge: \$4.60/1,000 gallons

Surcharge for wastewater greater than domestic strength:
\$0.2615 per pound BOD
\$0.1288 per pound suspended solids

The surcharges shall be adjusted as needed based on the NMSC unit charges.

BE IT FURTHER RESOLVED that the contents of this resolution will be applicable to service billed by the Menasha Utilities or the City of Menasha on or after February 1, 2013.

BE IT FURTHER RESOLVED that normal domestic wastewater shall mean wastewater that has a BOD concentration of not more than four hundred seventeen (417) milligrams per liter and a suspended solids concentration of not more than seven hundred twenty-eight (728) milligrams per liter.

BE IT FURTHER RESOLVED that the Comptroller and Director of Public Works shall report to the Mayor and the Common Council as to whether the rates are still appropriate at least once every two years.

BE IT FURTHER RESOLVED that Resolution R-22-10 previously approved on October 4, 2010 is hereby repealed.

Passed and approved this 6th day of January, 2013.

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk

APPENDIX A

USER CHARGE SYSTEM

City of Menasha, Wisconsin

The User Charge System (UCS) is intended to provide for an equitable distribution of the debt retirement costs, operation and maintenance (O & M) costs, and replacement costs of the wastewater collection system and Neenah-Menasha Sewerage Commission (NMSC) wastewater treatment plant (WWTP). The distribution of variable sewer user charges shall be based on the volume and strength of wastewater discharged to ensure a proportional distribution of costs to each sewer user.

The wastewater discharges from August 2009 through July of 2012 and revenue requirements budgeted for 2013 were used to establish the sewer user charges. The City should review, at least every two (2) years, the sewer user charges in order to maintain proportionate distribution of costs and to generate sufficient revenue.

The City of Menasha should notify each sewer user, in conjunction with a regular bill, when user charge rates change.

Methodology of Distributing User Charges

The Sewer Use Ordinance has established two user classes:

- Domestic-Strength Wastewater
- High-Strength Wastewater

Domestic-Strength Wastewater shall mean wastewater discharged from residential sewer users, exclusive of infiltration and inflow. Residential sewer users can include commercial and industrial businesses that discharge only restroom wastewater. The biochemical oxygen demand (BOD₅) concentration and suspended solids concentration of domestic-strength wastewater is established in this UCS.

High-Strength Wastewater shall mean wastewater discharged from non-residential significant sewer users, exclusive of infiltration and inflow. The BOD₅ concentration and suspended solids concentration of high-strength wastewater is determined from periodic monitoring of the dischargers.

This UCS shall generate all debt retirement, operation, maintenance, and replacement revenue for providing sewer service. The revenue shall cover the expenses for collection system debt retirement; collection system O & M; collection system replacement fund; and NMSC WWTP O & M, replacement, and capital charges. The UCS will include revenue for the debt retirement of the Clean Water Fund (CWF) loans obtained for the Ninth Street Sewage Lift Station Improvements project and the NMSC WWTP Improvements project.

The wastewater flows and loadings discharged by the City of Menasha to the NMSC WWTP are estimated for 2013. The wastewater flow is estimated to be 84.25 million gallons per month (1,011.0 million gallons per year). The wastewater loadings are estimated to be 109,800 pounds per month (1,317,600 pounds per year) for BOD₅ and 190,000 pounds per month (2,280,000 pounds per year) for suspended solids.

O & M costs will be recovered through fixed and volume charges. A summary of the 2013 budget is summarized in Table 1. The NMSC costs are based on their recently completed 2013 budget.

Table 1 Distribution of Annual Sewer Department Costs to Fixed and Variable (Volume) Charges

Item	Cost, Dollars
<u>Costs Distributed to Fixed Charges</u>	
Insurance	2,900
Tools and Equipment	1,800
Capital Outlay	
CWF Loan P&I (CWF #5101-02)	63,100
CWF Loan P&I (CWF #5101-03)	165,900
CWF Loan P&I (CWF #5101-04)	51,700
CWF Loan P&I for future Ninth St. SLS Improvements	37,000
Capital Outlay (NMSC)-CWF Loan	405,500
Debt Coverage for City CWF Loans(a)	21,800
City Replacement Fund	10,000
In-House Technical Services	5,200
TOTAL COST - FIXED CHARGE	764,900
<u>Costs Distributed to Volume Charge</u>	
Labor	235,700
Vehicle Usage	53,300
Supplies	100
Telephone	3,800
Electricity	2,000
Maintenance-Mains	50,000
Maintenance-Sewage Lift Stations	8,300
Professional Services	73,400
Outside/Contract Services (Menasha Utility billing)	210,000
Legal Expenses	200,000
Replacement Charges (NMSC)	64,300
Operations and Maintenance Charges (NMSC)	757,100
TOTAL COST - VARIABLE CHARGE	1,658,000

(a)Debt coverage is calculated as follows: 10 percent of total City CWF loans P & I minus replacement fund.

