

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 4, 2013**

COMMON COUNCIL WORKSHOP

5:30 PM – **Budget Overview** & Update to City Staffing and Organization Chart

**6:00 PM
AGENDA
AMENDED**

- 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. Presentation by Neenah-Menasha Fire Rescue Dive Team.
 - 2. [R-16-13 A Resolution to Recognize Bruce Peterson's Family Members and Friends for their Assistance in Raising Funds to Support the Neenah-Menasha Dive Rescue Team.](#)
 - 3. Update from Neenah-Menasha Sewerage Commission.
 - 4. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 10/21/13](#)
 - b. [Board of Health, 9/11/13](#)
 - c. [Board of Public Works, 10/21/13](#)
 - d. [City Hall Safety Committee, 9/5/13](#)
 - e. [Committee on Aging, 9/12/13](#)
 - f. [Landmarks Commission, Special, 10/28/13](#)
 - g. [NMFR Joint Fire Commission, 10/23/13](#)
 - h. [NMFR Joint Finance & Personnel Committee, 10/22/13](#)
 - i. [NM Sewerage Commission, 10/9/13](#)
 - j. [Plan Commission, 10/29/13](#)
 - k. [Police Safety, 3/28/13](#)
 - l. [Public Works/Parks Safety Committee, 9/24/13](#)
 - m. [Redevelopment Authority, 10/30/13](#)
Communications
 - n. [Mark Brown, Assessor, to Common Council, 10/21/13; Sikh Temple – Timeline of Events](#)
 - o. [Village of Harrison. Ordinance Adopting Amendments to the Harrison Comprehensive Plan, Ordinance V13-10, 10/28/2013.](#)
- 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, 10/21/13](#)
Administration Committee, 10/21/13 – Recommends the Approval of:
 - 2. Renewal of Menasha's vision insurance benefit with Vision Insurance Plan of American, Inc accepting option 2 for plan years 2014-2016.
 - 3. To continue participation in Local Government Property Insurance Fund for 2014 at the premium of \$26,132.

Board of Public Works, 10/21/13 – Recommends the Approval of:

4. [Change Order #1; Menasha Utilities McM. No. M0002-930159.06; Water Main Reconstruction, Edgewater Drive and Lakecrest Drive; Don Hietpas & Sons, Inc.; ADD: \\$21,267.50.](#)
5. [Change Order #6; Menasha Utilities McM. No. M0002-910333.07; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \\$296.25.](#)
6. [Payment – Al Dix Concrete, Inc.; Contract Unit No. 2013-01; Midway Road Walk Construction; \\$163,793.86 \(Payment No. 1\).](#)
7. [To Remove the Two Hour Parking Restriction on the North Side of First Street in the Parking Bay Section adjacent to the Menasha Library West of Racine Street and to draft an ordinance.](#)

NMFR Joint Finance and Personnel Committee, 10/22/13 – Recommends the Approval of:

8. [Chapter 3, Sec. 5-3-5. Re-Inspection or Missed Appointments of the Fire Prevention Code.](#)
9. [Amending their respective fee schedule to add a \\$100 fire re-inspection fee for each fire re-inspection performed.](#)

Plan Commission, 10/29/13, - Recommends the Approval of:

10. [The Extraterritorial Certified Survey Map at 901-921 Appleton Road, Town of Menasha.](#)
11. [The Certified Survey Map at 835 Valley Road.](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 10/18/13 to 10/31/13 in the amount of \\$673,318.48.](#)
2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)

J. ORDINANCES AND RESOLUTIONS

1. [O-5-13 An Ordinance Amending Title 5, Chapter 3 of the Code of Ordinances \(Fire Prevention Code - Re-inspections or Missed Appointments\). \(Introduced by Ald. Langdon\) \(Recommended by NMFR Joint Finance and Personnel Committee\).](#)
2. [O-6-13 An Ordinance to Amending Title 10, Chapter 1 of the Code of Ordinances \(Parking Regulations – Parking for Two or More Consecutive Hours\) \(Introduced by Ald. Langdon\) \(Recommended by the Board of Public Works\).](#)

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. Board of Public Works, recommends :
[Sustainability Board recommendations for 2014 Waste Reduction and Automation as outline in memo dated October 3, 2013. \(Held 10/21/13\)](#)

M. CLAIMS AGAINST THE CITY

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

O. RECESS TO ADMINISTRATION COMMITTEE AND BOARD OF PUBLIC WORKS

P. ADJOURN

Motion to adjourn into Closed Session Pursuant to Wis. Stats. §19.85(1)(e) & (f); Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Considering financial, medical, social or personal histories or disciplinary data of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. (Delinquent Account)

MEETING NOTICE

Common Council – Monday, November 18, 2013 – 6:00 pm
Committee meetings to follow Common Council



RESOLUTION NO. R-16-13

A RESOLUTION TO RECOGNIZE BRUCE PETERSON'S FAMILY MEMBERS AND FRIENDS FOR THEIR ASSISTANCE IN RAISING FUNDS TO SUPPORT THE NEENAH-MENASHA DIVE RESCUE TEAM

Introduced by Mayor Donald Merkes

WHEREAS, the City of Menasha experienced a series of tragic water related events over a two-year period that resulted in the loss of life including the loss of Bruce Peterson; and,

WHEREAS, the City of Menasha realized the need for more advanced water rescue capability; and,

WHEREAS, the City of Menasha has endorsed the concept of establishing a dive rescue team within Neenah-Menasha Fire Rescue; and,

WHEREAS, the City of Menasha desires to provide a quality and professional level of rescue services to those who live, work, or visit the City of Menasha; and,

WHEREAS, the City of Menasha decided to raise funds for the Dive Team through a fund raising effort so as to not impact the tax levy; and,

WHEREAS, the City of Menasha were approached by Bruce Peterson's Family Members and Friends with a desire to assist Neenah-Menasha Fire Rescue in raising the necessary funds to begin a dive rescue program;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Menasha, Wisconsin this 4th day of November, 2013, that the City of Menasha hereby formally recognizes and thanks Bruce Peterson's Family Members and Friends for their diligent efforts in raising the necessary start-up and on-going costs associated with maintaining a dive rescue program with in Neenah-Menasha Fire Rescue.

**Recommended by:
Neenah-Menasha Fire Rescue**

CITY OF MENASHA, WISCONSIN

Moved: _____

Donald Merkes, Mayor

Passed: _____

Deborah A. Galeazzi, City Clerk

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
October 21, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Langdon, Keehan

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Captain Halderson, DPW Radtke, ASD Steeno, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. Administration Committee, 10/7/13

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Renewal of Vision Insurance, 2014-2016

CA/HRD Captain explained Vision Insurance Plan of American has been the plan the City has provided for the employees. There are two options with this renewal; Option 1, no change in rates or benefits. Option 2, slight change in rates and upgraded benefits. The renewal term is Jan. 1, 2014 to Dec. 31, 2016.

General discussion ensued on Option 2 upgraded benefits and increased premiums.

Moved by Ald. Englebert, seconded by Ald. Keehan to recommend to Common Council renewal of Menasha's vision insurance benefit with Vision Insurance Plan of American, Inc accepting option 2 for plan years 2014-2016.

Motion carried on roll call 8-0.

2. 2014 Insurance Renewals and Projected Premiums

CA/HRD Captain reviewed and explained the schedule of insurance coverage and projected premiums. Still waiting for premium quote for Underground Storage Tanks. CVMIC has recommended no changes in deductibles at this time.

General discussion ensued on the insurance and coverage.

3. Local Government Property Insurance Fund

CA/HRD Captain provided a copy of the premium notice she received from Local Government Property Insurance Fund. Rates have increased due to storm damage across the state over the past few years.

General discussion ensued on the coverage this policy provides.

Moved by Ald. Englebert, seconded by Ald. Keehan to recommend to Common Council to continue participation in Local Government Property Insurance Fund for 2014 at the premium of \$26,132.

Motion carried on roll call 8-0.

4. WEA Health Insurance 2014

CA/HRD Captain explained the City went with WEA Trust in 2013 for a two year contract. The premium rates were flat for 2013. The 2014 premium rates will increase by 6%. Staff have been working with the insurance consultant to get it lower. Changes in coverage or having employees participate in wellness opportunities may get the premiums lower.

General discussion ensued on employee participation in wellness opportunities.

5. Dental Insurance Premiums for 2014

CA/HRD Captain explained the City is self funded for the dental coverage offered to the employees. She reviewed the dental premiums analysis prepared by ASO Steeno. Staff is recommending no premium increase for 2014.

E. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Sevenich to adjourn at 7:46 p.m.
Motion carried on voice vote.

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
September 11, 2013**

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

B. Present: Candyce Rusin, Lori Asmus, Dr. Teresa Rudolph, Ruth Neeck, Susan Nett
Also Present: Todd Drew RS, Alderman Becky Nichols

C. MINUTES TO APPROVE

1. Motion to approve minutes from August 14, 2013 meeting made by R. Neeck and seconded by L. Asmus. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. August 2013 Communicable Disease Report distributed and discussed. T. Rudolph expressed dismay at the increased number of Chlamydia cases and questioned what age group was this occurring in. S. Nett reported that ages 20 through 35 years old in the past month. S. Nett also indicated that the increased number might be due to the lab sending them in one batch rather than after each case diagnosis as has happened in the past. T. Rudolph also questioned if the department was able to determine if recent Hep C cases were related. S. Nett responded the nurses are still investigating recently reported cases.
2. WI DATCP Self Assessment Review Response for 2011-12. S. Nett explained the Dept of Ag requires an annual agent self assessment be completed. This report is the state's response to the self assessment submitted for the 2011-12 licensing period. The report came after the 2012-13 self assessment was submitted however T. Drew indicated the recommendations listed were already addressed in the recently submitted assessment. He does need to take a refresher foodborne illness course.
3. Pertussis Report – September 1, 2013 distributed. There are still cases of pertussis occurring in the area. S. Nett reported Menasha is currently following a suspect case and has not had any recent positive cases.
4. Weight of the Fox Valley News. The Leadership Team will be meeting for the first time on Sept. 30th. Public health is represented by City of Appleton, and Winnebago and Calumet Counties.
5. 60+ Health Screening Grant Update. S. Nett reported recently receiving notification (since the last BOH meeting) there will be a 2% increase in funding for 2014.
6. Community Health Improvement Plan Update. S. Nett reported on the last meeting of the Community Health Initiative.
7. 2014 Budget – Health Department. S. Nett discussed the mayor's directive to keep line items below personnel costs flat. There are some line items where additional funds will be needed primarily in training to get the newly hired PHN

"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: Ruth Neeck, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Rudolph

appropriately educated in PH functions. Due to the recent TB cases line items for mileage and overtime will be over budget for year end purposes.

8. Flu Shot – Mass Clinic Update. S. Nett reported planning is well underway for the public flu shot clinic on Oct. 24th at BDM school. Flu vaccine for adults has been received as well as a few doses of children's vaccine.
9. Blue-Green Algae. T. Drew reported on the presence of blue-green algae this year especially in the Smith Park area and by Lake Rd. Questions have risen regarding the human health hazards this might present especially with the odors given off by the decay that is occurring. He explained no health hazard exists with the odor other than it is offensive. The health hazards occur with dermal contact, ingestion and inhalation. It is not recommended to jet ski, water ski, boat or do anything that could cause the algae to aerosolize. This would include aerating or taking a fire hose and trying to flush it. T. Drew told board members he has posted signs at Smith Park and by the Trestle Trail regarding the hazards of the algae. L. Asmus questioned about signage at Municipal Beach. T. Drew replied he checked the beach the same day he saw the conditions at Smith Park and that Municipal Beach was perfectly clear. Alderman Nichols requested a memo be put in the council packet regarding the health hazards and recommendations for the public.
10. Bedbugs Continued Discussion. T. Drew reported he has been working on an amendment to the City's human health hazard ordinance and reviewed the draft with board members. L. Asmus thought there should be more clarification regarding the difference between facilities that are licensed such as motels, hotels etc. and the facilities this amendment would cover. C. Rusin thought there should be a clearance statement and that the treatment plan to manage the infestation be submitted prior to treatment commencing. There was also discussion on the requirement to have the tenant report an infestation as some tenants may feel uncomfortable reporting to the landlord but would feel okay reporting to the health department. Alderman Nichols requested to speak and questioned how would we know if the tenant did notify the landlord. Would the landlord then have to report it to the health department so we would know if the proper treatment was completed. T. Drew will take the comments and revise the language and bring it back to the next meeting. S. Nett questioned if Alderman Nichols would sponsor the amendment when it is finally approved by the board of health and she indicated she would
- 11.140 Review – 2014. S. Nett explained that next year the state is doing health department reviews (done every 5 yrs). This review will be done using accreditation standards even if the health department isn't going for accreditation.

E. ACTION ITEMS

1. None

F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 9:30 AM made by L. Asmus and seconded by T. Rudolph. Motion carried. Next meeting Oct. 9, 2013.

DRAFT

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
October 21, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Langdon, Keehan

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Captain Halderson, DPW Radtke, ASD Steeno, LD Lenz, Scott Maurer (MU Water Dept), Clerk Galeazzi

C. MINUTES TO APPROVE

1. October 7, 2013

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Change Order #1: Menasha Utilities McM. No. M0002-930159.06; Water Main Reconstruction, Edgewater Drive and Lakecrest Drive; Don Hietpas & Sons, Inc.; ADD: \$21,267.50

Scott Maurer, MU Water Dept, explained the change order is to replace the remainder of the water main on Lakecrest Drive, an additional 355 feet. Temporary asphalt will be installed as the street will be resurfaced in 2014

Moved by Ald. Benner, seconded by Ald. Langdon to recommend to Common Council Change Order #1, Menasha Utilities McM. No. M0002-930159.06, Water Main Reconstruction, Edgewater Drive and Lakecrest Drive, Don Hietpas & Sons, Inc. ADD: \$21,267.50

Motion carried on roll call 8-0.

2. Change Order #6: Menasha Utilities McM. No. M0002-910333.07; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \$296.25

Scott Maurer, MU Water Dept, explained the change order is due to a clerical error by the contractor that was discovered by the Department of Natural Resources.

Moved by Ald. Benner, seconded by Ald. Langdon to recommend to Common Council Change Order #6, Menasha Utilities McM. No. M0002-910333.07, 16-Inch Transmission Main Construction, Dorner, Inc., ADD: \$296.25

Motion carried on roll call 8-0.

DRAFT

3. Payment – Al Dix Concrete, Inc.; Contract Unit No. 2013-01; Midway Road Walk Construction; \$163,793.86 (Payment No. 1)

DPW Radtke explained the work is almost completed. There is still some terrace restoration and backfill near driveways that need to be completed. The work has been done on a timely basis.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council Payment to Al Dix Concrete, Inc., Contract Unit No. 2013-01, Midway Road Walk Construction in the amount of \$163,793.86 (Payment No. 1)
Motion carried on roll call 8-0.

4. Parking Committee Recommendation to Remove the Two Hour Parking Restriction on the North Side of First Street in the Parking Bay Section adjacent to the Menasha Library West of Racine Street

DPW Radtke explained the Parking Committee recommended removing the restricted parking on First Street by the Library. It was at the request of LD Lenz to allow for extended parking for Library patrons. Post Office employees no longer use that area for parking, so a two-hour restriction is not necessary.