The fixed user costs will recover revenue for the annual CWF loan payments for the Phase 2, Phase 3, and Phase 4 Wastewater Collection System Rehabilitation Improvements projects; estimated CWF loan payment for the Ninth Street Sewage Lift Station Improvements project; estimated CWF loan payment for the estimated capital outlay charges (CWF loan payment) for the NMSC WWTP Improvements project, City replacement fund; debt coverage for City CWF loans; insurance expense; tools and equipment expense, and in-house technical services expenses. The fixed charges will be recovered from wastewater dischargers according to their user charge meter equivalent (UCME) based on water meter size or size of effluent wastewater meter. The City billed a total of 5,775 UCMEs in 2011.

The volume charge will include variable O & M costs including labor, vehicle usage, supplies, telephone, electricity, maintenance-mains, maintenance-sewage lift stations, professional services, outside/contract services for billing, legal expenses, NMSC replacement charges, and NMSC operation and maintenance charges. The volume charge will be recovered from domestic strength dischargers based on water used and discharged to the sanitary sewer. The volume charge will be recovered from significant sewer users (wastewater discharge with concentrations of BOD₅ and suspended solids greater than domestic strength) based on volume of wastewater discharged and loadings greater than domestic strength. Volume will be determined from water use or wastewater metering.

Fixed Meter Charge Calculation

The total fixed costs of \$764,900 are divided by the number of UCMEs to determine the annual fixed charge per UCME. Following is a summary of the fixed user charge calculation.

Fixed Cost Distributed to UCME	\$764,900
Number of UCMEs	5,775
Fixed Charge/UCME	
$= \$764,900 \div 5,775 \text{ UCMEs} = \$132.48/\text{yr}$	
	(\$11.04 month)

Volume User Charge Calculation

The volume user charge will recover revenue for variable O & M costs of \$1,658,000. The volume user charge will include a volume charge per 1,000 gallons for domestic strength wastewater and a surcharge for BOD₅ and suspended solids greater than domestic strength.

Significant Sewer Users. The significant sewer users having high strength wastewater were monitored to determine the volume of wastewater, BOD₅ loadings greater than domestic strength, and suspended solids loadings greater than domestic strength. A summary of the high strength dischargers is presented in Table 2.

Table 2 Summary of High Strength Dischargers

<u>BOD₅ > Domestic</u>	<u>Million Gallons per Year</u>	<u>Pounds per Year</u>
Albany International	0.477	2,099
Graphic Packaging	0.360	2,201
Gunderson Cleaners	13.706	49,903
Intertape Polymer Group	2.015	79,150
Whiting Paper Company	<u>34.540</u>	<u>199,701</u>
TOTAL	51.098	333,054
<u>Suspended Solids > Domestic</u>	<u>Million Gallons per Year</u>	<u>Pounds per Year</u>
Dura Fibre	2.644	40,649
Water Treatment Plant	<u>27.115</u>	<u>394,685</u>
TOTAL	29.759	435,334

Calculation of Domestic Strength Wastewater Characteristics

The total volume of water discharged to sanitary sewer in 2011 was 333,715,000 gallons (216,014,000 gallons of water use billed by utility + 31,970,000 gallons of water use by minor dischargers billed by City + 85,731,000 gallons of wastewater flow from significant industrial dischargers billed by the City). The domestic strength BOD₅ and suspended solids concentrations are calculated using the domestic strength loadings (total minus significant loadings) and water use for domestic strength dischargers (total minus significant sewer user water use or wastewater flow). The calculations of the domestic strength concentrations for BOD₅ and suspended solids are as follows:

$$\text{BOD}_5 \quad (1,317,600 \text{ lbs/yr.} - 333,054 \text{ lbs/yr.}) \div (8.34 \times 282.617 \text{ million gallons}) \\ = 417 \text{ mg/l}$$

$$\text{SS} \quad (2,280,000 \text{ lbs/yr.} - 435,334 \text{ lbs/yr.}) \div (8.34 \times 303.956 \text{ million gallons}) \\ = 728 \text{ mg/l}$$