LD Lenz commented a two-hour parking restriction puts limits on patrons' visits to the Library.

Moved by Ald. Langdon, seconded by Ald. Keehan to recommend to Common Council to remove the two hour parking restriction on the north side of First Street in the parking bay section adjacent to the Menasha Library west of Racine Street and to draft an ordinance.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Langdon to adjourn at 8:05 p.m.
Motion carried on voice vote.

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



City Hall Safety Committee Meeting

September 5, 2013

Minutes

Meeting called to order at 1:15 PM.

Present: Adam Alix, Kristi Heim, Kate Clausing, Pam Captain, Vicki Lenz, Sue Nett
Brian Tungate

Excused: A. Alix, Sue Seffker

A. Motion to approve minutes from July 19, 2013 meeting made by K. Heim and seconded by K. Clausing. Motion carried.

B. Old Business

1. **Security Assessments.** A. Zemlock and T. Drew to conduct Security assessments on Friday September 6, 2013 at Health Department, City Hall.
2. **Summer Help Training Concerns** – T. Drew will make contact with B. Rank CVMIC to determine if their web based summer help training program will be in place by the next summer season. If so, CVMIC program will be utilized to train summer help via CVMIC website. If CVMIC site is not completed Menasha will have to refine the process of having summer help complete training modules prior to start date.

C. New Business

1. **Monthly Safety Topic** distributed and reviewed. "Stop and think before you put others on the Brink" safety sheet discusses the potential safety issues related to "horseplay" in the work place. Sheet distributed for posting in each department.
2. **Injury Review.** No injuries to report.

D. Training

1. **Fire Extinguisher Training** – schedule/location. Drew to schedule 2 sessions (9am and 115pm) on either October 17th or 18th. Training will be held at the Neenah Training Facility on Tullar Rd.
2. **Security / Safety Training** – A. Zemlock will be conducting security / safety training for library employees on September 27,

2013 at the Library in-service. Remaining safety / security training shall be completed with other employees following security assessments and completion of reports.

3. **Library** – Health Department will be conducting ergonomics refresher training during the Library in service on September 27, 2013.

E. Motion to adjourn at 1:55 PM made by P. Captain and seconded by K. Heim
Motion carried.

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
September 12, 2013**

A. Meeting called to order at 7:50 AM by Chairman Joyce Klundt.

B. Present: Joyce Klundt, Mary Lueke, Lee Murphy, Sue Steffen, John Ruck, Tom Stoffel, Jean Wollerman, Sue Nett

C. MINUTES TO APPROVE

1. Motion to approve minutes from August 1, 2013 meeting made by M. Lueke and seconded by S. Steffen. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Senior Center Older Adult Director J. Wollerman reported on participation numbers for August (1561), which showed an increase over July (1413). A new assistant for senior programming has been orienting with J. Wollerman. The fund raising committee has met and currently has a brat fry scheduled for Sept. 13 and 14. They are also currently selling VandeWall's candy bars for \$1. The senior center has a booth at the Senior Living Expo being held today at Player's Choice in Appleton. Attendance at the Memory Café has been steadily increasing. J. Wollerman and staff will be attending the WASC conference on Sept. 26th and 27th.
2. Public Health Director S. Nett reported flu shots will be given at the senior center on Oct. 3rd. Wellness screening will be held the first week in November. Posters are ready and will be displayed in the near future.

E. New Business

1. Use of funds from Legacy Account. J. Wollerman reported there is a CD for \$5000 that came due in July and automatically renewed and approx. \$2000 in savings. The committee will need to discuss how they would like to invest the \$5000 when the CD comes due again. All of the monies from fundraising are currently going into the legacy acct. No action requested at this time.
2. Volunteer Recognition has been postponed from this month to October 16th 4 PM to 6 PM.
3. Project Funds. S. Nett explained that at the last common council meeting Alderman Nichols questioned if there were funds raised above the targeted amount, what would happen to that money. S. Nett felt that was a decision that needed to come from this committee. T. Stoffel expressed that since the money had been raised specifically for the senior center, any excess should be used for other senior center needs. J. Wollerman said the excess funds could go into the legacy account for other center needs such as wall hangings, window coverings, a new ceiling and lights in the main room. Motion to keep any additional funds raised above the targeted amount for senior center use made by M. Lueke and seconded by J. Ruck. Motion carried.

F. HELD OVER BUSINESS

"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."

1. Senior Center Committee Reorganization. This item was placed on hold at the last meeting to discuss further whether or not there should be a building and grounds committee, in addition to the program/planning and fundraising committees. J. Wollerman explained how the building and grounds committee worked at the Y. This committee might only need to meet on a quarterly basis. Motion to establish a building and grounds committee made by T. Stoffel and seconded by S. Steffen. L. Murphy was concerned how this committee would function since there are people hired to take care of the grounds and building. J. Ruck questioned if this was city property why wasn't the city responsible for the grounds. S. Nett explained the current contractual agreement. J. Ruck didn't feel comfortable voting on this and made a motion to hold this item for additional discussion at the next meeting. S. Steffen and T. Stoffel withdrew the original motion. J. Klundt seconded the motion made by J. Ruck. Motion carried. S. Nett requested to include the current contract between the Y and the city on the next agenda.

- G. Motion to adjourn at 8:45 AM made by L. Murphy and seconded by S. Steffen. Motion carried. Next meeting Oct. 10, 2013.

CITY OF MENASHA
Special Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
October 28, 2013
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Comm. Taylor at 5:45 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan, Commissioners Paul Brunette, Kristi Lynch and James Taylor.

LANDMARKS MEMBERS EXCUSED: Commissioner Peg Docter and Tom Grade.

LANDMARKS MEMBERS ABSENT:

OTHERS PRESENT: PP Homan, Jason Torres and Kristine Walsh with VIX en TORR.

C. MINUTES TO APPROVE

1. **Minutes of the October 9, 2013 Landmarks Commission Meeting**

Motion by Ald. Keehan, seconded by Comm. Brunette to approve the October 9, 2013 Landmarks Commission meeting minutes.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE RESPONSIBILITIES OF THE LANDMARKS COMMISSION

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. **Sign Application – 230 Main Street – VIX en TORR**

PP Homan explained that as proposed, the signage met the minimum requirements of the city's sign code as well as the C-2 Sign Guidelines.

Mr. Torres, co-owner of VIX en TORR, a clothing boutique, provided commissioners with an overview of the sign, including location, chrome finish, dimension, and production schedule.

Commissioners had a general discussion pertaining to how much of the storefront would be occupied; how the proposed sign and store would fit with the current mix in downtown; and how the city would be able to assist in preparations for the grand opening.

Commissioner Brunette inquired about how the sign was to be affixed to the building.

Mr. Torres explained they had two options, one to affix each letter directly to the building; and another to have the letters attached to a channel.

Motion by Comm. Brunette, seconded by Ald. Keehan to approve the VIX en TORR signage application, as approved.

The motion carried.

G. DISCUSSION ITEMS

1. None.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Brunette, seconded by Ald. Keehan to adjourn at 6:03 PM.

The motion carried.

Respectfully submitted by PP Homan.

Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
October 23, 2013 – 12:00 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Commissioners Liebhauser, Keating, Mattes, John and Lewis.

Excused: Commissioner Kubiak.

Also Present: Chief Auxier and Office Manager Theisen.

Commissioner Mattes called the meeting to order at 12:00 p.m.

Minutes: The Commission reviewed the meeting minutes of May 22, 2013. **MSC Liebhauser/Keating to approve the May 22, 2013 meeting minutes, all voting aye.**

Review of September Budget Report: This is informational only and no action is required.

Commissioner Lewis joined the meeting at 12:10 p.m.

Review of Activity Report: This is informational only and no action is required.

Review of Fox Valley Technical College's 2013 Firefighting Testing Process: The Commission reviewed FVTC's process. Chief Auxier stated Fox Valley Technical College (FVTC) has completed the testing process. At this time, we do not know of any upcoming retirements within our Department. However, there are people who are able to retire and we wanted to make sure we had a process in place incase we need to establish an eligibility list within the next year.

MSC Leibhauser/Mattes to adjourn 12:50 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting
October 22, 2013 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Ald. Langdon, Englebert, Stevenson and Ramos.

Excused: Ald. Benner & Ahles.

Also Present: Chief Auxier, Finance Director Steeno and Office Manager Theisen.

Members of the Public Present: Jamie Leonard

Ald. Stevenson called the meeting to order at 5:52 p.m.

Public Forum: No members of the public spoke.

Meeting Minutes: The Committee reviewed the September 24, 2013 meeting minutes. **MSC Ramos/Englebert to approve the meeting minutes of September 24, 2013, all voting aye.**

Budget Review: The Committee reviewed the September 2013 budget report. **MSC Englebert/Langdon to approved the September 2013 budget report and place on file, all voting aye.**

Activity Report: The Committee reviewed the September activity and automatic aid reports. Ald. Langdon asked about the service calls for elevators. Chief Auxier explained sometimes there may be an issue with the elevator, someone calls 911, and we verify that no one is trapped. **MSC Englebert/Ramos to approve the September activity and automatic aid reports, and place on file, all voting aye.**

Review of and Action of Re-Inspection Ordinance: The Committee reviewed the City of Neenah and City of Menasha re-inspection ordinances. The Committee reviewed guidelines that were developed for the re-inspections that personnel would use when trying to gain compliance from property owners. It was noted both City Attorneys did review the guidelines and supported this. The Committee thanked the Department for their efforts and asked that this be reviewed in six months to see how the new process was working. **MSC Ramos/Englebert recommends the City of Neenah Common Council approve Ordinance 2013-17 Creating Code 7-34 relating to fees for Fire Re-inspection or Missed Appointments and the City of Menasha Common approve Chapter 3, Sec.5-3-5 Re-Inspection or Missed Appointments of the Fire Prevention Code, all voting aye.**

Consideration and Action of Re-Inspection Ordinances: Discussion was held on costs incurred by our Department. **MSC Englebert/Ramos recommend the City of Neenah Common Council and City of Menasha Common Council amend their respective fee schedules to add a \$100 fire re-inspection fee for each fire re-inspection performed, all voting aye.**

Review of Assistant Green's Wages: Chief Auxier noted the consultant for the City of Neenah recently completed the salary study. He is asking for review of AC Green's wages due to the duties he is performing and the current plan in place will not reflect a supervisor having wages that either are the same, or above, people he is directly supervising. Ald. Stevenson updated the Menasha Aldermen of the wage study that was completed by the independent consultant and the process that is currently taking place. Ald. Stevenson felt the communication memo that was sent to the Committee is appropriate. The Committee members didn't feel comfortable acting upon on a request for additional monies at this time as the review of the current salary plan has not been completed and acted upon by the City of Neenah Common Council. The Committee will wait to see what the City of Neenah Common Council decides for a compensation structure for the position and what merit system is approved for employees. After this is completed they felt comfortable reviewing if an issue may still exist. Ald. Englebert asked to an updated organizational charge that includes the base salaries and duties of the positions within the Department and asked when this information is put together that this is discussed in a closed session meeting.

Future Meetings: The November 26, 2013 and December 24, 2013 meetings will be cancelled. The next meeting will be scheduled for December 3, 2013 to accommodate availability of the members and will be held in the City of Neenah.

MSC Ramos/Langdon to adjourn at 6:50 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Wednesday October 9, 2013

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

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

Excused: Commissioner Tim Hamblin

Also Present: Tom Kispert (McMAHON); Rob Franck (MCO); Steve Coburn (Town of Neenah S.D. 2).

September 24, 2013 Regular Meeting minutes: Motion by Commissioner Gunz, second by Commissioner Zielinski to approve the minutes from the September 24, 2013 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. September 11, 2013 Notice received from Wisconsin DNR.
RE: Phosphorus water quality based effluent limits in WPDES permit for the NMSC.

Commissioner Gunz questioned if the NMSC can meet these limits today; Manager Much reported no. Commissioner Gunz questioned if we have received our new permit; Manager Much reported no. Commissioner Gunz questioned if the new limits will be in the new permit; Manager Much indicated we will have up to 9 years to comply.

Old Business

President Youngquist reported the contract with MCO is still being worked on.

Manager Much reported receiving a phone call from Bob Potratz indicating they would be willing to sell us the storage building used by the City of Oshkosh for \$3,000,000 dollars.

President Youngquist reminded the Commission we will discuss property encroachment policy at the next meeting.

New Business

Operations, Engineering, Planning

Phosphorus Removal – Manager Much reported there will be a meeting on October 14th with the Fox/Wolf Watershed Alliance regarding adaptive management. Tom Kispert reported the pilot unit will arrive on October 21st.

Construction Progress Update. Tom Kispert discussed his memorandum on the construction progress. There is a very tight schedule for project completion; the main concerns are with the painting subcontractor, they have brought in an additional subcontractor for sandblasting. The additional subcontractor has been more efficient in completing the sandblasting task. Commissioners further discussed the subcontractor issues with the painting, the quality of the work, and what to do if substantial completion is not met by November 30. Tom reported there is a construction meeting Thursday (October 10) to discuss issues with the contractor. Tom reported on issues with changing aeration tank drain valves; clean gravel fill was used previously and this is creating a larger trench than anticipated to reach the valves which are located approximately 25 feet below ground level. Additional issues are expected as excavation is now reaching areas with several underground pipes located together.

Tom Kispert discussed and explained the items proposed in change order #24 for the contract with August Winter & Sons. After discussion motion by Commission Gunz, second by Commissioner Falck to approve change order #24 in the amount of \$30,637.00 for the contract with August Winters & Sons. Motion carried unanimously.

Commissioner Gunz excused from the meeting (9:52 am).

Tom reported on the proposals that are currently pending for change orders. President Youngquist requested estimated costs for the pending change orders. Upgrading the polymer system; estimated at \$150,000 installed. Adding vent piping for the biogas regulator; estimated at \$2,000. Adding a work platform for the generator radiator; estimated at \$10,000. Primary clarifier mechanism structural repairs; this was allowed for in the contract, some has been used but not sure what additional work needs to be completed. This may result in a credit. An electrical duct bank is interfering with a non-contact cooling water line; estimated \$4,000-\$5,000 to move. Adding 2 - 3 stationary ladders to digesters; estimated at \$2,000-\$3,000.

Tom reported on the status of the HSI Blowers. Blower #5 was sent in for repair and has not been returned; blower #6 is installed and running. Some of the issues with the blowers have been resolved. Tom discussed the printed email distributed to the Commissioners and explained the situation for why the email was issued. Atlas Copco (parent company of HSI) is open to extending the warranty on the blowers an additional 6 – 12 months beyond the original warranty. Commissioners discussed requesting an extended warranty of 24 additional months with the warranty to begin after the issues have been resolved; Commissioners also discussed requesting the offered maintenance service at no cost during the first 2 years of the warranty period. Commissioners also questioned Tom if other vendors are available who offer high speed blowers. Tom reported there are several firms. He has talked with one firm who would be willing to place a unit at the treatment plant at no charge for 6 months. Commissioners questioned the cost involved if we would refuse the current equipment; Tom reported there would be an estimated cost increase of \$400,000 and reminded the Commissioners of the price discount provided by HSI on the purchase of their units. The unit pricing for the HSI blowers came at the time they were in the process of being purchased by Atlas Copco.