The volume charge for domestic strength dischargers is calculated by first determining the surcharge revenue that will be collected for BOD₅ and suspended solids loadings from significant sewer users with BOD₅ and suspended solids greater than domestic strength. The unit costs for BOD₅ and suspended solids are calculated based on the treatment costs (O & M charges and replacement charges) in the NMSC WWTP 2013 Budget. The unit cost for BOD₅ is \$0.2615 per pound. The unit cost for suspended solids is \$0.1288 per pound.

$$\text{BOD}_5 \quad 155,346 \text{ lbs/yr.} \times \$0.2615/\text{lb} = \$40,623$$

$$\text{SS} \quad 254,652 \text{ lbs/yr.} \times \$0.1288/\text{lb} = \$32,799$$

$$\text{TOTAL} = \$73,422$$

The annual transportation charge for Sonoco was \$50,809 in 2011. The revenue from the surcharge for BOD₅ and suspended solids and the Sonoco transportation charge reduces the flow revenue required from sewer users.

The balance of revenue, required for costs distributed to the volume charge, is calculated as follows:

$$\begin{aligned} \text{Flow Revenue Required} &= \$1,658,000 - \$73,422 - \$50,809 \\ &= \$1,533,769 \end{aligned}$$

$$\begin{aligned} \text{Flow Unit Charge} &= \$1,533,769 \div 333,715,000 \text{ gallons} \\ &= \$4.60/1,000 \text{ gal.} \end{aligned}$$

The significant sewer users will be surcharged for treatment of wastewater with BOD₅ and suspended solids loadings greater than domestic strength at the actual NMSC unit charges in affect when the significant sewer users are billed. The BOD₅ and suspended solids surcharges are as follows.

BOD₅ Surcharge

$$\text{BOD}_5 \text{ Unit Loading} > 3.47 \text{ lbs/1,000 gallons}$$

Suspended Solids Surcharge

$$\text{Suspended Solids Unit Loading} > 6.07 \text{ lbs/1,000 gallons}$$

Comparison of Existing and Proposed Rates

The following is a comparison of sewer user rates for a residential customer with a 3/4-inch or 1-inch meter and 38,500 gallons water use per year in 2011:

Existing Rate (Adopted in 2000)

$$\text{Fixed Charge} = \$122.40/\text{yr.} (\$10.20/\text{mo.})$$

$$\begin{aligned} \text{Vol. Charge} &= \$3.90/1,000 \times 38,500 \text{ gallons} \\ &= \$150.15/\text{yr.} \end{aligned}$$

$$\text{TOTAL} = \$272.55/\text{yr.}$$

12/20/2012

Proposed Rate

Fixed Charge = \$132.48/yr. (\$11.04/mo.)

Vol. Charge = \$4.60/1,000 gal. x 38,500 gallons
= \$177.10

TOTAL = \$309.58/yr. [13.6% increase for residential customer with
5/8" or 3/4" meter and 38,500 gallon/yr water
consumption.]

The proposed rates will increase sewer department revenue from \$2,034,667 (2011) to \$2,424,392 (19.2% increase).

SUMMARY OF EXISTING AND PROPOSED USER CHARGES

Revenue Source	Existing User Charges	Proposed User Charges
Fixed Charge	\$10.20/mo/UCME	\$11.04/mo/UCME
Volume Charge	\$ 3.90/1,000 gal.	\$ 4.60/1,000 gal.

SUMMARY OF RESIDENTIAL SEWER USER CHARGES(a)

Water Use	Existing User Charge			Proposed User Charge			% Increase
	Fixed	Volume(a)	Total	Fixed	Volume(a)	Total	
30,000	\$122.40	\$117.00	\$ 239.40	\$132.48	\$138.00	\$ 270.48	13.0
35,000	\$122.40	\$136.50	\$ 258.90	\$132.48	\$161.00	\$ 293.48	13.4
38,500	\$122.40	\$150.15	\$ 272.55	\$132.48	\$177.10	\$ 309.58	13.6
40,000	\$122.40	\$156.00	\$ 278.40	\$132.48	\$184.00	\$ 316.48	13.7
45,000	\$122.40	\$175.50	\$ 297.90	\$132.48	\$207.00	\$ 339.48	14.0
50,000	\$122.40	\$195.00	\$ 317.40	\$132.48	\$230.00	\$ 362.48	14.2
55,000	\$122.40	\$214.50	\$ 336.90	\$132.48	\$253.00	\$ 385.48	14.4
60,000	\$122.40	\$234.00	\$ 356.40	\$132.48	\$276.00	\$ 408.48	14.6

(a) Assumes residential customer has 3/4-inch or 1/2-inch meter

SUMMARY OF DEBT COVERAGE CALCULATION WITH PROPOSED RATES

Revenue-User Charges

Fixed Charge	\$765,072
Volume Charge	1,535,089
Surcharges	73,422
Sonoco Transportation Charge	<u>50,809</u>
TOTAL	\$2,424,392

Sewer Department O & M Expenses (w/o debt, replacement charge, and debt coverage)

Fixed Costs	\$9,900
Volume Costs	<u>1,593,700</u>
TOTAL	\$1,603,600

Excess Revenue For Debt	\$2,424,392
	<u>(1,603,600)</u>
	\$820,792

Total Excess Revenue Required for Debt Service With 10% Coverage

$$= \$723,200 \text{ Annual Debt Service} \times 1.10$$
$$= \$795,520$$

The excess revenue (\$820,792) is greater than the required excess revenue for debt service (\$795,520) so the proposed rates are adequate.

Note: The DOA will not accept O & M costs less than the amount in the 2011 Audit. DOA has accepted an O & M cost of \$1,600,365 for 2011.

COMPARISON OF RESIDENTIAL SEWER USER CHARGES

Community	Est. 2012 Population	Annual Cost, Dollars			Effective Date
		Fixed(a)	Volume(b)	Total	
Village of Combined Locks	3,372	204.00	485.00	689.00	7/1/11
Village of Hortonville	2,705	162.80	524.00	686.80	3/18/10
City of Kaukauna	15,627	36.00	418.00	454.00	12/1/10
Village of Little Chute	10,432	36.00	375.00	411.00	9/9/11
Village of Kimberly	6,559	6.00	387.50	393.50	--
City of Menasha (Proposed)	17,407	132.48	230.00	362.48	
Darboy Sanitary District	4,200(c)	96.92	259.50	356.42	--
Waverly Sanitary District	1,813(c)	133.56	199.00	332.56	7/1/12
City of Menasha (Existing)	17,407	122.40	195.00	317.40	
City of Shawano	9,259	91.80	214.50	306.30	11/1/02
Town of Menasha	--	39.52	264.00	303.52	1/1/13
City of Marinette	10,929	120.00	127.00	247.00	6/10/10
City of Neenah	25,723	85.80	156.65	242.45	1/1/14(d)
City of Appleton	72,810	54.40	136.36	190.76	7/1/11

(a) Fixed charge based on ¾-inch meter

(b) Volume charge based on 50,000 gal/yr. consumption

(c) Number of customers - 2010

(d) City of Neenah will have 15 percent rate increase effective on 1/1/13 and 15 percent rate increase effective on 1/1/14.
Annual costs shown are after 1/1/14 rate increase.



MEMORANDUM

DATE: January 3, 2013

TO: Mayor Merkes

FROM: Pamela A. Captain

RE: Appointment of Interim Comptroller-Treasurer

Given the upcoming retirement of Comptroller-Treasurer Stoffel, I am recommending the appointment of Staff Accountant, Jennifer Sassman, to serve in the interim pending recruitment and hiring of a permanent comptroller/treasurer. Comptroller-Treasurer Stoffel's last day of employment with the City of Menasha is January 18, 2013 and the recruitment process will take months to complete. In the interim the city will need someone to serve in the capacity of comptroller/treasurer. Additionally, we are in the process of completing an organizational/efficiency study which includes the finance department and it is recommended that we temporarily hold-off beginning recruitment to fill the vacancy until we have reviewed the study.

Ms. Sassman currently serves as staff accountant and has been with the City of Menasha since December 2000. She has also been appointed by Comptroller Stoffel as Deputy Treasurer having completed certification as a municipal treasurer in July, 2011. She has acted in the capacity of deputy treasurer in the absence of Comptroller Stoffel. As part of her current duties, Ms. Sassman is the person responsible for the city's accounts receivables and payables, banking, investing and cash flow analysis which accounts for most of the day-to-day accounting activities for the city. As an aid to Ms. Sassman we will contract with an outside consultant.