Tom discussed options available if contingency dollars in the contract are used up. One option available is to use unspent CWF budget application line items; this would require DNR approval. There is only a limited amount of funds available for this option. Tom reported on the sodium hypochlorite system; so far it looks like the changes made have helped resolve the issues. Commissioner Falck questioned the status of the Square D panels; Tom reported the panels are arriving and are being installed.

Budget, Finance, Personnel

Accountant Voigt updated the Commission on several items. A certificate of deposit was purchased at Community First Credit Union; \$250,000 for 9-months at 1.0% interest. On November 1st there will be an interest payment to the State of Wisconsin for interest on the CWF loan. Accountant Voigt questioned if the Commission had any concerns with opening a credit card in the NMSC name for use in purchasing materials and supplies. The current practice is to purchase locally if possible with using store credit. For items not available locally or if the Commission does not have an account with a local vendor, MCO has been purchasing and then billing the cost to the NMSC. Commissioners further discussed; Accountant Voigt will look further into this option. The Commission will discuss this further at the next meeting.


Accountant Voigt reported to the Commissioners the User Charge System Report included in their packets is the final approved report from McMahon.

Motion by Commissioner Zielinski, second by Commissioner Falck to approve Operating and Payroll Vouchers #133984 thru #134042 in the amount of \$423,428.52 and Construction Fund Vouchers #210 thru #213 in the amount of \$1,225,201.73 for the month of September 2013. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Falck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:01 a.m.



President



Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY OCTOBER 22nd 2013.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 29, 2013
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, DPW Radtke and Commissioners Cruickshank, Sturm, DeCoster and Schmidt.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Rick Fischer (Fischer & Associates), Tim Lehrer (Building Creations), and Tonni Larson (Kim Central Credit Union)

C. MINUTES TO APPROVE

1. **Minutes of the October 8, 2013 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Comm. DeCoster to approve the October 8, 2013 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. None.

ACTION ITEMS

1. **Extraterritorial Certified Survey Map (CSM) – 901-921 Appleton Road, Town of Menasha**
CDD Keil provided an overview of this CSM located in the Town of Menasha. The owners of the existing gas station were in the process of acquiring the property to the north, tearing down the structures for a planned expansion of the convenience center.

DPW Radtke inquired about whether any comments could be made pertaining to the existing curb cuts. CDD Keil indicated that could be communicated as a comment made to Winnebago County as part of their review process.

Motion by Comm. Sturm, seconded by Comm. DeCoster, to recommend approval of the Extraterritorial CSM at 901-921 Appleton Road, Town of Menasha.

The motion carried.

2. **Certified Survey Map (CSM) – 835 Valley Road**
PP Homan indicated that the purpose of this CSM was to facilitate the expansion of Alpha Prime and ensure the building addition met all zoning and setback requirements.

Commissioners inquired about whether the remaining lot met minimum lot standards for the I-1 zoning district. PP Homan confirmed that it did.

Motion by DPW Radtke, seconded by Comm. Cruickshank to recommend approval of the Certified Survey Map at 835 Valley Rd.

The motion carried.

3. **Site Plan Amendment – 835 Valley Road – Alpha Prime, Inc.**

PP Homan provided an overview of the proposed addition to Alpha Prime, and discussed proposed site improvements, and where certain items were lacking.

A general discussion occurred on the following items:

- The provision of additional landscaping to screen the parking lot from the road, as originally required in the 1996 site plan
- The need for all stormwater to be dealt with on site
- The current state of naturalized vegetation on the site
- The lack of landscaping at the base of the building that is visible from the road, as was required in the site plan amendment approved in 1996
- The proposed building materials and colors
- Planned changes to lighting location and fixtures
- The current condition of the right of way and the need for improperly placed gravel within the right of way to be restored to a grassy state

Motion by Comm. Sturm, seconded by Comm. Cruikshank, to recommend approval of the Site Plan Amendment for Alpha Prime, Inc, 835 Valley Road, with the following conditions:

- Approval and recording of the proposed CSM at 835 Valley Road
- Foundation plantings to be provided at the north face of the 1996 building addition
- Final Drainage/Stormwater Plan to be submitted for review and approval by Public Works Staff; all stormwater must be dealt with on the parcel where the addition is located.
- Grass to be restored in the Right of Way up to the road base, where the parking lot driveway entrance had been improperly extended.
- Final lighting plan to be submitted for review and approval by Community Development Staff.
- Existing Trees and Shrubs in front of the proposed addition to be maintained.

The motion carried.

G. ADJOURNMENT

Motion by Comm. DeCoster, seconded by DPW Radtke to adjourn at 4:05 p.m. The motion carried.

Minutes respectfully submitted by PP Homan.



**Police Safety Meeting
March 28, 2013
Minutes**

Meeting called to order at 2:40 PM.

Present: Todd Drew, Mark Mauthe, Brett Halderson, Jamal Kavar, Joe Polzien, Sara Swenson, Sue Nett

Excused: Pamela Captain, Aaron Zemlock

- A. Motion to approve minutes from January 24, 2013 meeting made by J. Polzien second M. Mauthe - motion carried

B. Old Business

- 1. Respiratory Protection** – Fit testing will be scheduled with individual CRT members instead of during a scheduled training. List to be e-mailed.
- 2. CPR / AED Certification Status** – 7-8 individuals remaining to be treated.
- 3. Update MSDS Sheet Computer Program** – computer based program on hold pending CVMIC purchasing an MSDS program and making available to members.

C. New Business

- 1. Monthly Safety Topic**- Monthly safety topics forwarded to J. Kavar prior to meeting.
- 2. Injury Review** – 2 injuries. First Injury- One employee suffered and abrasion to the finger will taking individual into custody. No loss time or medical attention required. Second Injury – employee slipped on ice while on a call injuring hip and elbow. Medical attention and loss time.
- 3. Other new business** – Questions raised by S. Swenson regarding ergonomics related to desk an monitors in the patrol room. Ben Rank – CVMIC requested to conduct an assessment of the area and make recommendations.

D. Training

1. **Hearing/ Screening** – April 4, 2013 – Screening to be conducted in unit behind the Health Department office.
2. **Wellness / Ergonomics Training** – Review – committee opinion was that the training was not good – too generic and basic. Comment also made regarding raising the monitors in the patrol room. Follow-up at next meeting.

E. Motion to adjourn at 3:15 PM, made by J. Polzien second M. Mauthe.

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



**Public Works / Parks Safety Committee
September 24, 2013
Minutes**

Meeting called to order at 8:20 AM.

Present: Randy Losselyong, Adam Alix, Todd Drew, Tim Jacobson, Kevin Schmahl, Vince Maas, Jeff Nieland,
Absent: Corey Gordon, Mark Radtke, Brian Tungate, Eric Whitman, Pamela Captain, Sue Nett

Approval of minutes from August 27, 2013 motion by V. Maas second A. Alix
Motion passed

B. Old Business

1. **Work Zone Safety/ MPD Enforcement** – Drew to send email to Chief Styka regarding enforcement of Give em' a Brake double fines in work zones.
2. **Leaf Truck Significant Program Award** – CVMIC to make decisions in October.
3. **Microwave issue City Hall Cell Towers –update** – Awaiting a letter from Cellcom regarding the safety of working on the roof which they identified as safe based measurement.

C. New Business

1. **Monthly Safety Topic** – distributed and discussed. Requested to be posted in appropriate department.
2. **Injury Review.** – 1 injury reported - Employee working on the jetting truck was stung by a bee on the left wrist – experienced some swelling. Employee allergic to stings – he did not use epi pen based on his reaction to this bite. No medical attention or loss time.

Based on injury reported related to lifting injury from August involving lifting a grill onto a standard at Jefferson Park – request was made by committee for weight of item which was being lifted. Information available did not specifically identify weight of the grill portion only the entire item all parts included.

3. **New items for discussion** – Suggestion was made to place cones behind vehicles when parked in parks or right of way. Intent of the cones is to make driver check for obstructions in front and behind vehicle prior to moving truck. Suggestion made following some incidents of bumping items such as large rocks, etc. Item to be added to October agenda for further discussion.

D. Training

1. **Fire Extinguisher Training** – Drew attempting to schedule fire extinguisher training 2nd or 3rd week in October.
2. **Confined Space Training** – to be scheduled for the 2nd week of October.
3. **Lifting Training** – Drew to coordinate training with B. Rank for December if possible.
4. **Chain Saw Training** – No employees attended the training due to cost. Appleton Forester willing to provide training to 10-12 Menasha employees in October. Suggestion was for Safety Committee to supply donuts for this training.

E. Motion to adjourn at 9:25 AM made by A. Alix and seconded by R. Losselyong.

CITY OF MENASHA
Redevelopment Authority
Council Chambers, 3rd Floor, City Hall – 140 Main Street
October 30, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Chairman Kim Vanderhyden.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Bob Stevens, Kim Vanderhyden, Linda Kennedy and Ald. Jim Englebert

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Susan Smith, Gail Popp and Kip Golden

OTHERS PRESENT: Chris Klein, John Manki, Ed Kassel, Tom Maxymek, Ald. Becky Nichols, CDD Keil, PP Homan and DAS Steeno

C. MINUTES TO APPROVE

1. Minutes of the June 6, 2013 Redevelopment Authority Meeting

Motion by Linda Kennedy, seconded by Ald. Jim Englebert to approve the June 6, 2013 Redevelopment Authority meeting minutes.

The motion carried.

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

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

Chris Klein: Inquired about CDE status, RDA financial position, status of developer compliance with development agreements and incentive payments, and TIF increment.

Tom Maxymek commented on housing values and stated willingness on the part of the Lake Park Villas Homeowners Association board to work with the RDA to encourage builders/developers to establish a presence within the Lake Park Villas Phase II development.

E. DISCUSSION ITEMS

1. Lake Park Villas Sales and Marketing Update

PP Homan summarized the past year's marketing activities including the website, signage, direct mail/site event and commercial and residential broker activities.

2. Developer Incentives

PP Homan suggested that marketing initiatives should shift from advertising and promotion to attracting builder/developers to Lake Park Villas in order to establish model homes and an on-site marketing presence.

RDA members and LPV HOA board members entered into a wide ranging discussion concerning possible strategies for attracting builder/developers and prospective home buyers. Topics included:

- The price point for homeowners association fees.
- Suspending HOA fees for builder/developers.
- City tax rates and the relationship between assessed and market values.
- Creating model homes at different price points.
- The effect of HOA home standards on home prices.
- Possibilities for using TIF funds for developer incentives

3. **Update Redevelopment Projects**

a. **Gilbert Site**

CDD Keil reported that the acceleration of incentive payments to the site owners/developers recently approved by the Common Council has enabled the demolition work to proceed more rapidly, with the completion of the demolition work now to be completed by the end of the year. He also reported that the city had received notice from the WDNR that it had been awarded Stewardship Grant funds for the construction of the shoreline park. Work on that project will begin in spring of 2014.

b. **Steam Plant**

CDD Keil reported that a request for proposals had been released and five entities had responded with statements of interest. It is expected that a decision will be made sometime around the first of the year.

c. **205 Milwaukee Street**

CDD Keil stated that after several years of discussions with the city, grocers from the Green Bay area have made an offer to purchase the building formerly operated as Doering's Super Valu. The operators have requested TIF incentives. Staff is expecting to bring a development agreement to the Common Council for consideration in December. If approved, it's anticipated that the renovated store would open before Memorial Day.

F. **ACTION ITEMS**

1. **2014 Redevelopment Authority Budget**

a. **Lake Park Villas Homeowners Association**

CDD Keil reviewed the revenues from lot sales and expenditures made by the RDA in 2012 and 2013. He also discussed the TID #12 projections and projected tax increment looking toward the future and how the RDA's obligation to repay the city for the land sale is expected to play out. The proposed 2014 RDA budget was presented in the amount of \$49,003. Major components of the budget were marketing (\$20,000) and the RDA's portion of the LPV HOA common area maintenance (\$25,000). These amounts are the same as what was budgeted in 2013.

Motion by Ald. Englebert, seconded by Kim Vanderhyden to recommend the proposed budget and submit it to the Common Council for approval. The motion carried.

b. **Marketing/Developer Incentives**

Discussion occurred under Item E. The consensus was to encourage staff to pursue any incentive package that is necessary to secure an on-site presence by a builder/developer, with the understanding that any specific incentive package would be brought back to the RDA for approval. There was also consensus that the budgeted marketing funds should be primarily directed toward builder/developer incentives.

c. **Other**

No discussion.

G. **ADJOURNMENT**

Motion by Ald. Jim Englebert, seconded by Kim Vanderhyden to adjourn at 7:05 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director.



MEMORANDUM

October 21, 2013

TO: Common Council
FROM: Mark Brown, City Assessor
RE: Sikh Temple - Timeline of Events

January, 2011

- Verified the contact person and preferred mailing address of the Sikh Temple as 1304 Midway Road as indicated on their 2010 tax exemption report form filed with the Clerk on April 30, 2010 (Statutory due date is by March 31 in even numbered years)

January 3, 2011

- Mailed request letter for property exemption information

January 14, 2011

- On site property inspection attempted but owner or contact person was unavailable, door hanger left requesting interior review of assessment records (no response)

March 1, 2011

- Statutory deadline for filing exemption forms with the assessor (no response)

April 22, 2011

- Mailed assessment notice indicating the property was being assessed for 2011 (no response)

May 10, 2011

- Open Book meetings held from 8:30 am – 4:00 pm (no response)

May 12, 2011

- Open Book meetings held from 12:00 pm – 8:00 pm (no response)

June 2, 2011

- Board of Review meeting held from 10:00 am – 12:00 pm. Final chance to contest assessments for the 2011 year (no response)

December 2011

- Property tax bill mailed to all taxable properties in the City of Menasha (no response)

January 31, 2012

- Statutory deadline for filing a recovery of unlawful taxes claim against the municipality pursuant to Wis. Stat. 74.35 (no response)

March 1, 2012

- Statutory deadline for filing exemption forms with the assessor (no response)

June 26, 2012

- Open Book meetings held from 8:30 am – 4:00 pm (no response)

June 28, 2012

- Open Book meetings held from 12:00 pm – 8:00 pm (no response)

July 19, 2012

- Board of Review meeting held from 10:00 am – 12:00 pm. Final chance to contest assessments for the 2012 year (no response)

August 16, 2012

- Contacted by Dr. Paul regarding the delinquent tax bill they received for the 2011 assessment year

August 27, 2012

- Received a completed request for property tax exemption form dated August 22, 2012 from Dr. Paul for the 2012 assessment year

October 11, 2012

- Email sent to Dr. Paul with attachments of all correspondence regarding the change in exemption for 2011

December, 2012

- Assessment for the 2012 year was revised to exempt pursuant to Wis. Stat. 70.73(1m)

January 9, 2013

- Open records request by Steven Frassetto, Menn Law Firm on behalf of the Sikh Temple

January 21, 2013

- Complied with open records request

September 20, 2013

- Media coverage of the Sikh Temple requesting the 2011 taxes be rescinded
- Contacted by the media for a comment to the situation (unavailable, was in Minnesota)

September 23, 2013

- Associated Appraisal issued a press release to all media outlets who contacted us on September 20, 2013

October 7, 2013

- Common Council rescinded the City's portion of the 2011 tax bill

ORDINANCE V13-10

ORDINANCE ADOPTING AMENDMENTS TO THE HARRISON COMPREHENSIVE
PLAN

WHEREAS, the Harrison Plan Commission received an application from Woodland Trails Investments LLC to amend the Comprehensive Plan Future Land Use Map to change the land use designations of an area from single-family residential and two-family residential to mixed single-family residential & two-family residential; and

WHEREAS, the proposed amendment is attached as "Exhibit A"; and

WHEREAS, Harrison has invited comments and suggestions from surrounding communities, East Central Wisconsin Regional Plan Commission, and Darboy and Waverly Sanitary Districts; and

WHEREAS, the amendments have resulted in a Plan that is compliant with the requirements of Section 66.1001(2) Wis. Stats; and

WHEREAS, the Plan Commission has held a least one public hearing on this amendment, in compliance with the requirements of Section 66.1001(4)(d) Wis. Stats.

WHEREAS, the Plan Commission recommended approval of the amendment by adoption of Plan Commission Resolution #2013-02.

THEREFORE, BE IT ORDAINED, by the Village Board of the Village of Harrison, Calumet & Outagamie Counties, Wisconsin, that Section 109-2 of the Code of Ordinances is amended to add the following:

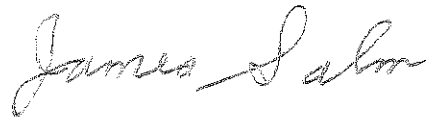
- 3) The Village Board of the Village of Harrison, Wisconsin, does, by enactment of this ordinance, formally adopt amendments to the Harrison Comprehensive Plan, pursuant to section 66.1001(4)(c) of the Wisconsin Statutes as recommended by Plan Commission Resolution #2013-02.

EFFECT. This ordinance shall be in force and effect upon passage and publication as provided by law.

Date Introduced: October 8, 2013

Date Adopted: 10/8/13

Date Published: 10/14/13



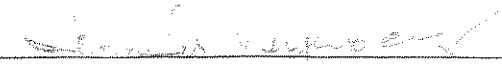
James Salm, Village President

RECEIVED

OCT 28 2013

CITY OF MENASHA

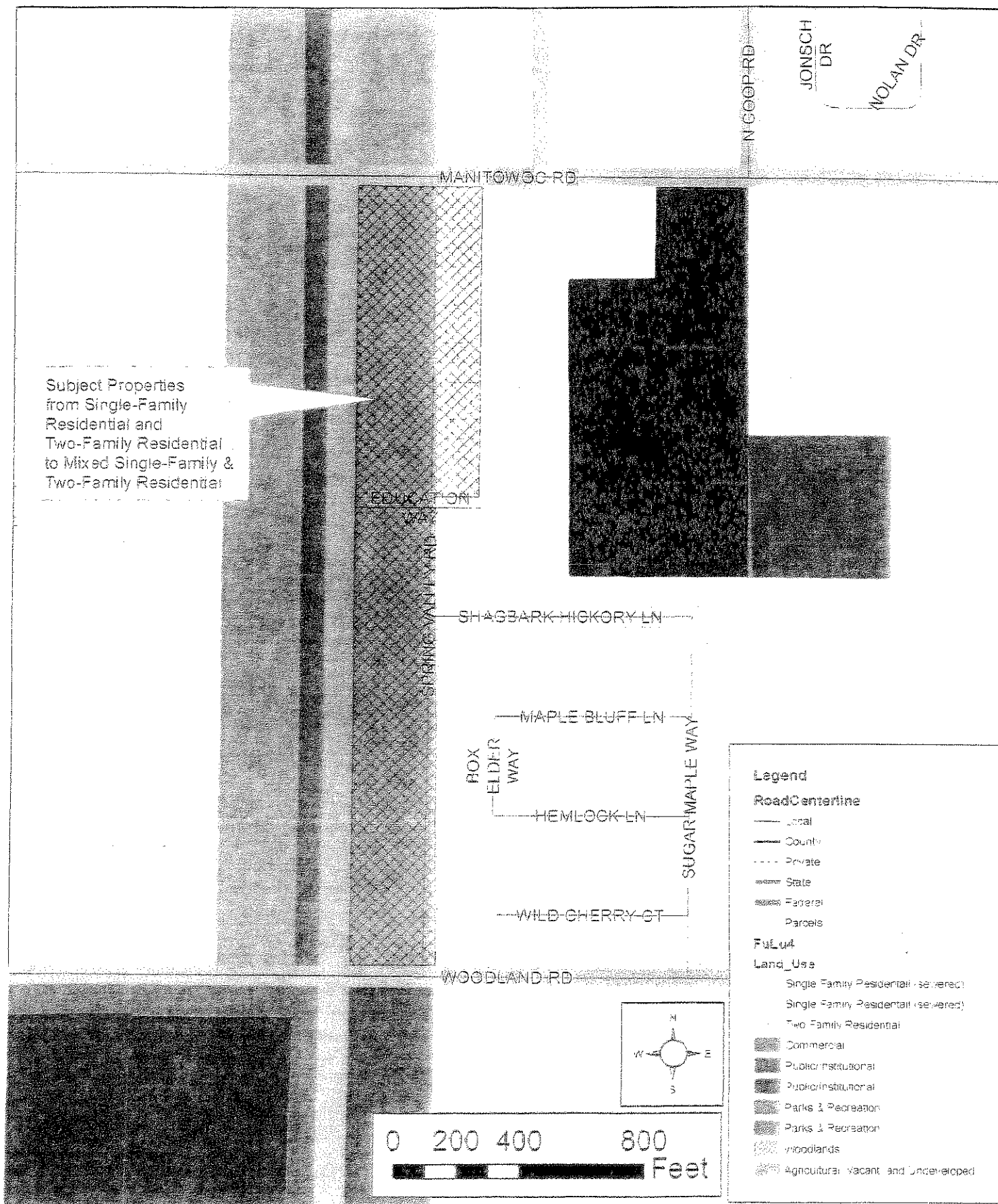
BY dg



Attest: Jennifer Weyerberg, Village Clerk

Exhibit A

Comprehensive Plan Future Land Use Map Amendment



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, October 21, 2013
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Englebert, Benner (arrived at 6:25p.m.), Nichols, Taylor, Sevenich, Langdon, Keehan

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Captain Halderson, FC Auxier, DPW Radtke, CDD Keil, PRD Tungate, ASD Steeno, PHD Nett, LD Lenz, Clerk Galeazzi

D. PUBLIC HEARING

1. Special Use Permit – Advanced Aquatic Solutions – 145, 149 and 153 Kaukauna Street

CDD Keil explained the request for a Special Use Permit by Advanced Aquatic Solutions in order to establish a marine construction company on non-conforming parcels.

No one spoke.

Mayor Merkes called the Public Hearing to a close.

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

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

Maria Tyson and Tony Belling, 224½ Washington Street, Neenah. Support liquor license for The Grog.

Stephanie Hansen, 318 Elm Street, Menasha. Request more recycling pickup for residents.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Presentation to K-9 Corp from Menasha VFW Post 2126 and Menasha American Legion Post 152

Michael Taylor, representing American Legion Post 152, Dave Mix, representing VFW Post 2126 and Jim Schlack made donations to the K-9 Corp. Officer Matt Spiegel accepted for the K-9 Corp and thanked all those who have donated to the fundraiser. They are getting close to their goal.

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

Minutes to receive:

- a. Administrative Committee, 10/7/13
- b. Board of Public Works, 10/7/13
- c. IT Steering Committee, 8/20/13
- d. Landmarks Commission, 10/9/13
- e. Neenah-Menasha Sewerage Commission, 9/24/13
- f. Parks and Recreation Board, 10/14/13
- g. Parking Committee, 3/13/13
- h. Plan Commission, 10/8/13
- i. Sustainability Board, 8/20/13, 9/17/13
- j. Water and Light Commission – Special, 9/4/13, 10/11/13
- k. Water and Light Commission, 9/11/13, 9/25/13

DRAFT

Communications

- l. Mark Radkte, Director of PW, Automated Refuse Collection Surcharges, 10/16/13
- m. Peter and Pamela DeWolf to Ald. Nichols, 10/16/13; Recycle Collection
- n. Roger Kanitz to Mayor Merkes and Ald. Benner, 10/17/13; Recycle Pick-up
- o. Barbara Ballard to Mayor Merkes, 10/17/13; Recycling
- p. Menasha Public Library Annual Report Fall 2013
- q. Menasha Utilities-General Manager named, 9/25/2013
- r. Waverly Sanitary District – Special, 9/26/13
- s. Fall 2013 Joint Recycling, Certificate of Recycling, 10/5/13
- t. Department of Public Works, September Disposal Violations, September 2013

Moved by Ald. Sevenich, seconded by Ald. Langdon to received Minutes and Communications A-T.

General discussion ensued.

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, 10/7/13

Administration Committee, 10/7/13 – Recommends the Approval of:

- 2. Fox Valley Mutual Aid Agreement

- 3. Joint Powers Agreement Winnebago County Emergency 911 System, Dec. 1, 2013 - Nov. 30, 2014.

Board of Public Works, 10/7/13 – Recommends the Approval of:

- 4. Street Use Application – Fox Cities Jingle Bell Run; Saturday, November 9, 2013; 8:45 AM – 10:30 AM (Arthritis Foundation)

- 5. Petition to dedicate River Lea Court to the City of Menasha and proposed improvements to the street be put into the 2014 budget and property owners be specially assessed equally.

- 6. Sustainability Board recommendations for 2014 Waste Reduction and Automation as outlined in memo dated October 3, 2013.

Plan Commission, 10/8/13, Recommends approval of:

- 7. Special Use Permit - 145, 149, and 153 Kaukauna Street - Advanced Aquatic Solutions.

- Groundcover in and around proposed landscape areas to consist of landscape grade mulch or decorative stone.
- Landscaping proposed in terrace adjacent to Water Street is subject to Parks Superintendent approval.
- An additional narrative describing site improvements be included for review by Common Council.

Parks and Recreation Board, 10/14/13 - Recommends the Approval of:

- 8. A one-time \$35 fee to all marina seasonal slip renters in 2014 to offset the cost of a security camera System

Ald. Sevenich requested to removed item 6 and Ald. Zelinski requested to remove item 7 from Consent Agenda.

Moved by Ald. Sevenich, seconded by Ald. Keehan to approve Consent Agenda Items 1-5, & 8.

Motion carried on roll call 7-0.

H. **ITEMS REMOVED FROM CONSENT AGENDA**

Moved by Ald. Sevenich, seconded by Ald. Taylor to approve Consent Agenda Item 6, Board of Public Works recommendation for 2014 Waste Reduction and Automation as outlined in memo dated Oct 3, 2013.

Moved by Ald. Nichols, seconded by Ald. Englebert to amend motion to include that the Department of Public Works study implementation of 18 annual curbside collections and other cost effective recycling program options beginning in 2015 using equipment included in the 2014 budget; and to bring a report to the Board of Public Works including projected recycling tonnage, projected refuse tonnage and projected costs.

DRAFT

Ald. Sevenich called Point of Order, amendment is not part of the topic on the agenda.
Mayor Merkles ruled the Point of Order is not germane, as the topic is on the agenda.

General discussion ensued on the item being referred back to the Board of Public Works.

Moved by Ald. Sevenich, seconded by Ald. Taylor to return item to Board of Public Works

Motion failed on roll call 2-5.

Ald. Sevenich, Taylor voted yes.

Ald. Nichols, Langdon, Keehan, Zelinski, Englebert voted no.

Moved by Ald. Sevenich, seconded by Ald. Taylor to hold the item.

Item held.

Ald. Benner arrived (6:25 p.m.)

Moved by Ald. Zelinski, seconded by Ald. Keehan to approve Consent Agenda Item 7, Special Use Permit - 145, 149, and 153 Kaukauna Street - Advanced Aquatic Solutions.

Chris Bauer, Advanced Aquatic Solutions, answered questions from the Council.

Motion carried on roll call 8-0.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 10/10/13 to 10/17/13 in the amount of \$654,679.16.

Moved by Ald. Nichols, seconded by Ald. Keehan to approve accounts payable and payroll.

General discussion ensued on expenditures.

Motion carried on roll call 8-0

2. "Class B" liquor license application for The Grog of Menasha LLC, d/b/a The Grog, 546 Broad Street, Menasha, Ron Lewellyn, agent, to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.

Moved by Ald. Nichols, seconded by Ald. Englebert to approved "Class B" liquor license for The Grog of Menasha LLC, d/b/a The Grog, 546 Broad Street, Menasha, Ron Lewellyn agent to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.

General discussion ensued on inspections on the property.

Motion carried on roll call 8-0.

3. Demolition of Army Reserve Buildings

Moved by Ald. Nichols, seconded by Ald. Keehan to authorize staff to proceed with the asbestos abatement for \$17,740 and site clearance/restoration work for \$63,900 using the US Army Corps of Engineers funds that were placed in the Park Land Dedication Account.

General discussion ensued on bids received and condition of the building.

Motion carried on roll call 8-0.

4. Beverage Operators License Applications for the 2013-2015 licensing period.

Moved by Ald. Nichols, seconded by Ald. Benner to approve Beverage Operators License application for the 2013-2015 licensing period as submitted.

Motion carried on roll call 8-0.

5. Amendment Number One to Building Rooftop Space Option and Lease Agreement.

Moved by Ald. Nichols, seconded by Ald. Keehan to approve Amendment Number One to Building Rooftop Space Option and Lease Agreement.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

K. APPOINTMENTS

DRAFT

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)
No one spoke.

O. RECESS TO ADMINISTRATION COMMITTEE AND BOARD OF PUBLIC WORKS
Moved by Ald. Benner, seconded by Ald. Keehan to recess at 6:55 p.m.
Motion carried on voice vote.

Reconvened at 8:10 p.m.

P. ADJOURNMENT
Moved by Ald. Benner, seconded by Ald. Nichols to adjourn into Closed Session at 8:10 p.m. pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (City of Menasha vs. Waverly Sanitary District et al. Calumet County Case No. 13-CV-189 & City of Kaukauna vs Village of Harrison et al. Case No. 13-CV-159).
Motion carried on roll call 8-0.

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

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting
October 22, 2013 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Ald. Langdon, Englebert, Stevenson and Ramos.

Excused: Ald. Benner & Ahles.

Also Present: Chief Auxier, Finance Director Steeno and Office Manager Theisen.

Members of the Public Present: Jamie Leonard

Ald. Stevenson called the meeting to order at 5:52 p.m.

Public Forum: No members of the public spoke.

Meeting Minutes: The Committee reviewed the September 24, 2013 meeting minutes. **MSC Ramos/Englebert to approve the meeting minutes of September 24, 2013, all voting aye.**

Budget Review: The Committee reviewed the September 2013 budget report. **MSC Englebert/Langdon to approved the September 2013 budget report and place on file, all voting aye.**

Activity Report: The Committee reviewed the September activity and automatic aid reports. Ald. Langdon asked about the service calls for elevators. Chief Auxier explained sometimes there may be an issue with the elevator, someone calls 911, and we verify that no one is trapped. **MSC Englebert/Ramos to approve the September activity and automatic aid reports, and place on file, all voting aye.**

Review of and Action of Re-Inspection Ordinance: The Committee reviewed the City of Neenah and City of Menasha re-inspection ordinances. The Committee reviewed guidelines that were developed for the re-inspections that personnel would use when trying to gain compliance from property owners. It was noted both City Attorneys did review the guidelines and supported this. The Committee thanked the Department for their efforts and asked that this be reviewed in six months to see how the new process was working. **MSC Ramos/Englebert recommends the City of Neenah Common Council approve Ordinance 2013-17 Creating Code 7-34 relating to fees for Fire Re-inspection or Missed Appointments and the City of Menasha Common approve Chapter 3, Sec.5-3-5 Re-Inspection or Missed Appointments of the Fire Prevention Code, all voting aye.**

Consideration and Action of Re-Inspection Ordinances: Discussion was held on costs incurred by our Department. MSC Englebert/Ramos recommend the City of Neenah Common Council and City of Menasha Common Council amend their respective fee schedules to add a \$100 fire re-inspection fee for each fire re-inspection performed, all voting aye.

Review of Assistant Green's Wages: Chief Auxier noted the consultant for the City of Neenah recently completed the salary study. He is asking for review of AC Green's wages due to the duties he is performing and the current plan in place will not reflect a supervisor having wages that either are the same, or above, people he is directly supervising. Ald. Stevenson updated the Menasha Aldermen of the wage study that was completed by the independent consultant and the process that is currently taking place. Ald. Stevenson felt the communication memo that was sent to the Committee is appropriate. The Committee members didn't feel comfortable acting upon on a request for additional monies at this time as the review of the current salary plan has not been completed and acted upon by the City of Neenah Common Council. The Committee will wait to see what the City of Neenah Common Council decides for a compensation structure for the position and what merit system is approved for employees. After this is completed they felt comfortable reviewing if an issue may still exist. Ald. Englebert asked to an updated organizational charge that includes the base salaries and duties of the positions within the Department and asked when this information is put together that this is discussed in a closed session meeting.

Future Meetings: The November 26, 2013 and December 24, 2013 meetings will be cancelled. The next meeting will be scheduled for December 3, 2013 to accommodate availability of the members and will be held in the City of Neenah.

MSC Ramos/Langdon to adjourn at 6:50 p.m., all voting aye.

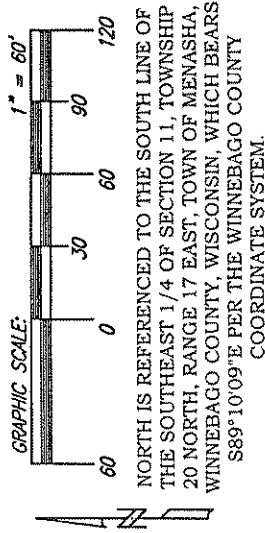
Respectfully Submitted,

Al Auxier
Chief

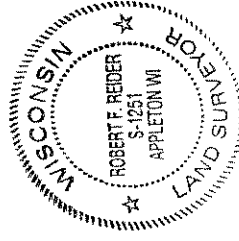
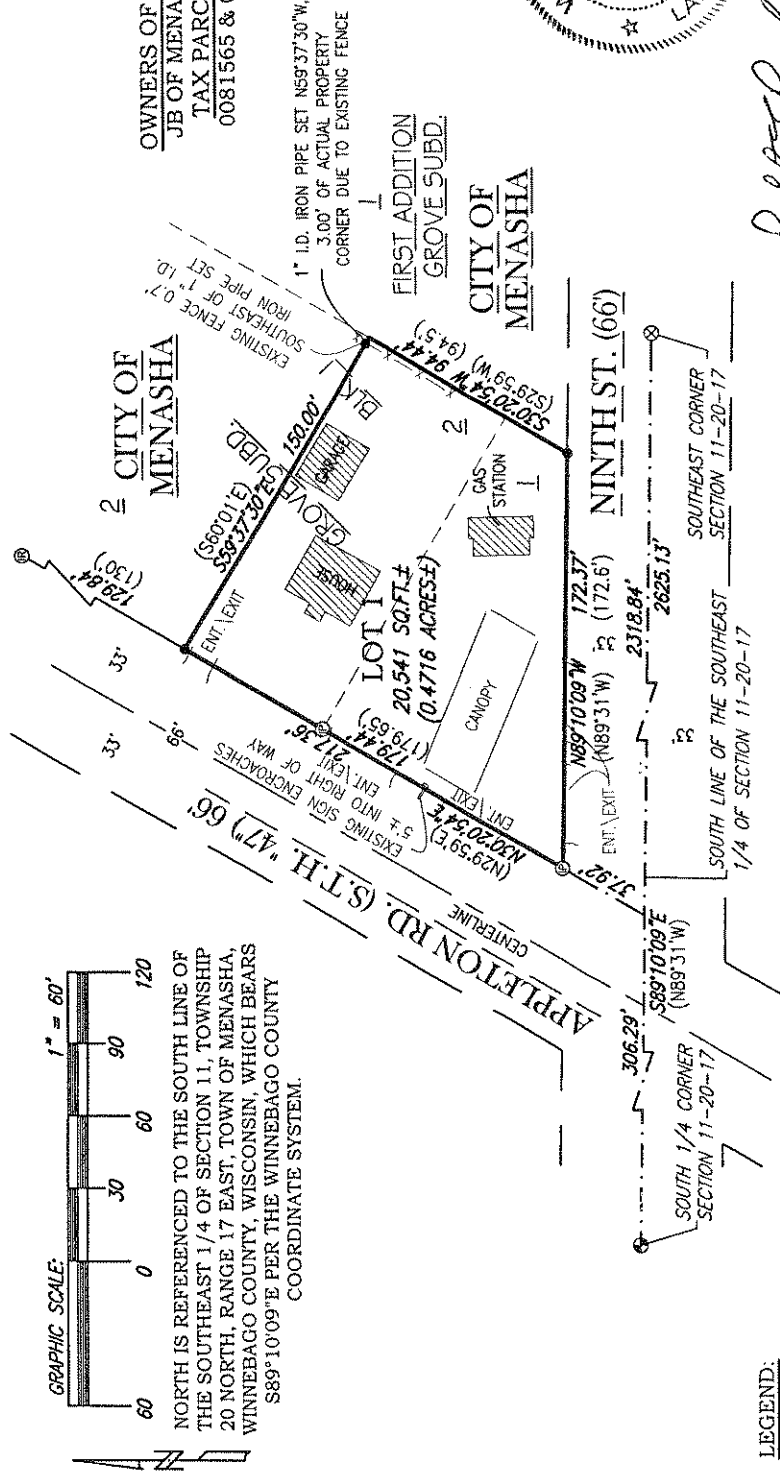
AA/tt

CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOTS 1 AND 2, BLOCK 1, GROVE SUBDIVISION, LOCATED IN THE SOUTHEAST 1/4 OF SECTION 11, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.



OWNERS OF RECORD:
JB OF MENASHA, LLC
TAX PARCEL NO:
0081565 & 0081566



Robert F. Reider 9-26-13

ROBERT F. REIDER, RLS-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNDALE DR., P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920)731-4168
A1309.15 DATED: 10-4-13
DRAFTED BY: (cp RDD)

- LEGEND:
- = 1" X 24" I.D. ROUND IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
 - ⊗ = 3/4" SOLID ROUND IRON REBAR FOUND
 - ⊙ = 1" I.D. ROUND IRON PIPE FOUND
 - ⊕ = ALUMINUM MONUMENT FOUND
 - ⊗ = COUNTY MONUMENT
 - () = RECORDED AS BEARING AND/OR DISTANCE
 - x- = EXISTING FENCE

CERTIFIED SURVEY MAP NO. _____

SURVEYOR'S CERTIFICATE:

I, ROBERT F. REIDER, REGISTERED WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED ALL OF LOTS 1 AND 2, BLOCK 1 OF GROVE SUBDIVISION, LOCATED IN THE SOUTHEAST ¼ OF SECTION 11, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF MENASHA, WINNEBAGO COUNTY, WISCONSIN. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF KIM CENTRAL CREDIT UNION, ATTENTION BARB HOFFMAN, 1093 APPLETON ROAD, MENASHA, WISCONSIN 54952.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF WINNEBAGO COUNTY AND THE TOWN OF MENASHA.



Robert F. Reider 9-26-13
ROBERT F. REIDER, RLS-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDAL DRIVE, P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920) 731-4168
A1309.15 (cp RFR) 10-2-13

NOTES:

- (1) THIS CSM IS ALL OF TAX PARCEL NO. (S): 0081565 & 0081566.
- (2) THE PROPERTY OWNER (S) OF RECORD IS (ARE): JB OF MENASHA, LLC.
- (3) THE CSM IS WHOLLY CONTAINED WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENT (S): DOCUMENT NUMBER 1475299 & 1627575.

COUNTY PLANNING AND ZONING COMMITTEE APPROVAL:

PURSUANT TO THE WINNEBAGO COUNTY SUBDIVISION ORDINANCE, ALL REQUIREMENTS FOR APPROVAL HAVE BEEN FULFILLED. THIS CERTIFIED SURVEY MAP WAS APPROVED THIS _____ DAY OF _____, 20____.

CHAIRPERSON, WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE.

TOWN BOARD CERTIFICATE:

WE HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE TOWN OF MENASHA ON THE _____, DAY OF _____, 20____.

TOWN CHAIRPERSON

TOWN CLERK

TREASURER CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

TOWN TREASURER

DATED

COUNTY TREASURER

DATED

CERTIFIED SURVEY MAP NO. _____

OWNER'S CERTIFICATE

AS OWNER (S), I (WE) HEREBY CERTIFY THAT I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP.

I (WE) FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.235.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: TOWN OF MENASHA, CITY OF MENASHA AND WINNEBAGO COUNTY

BY: JB OF MENASHA, LLC

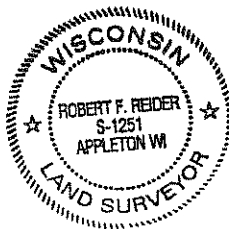
MEMBER

STATE OF WISCONSIN)
) SS
COUNTY OF WINNEBAGO)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____
THE OWNER (S), TO ME KNOWN TO BE THE PERSON (S) WHO EXECUTED THE FOREGOING
INSTRUMENT AND ACKNOWLEDGED THAT HE (THEY) EXECUTED THE FOREGOING
INSTRUMENT AS SUCH OWNER (S).

NOTARY PUBLIC,

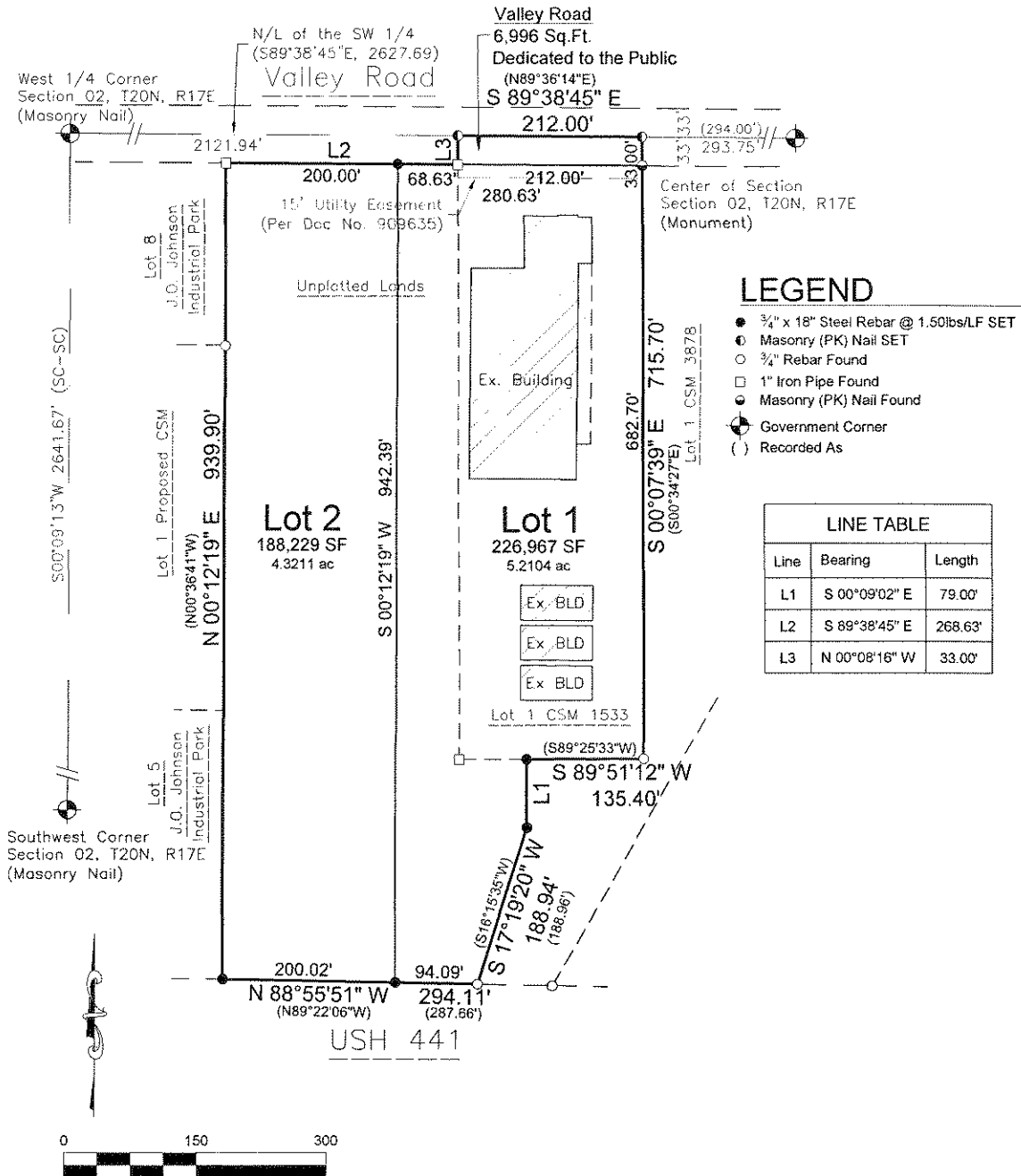
_____, WISCONSIN
MY COMMISSION EXPIRES _____.



Robert F. Reider 9-26-13
ROBERT F. REIDER, RLS-1251 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDAL DRIVE, P.O. BOX 1297
APPLETON, WISCONSIN 54912-1297
PHONE: (920) 731-4168
A1309.15 (cp RFR) 10-2-13

Certified Survey Map No. _____

All of Lot 1, Certified Survey Map 1533 and part of the Northeast 1/4 of the Southwest 1/4 Section 02, Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin.



Bearings are referenced to the N/L of the SW 1/4 of Section 2, T20N, R17E assumed to bear S89°38'45"E based on the Winnebago County Coordinate System



Davel Engineering & Environmental, Inc.
Civil Engineers and
Land Surveyors
1811 Racine Street
Menasha, Wisconsin
Ph 920-991-1866, Fax 920-830-9595

James R. Schloff Registered Land Surveyor No. S-2692 Date _____

Survey for:
Richard S. Bartosic
835 Valley Rd
Menasha WI, 54952

File: 4132CSM.dwg
Date: 10/22/2013
Drafted By: Jim
Sheet: 1 of 3

Certified Survey Map No. _____

All of Lot 1, Certified Survey Map 1533 and part of the Northeast 1/4 of the Southwest 1/4 Section 02,
Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin.

Surveyor's Certificate

I, James R. Sehloff, registered land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Menasha and under the direction of Richard S. Bartosic, the property owner of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is all of Lot 1, Certified Survey Map 1533 and part of the Northeast 1/4 of the Southwest 1/4 Section 02, Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin, containing 422,191 Square Feet (9.6922 Acres) of land described as follows:

Commencing at the West 1/4 corner of Section 2; thence along the North line of the Southwest 1/4 of said Section 2, S89°38'45"E, 2121.94 feet to the Northwest corner of Lot 1, Certified Survey Map 1533 also being the point of beginning; thence continuing along said North line, S89°38'45"E, 212.00 feet to the Northeast corner of said Lot 1; thence along the Westerly line of Lot 1 of Certified Survey Map 3878, S00°07'39"E, 715.70 feet; thence continuing along said Westerly line, S89°51'12"W, 135.40 feet; thence continuing along said Westerly line S00°09'02"E, 79.00 feet; thence continuing along said Westerly line, S17°19'20"W, 188.94 feet to the Northerly right of way line of USH 441; thence along said Northerly right of way line, N88°55'51"W, 294.11 feet to the Easterly line of J.O. Johnson Industrial Park; thence along said Easterly line, N00°12'19"E, 939.90 feet to the Southerly right of way of Valley Road; thence along said Southerly right of way line, S89°38'49"E, 268.63 feet to a point on the Westerly line of said Lot 1, Certified Survey Map 1533; thence along said West line N00°08'16"W, 33.00 feet to point of beginning, subject to all easements, and restrictions of record.

Given under my hand this _____ day of _____, _____.

James R. Sehloff, Wisconsin Registered Land Surveyor No. S-2692

Owners' Certificate

As the property owner, I hereby certify that we caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

Dated this _____ day of _____, 20_____

Richard C. Bartosic, Owner

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ day of _____, 20_____, the above the property owner to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

Certified Survey Map No. _____

All of Lot 1, Certified Survey Map 1533 and part of the Northeast 1/4 of the Southwest 1/4 Section 02,
Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin.

Common Council Resolution

Resolved, this minor subdivision in the City of Menasha is hereby approved by the Common Council on

this _____ day of _____, 2013.

Mayor

Date

Clerk

Date

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Menasha and Winnebago County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

Town Treasurer

Date

County Treasurer

Date

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

the property owner of record:
Richard S. Bartosic
Richard S. Bartosic

Recording Information:
Doc No. 1081890
Doc No. 762939

Parcel Number(s):
740-0754-01
740-0754-00

James R. Sehloff Registered Land Surveyor No. S-2692 Date

File: 4132CSM.dwg
Date: 10/22/2013
Drafted By: Jim
Sheet: 3 of 3

City of Menasha Disbursements

Accounts Payable	10/18/13-10/31/13	\$ 515,419.17
	Checks # 44095-44246	
Payroll	10/31/13	<u>\$ 157,899.31</u>
Total		<u><u>\$ 673,318.48</u></u>

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 fit on the check stub.
The last check stub used is the check number that will appear on the check register.

AP Check Register

Check Date: 10/18/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON	44096	10/18/2013	020125222188	100-0601-551.30-14	47.85	LIBRARY MATERIALS
		10/18/2013	020129445684	100-0601-551.30-14	36.99	LIBRARY MATERIALS
		10/18/2013	020129664854	100-0601-551.30-14	(3.00)	CREDIT
		10/18/2013	078521202817	100-0601-551.30-14	76.87	LIBRARY MATERIALS
		10/18/2013	078521398085	100-0601-551.30-14	96.96	LIBRARY MATERIALS
		10/18/2013	078524134538	100-0601-551.30-14	26.17	LIBRARY MATERIALS
		10/18/2013	078529249756	100-0601-551.30-14	212.91	LIBRARY MATERIALS
		10/18/2013	174120551858	100-0601-551.30-14	29.02	LIBRARY MATERIALS
		10/18/2013	174122022253	100-0601-551.30-14	(1.89)	CREDIT
		10/18/2013	174122984274	100-0601-551.30-14	308.04	LIBRARY MATERIALS
		10/18/2013	174122984274DUP	100-0601-551.30-16	55.48	LIBRARY MATERIALS
		10/18/2013	174123803419	100-0601-551.30-14	29.96	LIBRARY MATERIALS
		10/18/2013	174124949573	100-0601-551.30-14	12.99	LIBRARY MATERIALS
		10/18/2013	174126248156	100-0601-551.30-14	(3.00)	CREDIT
		10/18/2013	174127564786	100-0601-551.30-14	208.85	LIBRARY MATERIALS
		10/18/2013	174127670965	100-0601-551.30-14	(19.00)	CREDIT
		10/18/2013	174127906273	100-0601-551.30-14	(0.28)	CREDIT
		10/18/2013	174128268901	100-0601-551.30-14	48.96	LIBRARY MATERIALS
		10/18/2013	174129840076	100-0601-551.30-14	85.84	LIBRARY MATERIALS
		10/18/2013	195431522781	100-0601-551.30-14	118.80	LIBRARY MATERIALS
		10/18/2013	195434895566	100-0601-551.30-14	89.95	LIBRARY MATERIALS
		10/18/2013	195438643375	100-0601-551.30-14	(2.97)	CREDIT
		10/18/2013	238141191556	100-0601-551.30-14	259.75	LIBRARY MATERIALS
		10/18/2013	238141525886	100-0601-551.30-14	93.96	LIBRARY MATERIALS
		10/18/2013	238143920098	100-0601-551.30-14	135.94	LIBRARY MATERIALS
		10/18/2013	238145093390	100-0601-551.30-14	(8.00)	CREDIT
		10/18/2013	238146352805	100-0601-551.30-14	(5.00)	CREDIT
Total for check: 44096					1,932.15	
BAKER & TAYLOR INC	44098	10/18/2013	2028521164	100-0601-551.30-14	243.26	LIBRARY MATERIALS
		10/18/2013	2028528910	100-0601-551.30-14	372.78	LIBRARY MATERIALS
		10/18/2013	2028531911	100-0601-551.30-14	485.11	LIBRARY MATERIALS
		10/18/2013	2028542191	100-0601-551.30-14	271.80	LIBRARY MATERIALS
		10/18/2013	2028546970	100-0601-551.30-14	475.44	LIBRARY MATERIALS

AP Check Register Check Date: 10/18/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAKER & TAYLOR INC...	44098...	10/18/2013	2028553367	100-0601-551.30-14	210.75	LIBRARY MATERIALS
		10/18/2013	2028567400	100-0601-551.30-14	1,015.81	LIBRARY MATERIALS
		10/18/2013	2028577562	100-0601-551.30-14	363.04	LIBRARY MATERIALS
		10/18/2013	2028588136	100-0601-551.30-14	402.35	LIBRARY MATERIALS
		10/18/2013	2028590388	100-0601-551.30-14	544.51	LIBRARY MATERIALS
		10/18/2013	2028603300	100-0601-551.30-14	474.60	LIBRARY MATERIALS
		10/18/2013	2028605272	100-0601-551.30-14	211.64	LIBRARY MATERIALS
		10/18/2013	5012766036	100-0601-551.30-14	44.50	LIBRARY MATERIALS
		10/18/2013	5012787976	100-0601-551.30-14	129.91	LIBRARY MATERIALS
		10/18/2013	M24555620	100-0601-551.30-14	126.62	LIBRARY MATERIALS
		10/18/2013	M24976660	100-0601-551.30-14	194.22	LIBRARY MATERIALS
		Total for check: 44098			5,566.34	
NANCY BARKER	44099	10/18/2013	10172013	100-0601-551.20-05	50.00	PERFORMANCE CONTRACT
		Total for check: 44099			50.00	
BLACK RABBIT BOOKS	44100	10/18/2013	129432	100-0601-551.30-14	144.65	LIBRARY MATERIALS
		Total for check: 44100			144.65	
BLACKSTONE AUDIO INC	44101	10/18/2013	671713	100-0601-551.30-14	100.00	LIBRARY MATERIALS
		Total for check: 44101			100.00	
CDW GOVERNMENT INC	44102	10/18/2013	GC21859	100-0601-551.30-10	367.68	OFFICE SUPPLIES
		Total for check: 44102			367.68	
CENTER POINT LARGE PRINT	44103	10/18/2013	1121190	100-0601-551.30-14	133.02	LIBRARY MATERIALS
		Total for check: 44103			133.02	

AP Check Register Check Date: 10/18/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
COSTUME SPECIALISTS INC	44104	10/18/2013	10172013	100-0601-551.30-16	140.00	PROGRAM SUPPLIES
			Total for check: 44104		140.00	
SUSAN FASSBENDER	44105	10/18/2013	10172013	100-0601-551.20-05	50.00	PERFORMANCE CONTRACT
			Total for check: 44105		50.00	
FINDAWAY WORLD LLC	44106	10/18/2013	106849	100-0601-551.30-14	358.86	LIBRARY MATERIALS
		10/18/2013	107814	100-0601-551.30-14	281.16	LIBRARY MATERIALS
			Total for check: 44106		640.02	
GALE	44107	10/18/2013	50284964	100-0601-551.30-14	317.48	LIBRARY MATERIALS
		10/18/2013	50302224	100-0601-551.30-14	28.79	LIBRARY MATERIALS
		10/18/2013	50341190	100-0601-551.30-14	46.38	LIBRARY MATERIALS
		10/18/2013	50344247	100-0601-551.30-14	38.92	LIBRARY MATERIALS
		10/18/2013	50396272	100-0601-551.30-14	99.96	LIBRARY MATERIALS
			Total for check: 44107		531.53	
KITZ & PFEIL INC	44108	10/18/2013	0911030017	100-0601-551.30-13	22.11	HOUSEKEEPING SUPPLIES
			Total for check: 44108		22.11	
MADER NEWS AGENCY INC	44109	10/18/2013	13873	100-0601-551.30-14	127.76	LIBRARY MATERIALS
			Total for check: 44109		127.76	
MANDERFIELD BAKERY	44110	10/18/2013	444332	100-0601-551.30-16	7.80	PROGRAM SUPPLIES
		10/18/2013	444475	100-0601-551.30-16	60.00	PROGRAM SUPPLIES
		10/18/2013	444535	100-0601-551.34-03	18.70	TRAINING-MEALS
			Total for check: 44110		86.50	

AP Check Register

Check Date: 10/18/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KRIS MATTHIES	44111	10/18/2013	10172013	100-0601-551.20-05	100.00	PERFORMANCE CONTRACT
			Total for check: 44111		100.00	
MIDWEST TAPE	44112	10/18/2013	91273964	100-0601-551.30-14	97.92	LIBRARY MATERIALS
		10/18/2013	91295372	100-0601-551.30-14	184.91	LIBRARY MATERIALS
		10/18/2013	91314261	100-0601-551.30-14	65.95	LIBRARY MATERIALS
			Total for check: 44112		348.78	
MINITEX	44113	10/18/2013	83021	100-0601-551.30-18	353.00	DEPT SUPPLIES
			Total for check: 44113		353.00	
MODERN BUSINESS MACHINES	44114	10/18/2013	26324497	100-0601-551.24-04	510.73	EQUIP REPAIR/MAINTENANCE
			Total for check: 44114		510.73	
OGDEN PLUMBING & HEATING INC	44115	10/18/2013	69770	100-0601-551.24-03	95.00	BLD REPAIR/MAINTENANCE
			Total for check: 44115		95.00	
SANDRA PETERSON	44116	10/18/2013	10172013	100-0601-551.20-05	150.00	PERFORMANCE CONTRACT
			Total for check: 44116		150.00	
PIGGLY WIGGLY MIDWEST LLC	44117	10/18/2013	9155471	100-0601-551.30-16	37.02	PROGRAM SUPPLIES
			Total for check: 44117		37.02	
RANDOM HOUSE INC	44118	10/18/2013	1087883756	100-0601-551.30-14	33.75	LIBRARY MATERIALS
		10/18/2013	1087953261	100-0601-551.30-14	22.50	LIBRARY MATERIALS
		10/18/2013	1088010959	100-0601-551.30-14	67.50	LIBRARY MATERIALS
		10/18/2013	1088066530	100-0601-551.30-14	33.75	LIBRARY MATERIALS
			Total for check: 44118		157.50	

AP Check Register

Check Date: 10/18/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
RECORDED BOOKS LLC	44119	10/18/2013	74804211	100-0601-551.30-14	496.56	LIBRARY MATERIALS
		10/18/2013	74805058	100-0601-551.30-14	111.37	LIBRARY MATERIALS
		10/18/2013	74806775	100-0601-551.30-14	13.90	LIBRARY MATERIALS
		10/18/2013	748078707	100-0601-551.30-14	35.00	LIBRARY MATERIALS
		10/18/2013	74808574	100-0601-551.30-14	528.96	LIBRARY MATERIALS
		10/18/2013	74809413	100-0601-551.30-14	79.95	LIBRARY MATERIALS
			Total for check: 44119		1,265.74	
SERVICEMASTER BUILDING MAINTENANCE	44120	10/18/2013	10044	100-0601-551.20-01	1,425.00	JANITORIAL SERVICES
			Total for check: 44120		1,425.00	
UNIQUE BOOKS INC	44121	10/18/2013	361073.2	100-0601-551.30-14	32.81	LIBRARY MATERIALS
		10/18/2013	361074.2	100-0601-551.30-14	27.39	LIBRARY MATERIALS
		10/18/2013	361075.2	100-0601-551.30-14	72.94	LIBRARY MATERIALS
			Total for check: 44121		133.14	
UNIQUE MANAGEMENT SERVICES INC	44122	10/18/2013	245169	100-0000-441.19-00	205.85	COLLECTION AGENCY FEE
			Total for check: 44122		205.85	
WEATHER VANE CATERING	44123	10/18/2013	10172013	100-0601-551.34-03	209.70	TRAINING-MEALS
			Total for check: 44123		209.70	
WINNEFOX AUTOMATED LIBRARY SYSTEM	44124	10/18/2013	10172013	100-0601-551.25-01	1,000.00	PAYMENT TO OTHER MUNIC
			Total for check: 44124		1,000.00	
WINNEFOX LIBRARY SYSTEM	44125	10/18/2013	5041	100-0601-551.30-11	181.52	POSTAGE SUPPLIES
			Total for check: 44125		181.52	

AP Check Register Check Date: 10/18/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WOOD BOILER SOLUTIONS LLC	44126	10/18/2013	6303	100-0601-551.30-13	130.00	LIBRARY MATERIALS
			Total for check: 44126		130.00	
YP	44127	10/18/2013	10172013	100-0601-551.22-01	158.40	UTILITY - TELEPHONE
			Total for check: 44127		158.40	
					16,353.14	

AP Check Register Check Date: 10/24/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
A-1 ELEVATOR SALES & SERVICE	44128	10/24/2013	5522	100-1001-514.20-04	985.00	5 Year Safety Test
			Total for check: 44128		985.00	
ACCURATE	44129	10/24/2013	1310679	731-1022-541.30-18	185.05	Straps/Circuite Holder/MiCoupling/Misc
			1314251	731-1022-541.30-18	149.44	Fuel Line Hoses/Degreaser/Fuse/Nitro Drill
			1314385	731-1022-541.38-03	96.75	Poly Rib Gold Label Bells
			Total for check: 44129		431.24	
AIRGAS USA LLC	44130	10/24/2013	9913044080	731-1022-541.21-06	171.40	Cylinder Rental
			Total for check: 44130		171.40	
ALWAYS AT YOUR SURFACE	44131	10/24/2013	000141	100-0704-552.24-03	600.00	Pool Locker Room Floor Epoxy
			Total for check: 44131		600.00	
APPLETON POLICE DEPARTMENT	44132	10/24/2013		100-0000-201.03-00	250.00	Bond Report #13-3516
			Total for check: 44132		250.00	
APPLETON SIGN COMPANY	44133	10/24/2013	6041	100-0801-521.29-04	145.74	Graphics/Lettering K-9
			Total for check: 44133		145.74	
CITY OF APPLETON	44134	10/24/2013	215209	100-0704-552.21-05	131.84	Red Cross Cert/Lifeguard
			Total for check: 44134		131.84	
ASSOCIATED APPRAISAL CONSULTANTS	44135	10/24/2013	15973	100-0402-513.21-09	4,991.67	Professional Services
				100-0402-513.30-11	3.68	Postage
			15974	100-0402-513.21-04	59.76	Internet Postings
			Total for check: 44135		5,055.11	
AT&T	44136	10/24/2013	920R09453010	601-1020-543.22-01	292.50	Alarms

AP Check Register Check Date: 10/24/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AT&T...	44136...	10/24/2013...	920R09453010...	100-1001-514.22-01	113.90 Alarms	
			Total for check: 44136		406.40	
BADGER HIGHWAYS CO INC	44137	10/24/2013	161063	100-1003-541.30-18	536.14 Hot Mix Asphalt	
				100-1004-541.30-18	1,066.07 Hot Mix Asphalt	
		10/24/2013	161109	625-1010-541.30-18	167.41 Hot Mix Asphalt	
				100-1003-541.30-18	27.92 Hot Mix Asphalt	
			Total for check: 44137		1,797.54	
BOARDMAN & CLARK LAW FIRM LLP	44138	10/24/2013	26779	100-0201-512.21-01	1,323.00 Sanitary District	
			Total for check: 44138		1,323.00	
BROCK WHITE COMPANY	44139	10/24/2013	12366399-00	100-0704-552.24-03	168.08 Crack Chaser/Poly Foam	
			Total for check: 44139		168.08	
BRUCE MUNICIPAL EQUIPMENT INC	44140	10/24/2013	5132804	731-1022-541.38-03	105.80 Pressure Stat/Valve	
			Total for check: 44140		105.80	
MICHAEL BRUNN	44141	10/24/2013		100-0202-512.33-01	194.00 Sept/Oct Expenses	
				100-0202-512.33-02	75.00 Sept/Oct Expenses	
			Total for check: 44141		269.00	
BUBRICK'S	44142	10/24/2013	799285	100-0801-521.30-10	96.85 Calendars	
		10/24/2013	799884	100-0801-521.30-10	17.00 Planner	
			Total for check: 44142		113.85	
CEC	44143	10/24/2013	BILL142371	100-1001-514.20-04	200.00 City Hall Fire Alarm Insp	
		10/24/2013	BILL142373	100-0801-521.24-03	255.00 Fire Alarm Inspection Public Protection Bldg	

AP Check Register Check Date: 10/24/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CEC...	44143...	10/24/2013...	BILL142373...	100-0501-522.24-03	255.00	Fire Alarm Inspection Public Protection Bldg
			Total for check: 44143		710.00	
CULLIGAN WATER CONDITIONING	44144	10/24/2013	718411	100-0704-552.30-13	32.00	Pool/Parks
			Total for check: 44144		32.00	
DIGICORPORATION	44145	10/24/2013	136110	100-0903-531.29-01	161.00	Health Dept Envelopes
				100-0000-134.00-00	(85.00)	Health Dept Envelopes
				100-0202-512.30-10	45.00	Safety Violation Notices
			Total for check: 44145		121.00	
FERRELLGAS	44146	10/24/2013	1078222350	266-1027-543.21-06	93.44	Liquidified Petroleum
			Total for check: 44146		93.44	
GANNETT WISCONSIN MEDIA	44147	10/24/2013	0007509034	100-0405-513.29-02	227.21	Publication Fees
				100-0203-512.29-02	91.49	Publication Fees
			Total for check: 44147		318.70	
HOME DEPOT AND	44148	10/24/2013		263-0306-562.70-01	135.45	
			Total for check: 44148		135.45	
IMPERIAL SUPPLIES LLC	44149	10/24/2013	KG9252	731-1022-541.30-18	155.54	Gloves
			Total for check: 44149		155.54	
INDEPENDENT INSPECTIONS LTD	44150	10/24/2013	307627	100-0301-523.21-06	8,798.56	September 2013
			Total for check: 44150		8,798.56	

AP Check Register

Check Date: 10/24/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INTERSTATE BATTERY OF GREEN BAY	44151	10/24/2013	196317	731-1022-541.38-03	35.45	Battery
			Total for check: 44151		35.45	
			Total for check: 44152		550.00	
KJ WASTE SYSTEMS INC	44152	10/24/2013		266-1027-543.21-06	550.00	Recycling/Container Rent
			Total for check: 44153		20,376.79	
LEVENHAGEN CORPORATION	44153	10/24/2013	050977A-IN	100-0000-131.00-00	20,376.79	Fuel
			Total for check: 44154		470.14	
	44154	10/24/2013	48947	731-1022-541.38-02	162.10	Tires
		10/24/2013	48948	731-1022-541.38-02	64.82	Tires
		10/24/2013	48949	731-1022-541.38-02	204.00	Mount Tires
MATTHEWS TIRE & SERVICE CENTER		10/24/2013	49021	731-1022-541.38-02	39.22	Valve Stem/Hardware
			Total for check: 44155		56.43	
	44155	10/24/2013	30942	100-0801-521.24-03	28.36	PD
		10/24/2013	31198	100-0801-521.24-03	(14.39)	CREDIT/Ball Valve w/Drain
		10/24/2013	31202	100-0801-521.24-03	13.74	Pump Gasket/Swivel
MENARDS-APPLETON EAST				100-0501-522.24-03	13.74	Pump Gasket/Swivel
				100-0903-531.30-13	14.98	Stub Ratch/Socket
			Total for check: 44156		849.40	
	44156	10/24/2013		100-0000-201.03-00	139.00	Bond/MPD 13-289
				100-0000-201.03-00	139.00	Bond
MENASHA NEENAH MUNICIPAL COURT				100-0000-201.03-00	139.00	Bond
				100-0000-201.03-00	113.80	Bond
				100-0000-201.03-00	113.80	Bond
				100-0000-201.03-00	204.80	Bond
			Total for check: 44157		2.25	Petty Cash/Postage
MENASHA TREASURER	44157	10/24/2013	FINANCE	100-0101-511.30-11		

AP Check Register **Check Date: 10/24/2013**

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA TREASURER...	44157...	10/24/2013...	FINANCE...	100-0201-512.30-10	164.50	Petty Cash/Filing Fee
		10/24/2013	PD	100-0801-521.30-18	13.69	Petty Cash
				100-0801-521.33-03	97.97	Petty Cash
			Total for check: 44157		278.41	
TOWN OF MENASHA UTILITY DISTRICT	44158	10/24/2013		100-0703-553.22-05	503.40	1000 Geneva Road Koslo
			Total for check: 44158		503.40	
MINE SAFETY APPLIANCES	44159	10/24/2013	354A10-130309	601-1020-543.24-04	350.00	Repair Altair
			Total for check: 44159		350.00	
MODERN BUSINESS MACHINES	44160	10/24/2013	26324487	743-0403-513.29-01	225.05	Contract
		10/24/2013	26324932	743-0403-513.29-01	243.10	Contract
		10/24/2013	26324933	743-0403-513.29-01	55.74	Contract
			Total for check: 44160		523.89	
MONOPRICE INC	44161	10/24/2013	9030299	743-0403-513.24-04	51.72	Fast Ethernet Switches
			Total for check: 44161		51.72	
MORTON SAFETY	44162	10/24/2013	825579	731-1022-541.30-18	76.95	Insect Sting Wipes Ear Plugs
		10/24/2013	826807	100-0801-521.30-18	141.75	Glv Nitrile Utility
			Total for check: 44162		218.70	
NETWORK HEALTH SYSTEM INC	44163	10/24/2013	307735	100-0202-512.21-06	79.00	Breath Alcohol Test
			Total for check: 44163		79.00	
NIELSON COMMUNICATIONS	44164	10/24/2013	FV13-28735	731-1022-541.24-04	11.75	Radio Repair
			Total for check: 44164		11.75	

AP Check Register Check Date: 10/24/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NORTHEAST ASPHALT INC	44165	10/24/2013	1238207	100-1004-541.30-18	255.20	Premixed Tack
			Total for check: 44165		255.20	
OFFICE DEPOT	44166	10/24/2013	3886132	100-0903-531.30-10	39.32	Supplies
				100-0904-531.30-10	11.07	Supplies
			Total for check: 44166		50.39	
ROGER PICARD	44167	10/24/2013	PICARD	100-0801-521.34-02	89.82	October Expense
			Total for check: 44167		89.82	
ROSS IMAGING LLC	44168	10/24/2013	146473	743-0403-513.29-01	15.85	Copy Contract R8118-B-N02
			Total for check: 44168		15.85	
SCHENCK BUSINESS SOLUTIONS	44169	10/24/2013	SC10006197	100-0401-513.21-03	5,900.00	Audit Financial Strmts
			Total for check: 44169		5,900.00	
J A SEXAUER	44170	10/24/2013	297005787	100-0920-531.24-03	237.03	Arrow Class Room Set
			Total for check: 44170		237.03	
STOPTECH LTD	44171	10/24/2013	T001916-IN	100-0801-521.29-05	57.00	SUV Deployment Bag
			Total for check: 44171		57.00	
SUNGARD PUBLIC SECTOR INC	44172	10/24/2013	72398	743-0403-513.24-04	2,806.00	Maintenance
			Total for check: 44172		2,806.00	
SYN-TECH SYSTEMS	44173	10/24/2013	88343	731-1022-541.24-06	262.20	Module Assy/Cable Assys
			Total for check: 44173		262.20	

AP Check Register Check Date: 10/24/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TREEO'S TREE SERVICE INC	44174	10/24/2013	4325	625-0706-561.20-06	4,025.00	Tree removal/grind
			Total for check: 44174		4,025.00	
TRUGREEN PROCESSING CENTER	44175	10/24/2013	12912362	100-0703-553.20-06	40.00	Chute St & Milwaukee Lawn Plan
			Total for check: 44175		40.00	
UNIFIRST CORPORATION	44176	10/24/2013	097 0148000	731-1022-541.20-01	108.59	Clothing/Supply Cleaning
			Total for check: 44176		108.59	
UNIFORM SHOPPE	44177	10/24/2013	224970	100-0804-521.30-18	62.50	Police Pants
		10/24/2013	224971	100-0804-521.30-18	54.00	Police Pants
		10/24/2013	224972	100-0804-521.30-18	55.95	Police Pants
		10/24/2013	224974	100-0804-521.30-18	54.00	Police Pants
		10/24/2013	224975	100-0804-521.30-18	54.00	Police Pants
		10/24/2013	224976	100-0804-521.30-18	54.00	Police Pants
		10/24/2013	224977	100-0804-521.30-18	54.00	Police Pants
		10/24/2013	224978	100-0804-521.30-18	54.00	Police Pants
		10/24/2013	224980	100-0804-521.30-18	62.50	Police Pants
		10/24/2013	225065	100-0804-521.30-18	54.00	Police Pants
			Total for check: 44177		558.95	
VALLEY DIESEL INJECTION INC	44178	10/24/2013	420247	731-1022-541.38-03	1,375.63	Injection Pump
			Total for check: 44178		1,375.63	
VERIZON WIRELESS	44179	10/24/2013	9712577938	743-0403-513.24-04	40.01	Broadband Charges
		10/24/2013	9712577939	100-0919-531.22-01	15.47	Health Cell Phones
				100-0304-562.22-01	62.55	Comm Dev Cell Phones
		10/24/2013	9712577940	743-0403-513.30-15	160.04	Broadband Charges
				743-0403-513.30-15	399.99	Equipment Purchase
		10/24/2013	9712577941	743-0403-513.24-04	224.37	Broadband Charges
				100-0801-521.22-01	193.59	Cell Phones

AP Check Register

Check Date: 10/24/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VERIZON WIRELESS...	44179...	10/24/2013...	9712577941...	743-0403-513.24-04	556.07	Broadband Charges
			Total for check: 44179		1,652.09	
VIAENE, DAVID	44180	10/24/2013	VIAENE	100-0000-201.10-00	100.00	Return Deposit
			Total for check: 44180		100.00	Exc Permit 11209
WIL-KIL PEST CONTROL	44181	10/24/2013	2326536	100-1019-552.21-06	27.00	Racine St Tender House
		10/24/2013	2326935	100-1019-552.21-06	108.00	Bridge Cameras
			Total for check: 44181		135.00	
WINNEBAGO COUNTY CLERK OF COURTS	44182	10/24/2013		100-0000-201.03-00	235.00	Bond
				100-0000-201.03-00	150.00	Bond
				100-0000-201.03-00	135.00	Bond
			Total for check: 44182		520.00	Report #MP13-3432 Report #MP13-3563 Report #13-3515
WINNEBAGO COUNTY TREASURER	44183	10/24/2013		100-0406-513.73-01	4,066.52	1304 Midway Road
				100-0000-441.13-00	96.47	Refuse Container
		10/24/2013	4803	490-1009-541.21-08	210.00	Recording Fees
			Total for check: 44183	100-0402-513.29-01	109.50	Laredo Copies
					4,482.49	
WISCONSIN CHIEFS OF POLICE ASSN INC	44184	10/24/2013		100-0801-521.21-06	377.50	Exams
			Total for check: 44184		377.50	
WISCONSIN DEPARTMENT OF REVENUE	44185	10/24/2013		100-0406-513.73-01	66.51	1304 Midway Road
			Total for check: 44185		66.51	

AP Check Register Check Date: 10/24/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WISCONSIN DEPT OF JUSTICE	44186	10/24/2013		100-0801-521.21-06	98.00	August Transactions
				Total for check: 44186	98.00	
WOOD BOILER SOLUTIONS LLC	44187	10/24/2013		6451		
				100-0601-551.30-13	130.00	Cooling Tower/Lib
				100-0501-522.24-03	118.00	Moly Azole
				100-0801-521.24-03	177.00	Moly Azole
				Total for check: 44187	425.00	
YMCA OF THE FOX CITIES	44188	10/24/2013		CM4Q13	22,075.00	Senior Center Collaboration
				CMPRSUM13	108.25	Program Reimbursement
				Total for check: 44188	22,183.25	
					92,495.27	

AP Check Register Check Date: 10/31/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CITY OF APPLETON	44189	10/31/2013	215393	100-0302-542.25-01	12,917.00	Valley Transit
			Total for check: 44189		12,917.00	
ARING EQUIPMENT CO INC	44190	10/31/2013	306698	731-1022-541.38-03	120.18	Switch
			Total for check: 44190		120.18	
ASSOCIATED BAG COMPANY	44191	10/31/2013	N222858	100-0909-531.30-18	42.74	Poly Bags
			Total for check: 44191		42.74	
BADGER HIGHWAYS CO INC	44192	10/31/2013	161149	100-1003-541.30-18	348.28	Hot Mix Asphalt
				100-1004-541.30-18	4,455.65	Hot Mix Asphalt
				625-1010-541.30-18	162.31	Drum Corps
			Total for check: 44192		4,966.24	
BAYCOM INC	44193	10/31/2013	79628	100-0918-531.30-15	3,973.23	
		10/31/2013	81277	100-0801-521.29-04	15.00	Wireless MIC Cable
			Total for check: 44193		3,988.23	
BROCK WHITE COMPANY	44194	10/31/2013	12368964-00	100-1012-541.30-18	25.25	Concrete Form
			Total for check: 44194		25.25	Tayco St Bridge Work
BRUCE MUNICIPAL EQUIPMENT INC	44195	10/31/2013	5132650	625-1005-541.30-15	220.52	Dirt Shoes/Runners
			Total for check: 44195		220.52	
BUBRICK'S	44196	10/31/2013	802017	100-0801-521.30-10	292.50	Pedestal
			Total for check: 44196		292.50	
CARDMEMBER SERVICE	44200	10/31/2013		100-0202-512.32-02	11.61	Amazon
				100-0000-123.00-00	50.94	Weather Vane
						GM Interview Lunch

AP Check Register

Check Date: 10/31/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	44200...	10/31/2013...	...	100-0903-531.34-02	100.00	WI DPI Regional
				100-0903-531.34-02	95.00	Paypal/Registration
				100-0904-531.34-03	67.46	LaCrosse Settle Inn
				100-0903-531.30-18	163.95	Worldpoint CPR/AED DVD
				100-0601-551.30-16	59.54	Subway
				100-0601-551.34-02	204.00	Wisconsin Library Assoc
				100-0703-553.24-05	17.86	Compass Micro
				100-0601-551.24-03	22.24	Lib-CCTV-Foyer
				100-0601-551.30-13	147.10	Lib-25 Watt Bulbs
				100-0920-531.24-03	74.24	SC-Light Lenses
				100-1001-514.24-03	72.57	CH Circle Bulbs
				100-0601-551.30-13	25.83	Lib-Vacuum Bags
				100-0601-551.24-03	124.99	Lib-Foyer Cam
				743-0403-513.34-04	12.95	Experts Exchange
				100-0801-521.30-18	120.00	Barcodes Inc/Labels
				743-0403-513.24-04	1,148.00	Barracuda Spam/Firewall
				100-0601-551.30-18	38.63	GoMed Tech Com
				100-0601-551.34-02	160.00	Wisconsin Library Assoc
				100-0601-551.34-03	24.00	Wisconsin Library Assoc
				100-0601-551.34-02	50.00	Wisconsin Library Assoc
				100-0601-551.34-02	160.00	Wisconsin Library Assoc
				100-0601-551.34-03	24.00	Wisconsin Library Assoc
				100-0601-551.34-02	50.00	Wisconsin Library Assoc
				100-0601-551.32-01	114.00	Wisconsin Library Assoc
				100-0703-553.34-03	8.02	Subway
				100-0601-551.32-01	140.83	Wisconsin Library Assoc
				100-0601-551.34-02	160.00	Wisconsin Library Assoc
				100-0601-551.30-16	41.99	Oriental Trading Co
				100-0702-552.30-18	132.23	Displays2Go/Signs
				100-0801-521.24-02	399.00	Menards/Freezer
				100-0801-521.32-01	3.50	TLO
				100-0801-521.30-18	21.07	Rockyourglock
				100-0801-521.34-02	260.00	Van Meter & Assoc Registration
				100-0801-521.34-04	19.10	Supershuttle
				100-0801-521.34-03	8.69	Java Joe's

AP Check Register

Check Date: 10/31/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	44200...	10/31/2013...	...	100-0801-521,34-03	7.40	Caribou Coffee
				100-0801-521,34-03	8.69	Java Joe's
				100-0801-521,34-03	33.81	Mos Fishermans Wharf
				100-0801-521,34-03	7.40	Caribou Coffee
				100-0801-521,34-04	19.10	Supershuttle
				100-0801-521,34-03	8.69	Java Joe's
				100-0801-521,34-03	30.00	Sabatino's Restaurant
				100-0801-521,34-03	11.44	Max's Taphouse
				100-0801-521,34-03	7.40	Caribou Coffee
				100-0801-521,30-18	50.95	Newegg/Compact Flash
				100-0801-521,34-03	140.00	Kalahari
				100-0801-521,29-04	83.86	Amazon/Battery Charger
				100-0801-521,34-03	70.00	Kalahari
				100-0801-521,34-03	7.40	Caribou Coffee
				100-0801-521,34-03	16.20	Greene Turtle
				100-0801-521,34-03	10.32	Ches Bay Roasting BWI
				100-0801-521,34-03	21.08	Sheraton City Center
				100-0801-521,34-02	220.00	Paypal/WCPA Conf
				100-0801-521,30-15	81.88	Galls Intern Door Opening Kits
				100-0801-521,30-18	12.88	Amazon
				100-0801-521,30-18	74.85	Amazon/Camera Case
				Total for check: 44200	5,256.69	
COMMUNITY HOUSING COORDINATOR	44201	10/31/2013	180	100-0304-562,21-06	1,800.00	September 2013
		10/31/2013	181	263-0306-562,70-01	697.00	Rehab Program 2013
			Total for check: 44201		2,497.00	
JP COOKE CO	44202	10/31/2013	254811	100-0401-513,29-01	57.35	Cat License 2014
			Total for check: 44202		57.35	

AP Check Register

Check Date: 10/31/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DEWITT LONDRE LLC	44203	10/31/2013	397	487-0304-562.21-09	250.00	250.00 400 Third Street
			Total for check: 44203		250.00	
DIGICORPORATION	44204	10/31/2013	136292	100-0000-134.00-00	(65.40)	Attorney Envelopes & Letterhead
				100-0201-512.29-01	168.40	Attorney Envelopes & Letterhead
			Total for check: 44204		103.00	
DUMKE & ASSOCIATES &	44205	10/31/2013	316 RACINE	100-0903-531.29-06	2,077.50	316 Racine Street
			Total for check: 44205		2,077.50	
GERDAU	44206	10/31/2013	47015307	100-1009-541.30-15	120.00	Stakes
		10/31/2013	47015308	100-1009-541.30-15	1,210.80	Form
			Total for check: 44206		1,330.80	
GREEN BAY PIPE & TV	44207	10/31/2013	2255	601-1020-543.21-02	5,043.40	Sanitary Sewer Televising
			Total for check: 44207		5,043.40	
GUNDERSON INC	44208	10/31/2013	126539	100-0801-521.30-13	35.38	Towels/Mats
			Total for check: 44208		35.38	
GUSTMAN CHEVROLET SALES INC	44209	10/31/2013	29286	731-1022-541.38-03	64.75	Pipe
			Total for check: 44209		64.75	
IMPRIMUS FORENSIC SERVICES LLC	44210	10/31/2013	730	100-0801-521.30-18	94.00	Camera Extension Pole
			Total for check: 44210		94.00	
JX ENTERPRISES INC	44211	10/31/2013	G-232460037	731-1022-541.38-03	246.79	Tachometer
			Total for check: 44211		246.79	

AP Check Register

Check Date: 10/31/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KAEMPFER & ASSOCIATES INC	44212	10/31/2013	17124	601-1020-543.21-02	404.80	Project E145-01.07
		10/31/2013	17125	601-1020-543.21-02	2,165.75	Project E145-01.08
		10/31/2013	17126	601-1020-543.21-02	270.88	Project E145-01.10
		10/31/2013	17127	601-1020-543.21-02	961.19	Project E145-08.07
			Total for check: 44212		3,802.62	
JAMAL KAWAR	44213	10/31/2013	KAWAR	100-0801-521.34-03	331.00	October 2013
			Total for check: 44213		331.00	
KUNDINGER FLUID POWER INC	44214	10/31/2013	50249738	731-1022-541.38-03	(22.41)	Credit/Strainer
		10/31/2013	50255492	731-1022-541.38-03	196.03	Couplings/Sleeve Assy
			Total for check: 44214		173.62	
			Total for check: 44215		82.00	
L&M CARGO CONTROL LLC	44215	10/31/2013	5172	625-1010-541.30-18	82.00	Repair Straps/Replace Web
LEVENHAGEN CORPORATION	44216	10/31/2013	050986A-IN	100-0000-131.00-00	8,055.72	Fuel
			Total for check: 44216		8,055.72	
MATTHEWS TIRE & SERVICE CENTER	44217	10/31/2013	49105	731-1022-541.38-02	611.36	Tires & Hardware
			Total for check: 44217		611.36	
MCNEILUS TRUCK & MFG COMPANY	44218	10/31/2013	2313635	731-1022-541.38-03	96.37	Valve, MAC Assy, Airbank
		10/31/2013	2313665	731-1022-541.38-03	1,094.28	Curotto Front/Rear Assy
			Total for check: 44218		1,190.65	
MENASHA EMPLOYEES CREDIT UNION	44219	10/31/2013	20131031	100-0000-202.05-00	12,189.00	PAYROLL SUMMARY
			Total for check: 44219		12,189.00	

AP Check Register **Check Date: 10/31/2013**

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
TOWN OF MENASHA FINANCE DEPARTMENT	44220	10/31/2013	7289	625-0410-571.61-02	17,622.30	Tayco Pond Interest
				625-0000-264.00-00	25,941.07	Tayco Pond Principle
				Total for check: 44220	43,563.37	
				Total for check: 44221	443.00	
MENASHA NEENAH MUNICIPAL COURT	44221	10/31/2013		100-0000-201.03-00	139.00	Bond Report #13-302
				100-0000-201.03-00	202.00	Bond Report #13-192
				100-0000-201.03-00	102.00	Bond Report #13-225
				Total for check: 44222	200.00	
POSTMASTER	44222	10/31/2013		100-1001-514.30-11	200.00	First Class Permit
				Total for check: 44222	200.00	
MENASHA TREASURER	44223	10/31/2013	PD	100-0801-521.30-18	51.97	Petty Cash
				100-0801-521.34-03	20.00	Petty Cash
				Total for check: 44223	71.97	
MENASHA UTILITIES	44225	10/31/2013		100-1012-541.22-03	17,305.14	September 2013 Street Lighting
				100-1008-541.22-03	309.24	Electric
				100-0000-123.00-00	17.40	Electric
				100-1012-541.22-03	89.13	Electric
				501-0304-562.22-03	17.94	Electric
				501-0304-562.22-06	43.13	Storm
				100-0304-562.22-03	23.35	Electric
				625-0304-562.22-03	7.22	Electric
				100-1013-541.22-03	56.13	Electric
				100-1013-541.22-06	277.51	Storm
				207-0707-552.22-03	1,290.02	Electric
				207-0707-552.22-05	90.84	Water
				207-0707-552.22-06	48.76	Storm
				100-0703-553.22-03	1,828.91	Electric
				100-0703-553.22-05	1,770.30	Water
				100-0703-553.22-06	341.27	Storm

AP Check Register Check Date: 10/31/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	44225...	10/31/2013...	...	100-1001-514.22-03	1,681.93	Electric
				100-1001-514.22-05	473.60	Water
				743-0403-513.21-04	3,856.37	Other Services
				100-0305-562.22-06	2.50	Storm
				100-1014-543.22-06	53.13	Storm
				267-0102-581.22-06	12.50	Storm
				100-1019-552.22-03	158.77	Electric
				100-1019-552.22-05	88.82	Water
				601-1020-543.22-03	26.34	Electric
				601-1020-543.22-05	802.40	Sanitary Sewer Cleaning Water Use
		10/31/2013	4173	Total for check: 44225	30,672.65	
MORTON SAFETY	44226	10/31/2013	828739	731-1022-541.30-18	64.74	Glove
			Total for check: 44226		64.74	
CITY OF NEENAH	44227	10/31/2013	NM FIRE SVCS	100-0501-522.25-01	253,090.00	Fire/Rescue Services
			Total for check: 44227		253,090.00	
PRIORITY 1 POLICE & FIRE	44228	10/31/2013		100-0801-521.29-04	250.00	2012 Ford Interceptor
			Total for check: 44228		250.00	
RIESTERER & SCHNELL INC	44229	10/31/2013	568507	731-1022-541.38-03	57.36	Chute
			Total for check: 44229		57.36	
PATRICIA RUDOLPH	44230	10/31/2013		100-0903-531.21-05	150.00	City Physician
			Total for check: 44230		150.00	
SCHAEFFER MFG CO	44231	10/31/2013	UL6672-INV1	731-1022-541.30-18	400.80	Lined Keg
			Total for check: 44231		400.80	

AP Check Register

Check Date: 10/31/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SHERWIN INDUSTRIES INC	44232	10/31/2013	SS052754	100-1008-541.30-18	2,945.00	Thermoplastic
			Total for check: 44232		2,945.00	
	44233	10/31/2013	T001949-IN	100-0801-521.29-04	135.00	Stop Stick
STOPTECH LTD			Total for check: 44233		135.00	
SUBWAY	44234	10/31/2013	18	100-0914-531.30-18	175.00	Mass Clinic Exercise
			Total for check: 44234		175.00	
	44235	10/31/2013	IF19332	731-1022-541.38-03	514.29	Belt & Clutch
SWIDERSKI POWER INC			Total for check: 44235		514.29	
SYN-TECH SYSTEMS	44236	10/31/2013	88815	731-1022-541.24-06	350.00	Aim 2 Module
			Total for check: 44236		350.00	
	44237	10/31/2013	9200812035	100-0801-521.21-05	58.90	Venipuncture
THEDACARE			Total for check: 44237		58.90	
UNIFIRST CORPORATION	44238	10/31/2013	097 0148457	731-1022-541.20-01	244.65	Coveralls/Shirts/Mops
			Total for check: 44238		244.65	
	44239	10/31/2013	20131031	100-0000-202.09-00	30.25	PAYROLL SUMMARY
UNITED WAY FOX CITIES			Total for check: 44239		30.25	
US CELLULAR	44240	10/31/2013	0010232203	100-0201-512.22-01	29.59	Captain
				100-0202-512.22-01	15.54	Brunn
				100-1019-552.22-01	17.43	Racine St Bridge
				100-1019-552.22-01	3.12	Tayco St Bridge
				743-0403-513.22-01	33.63	IT

AP Check Register Check Date: 10/31/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
US CELLULAR...	44240...	10/31/2013...	0010232203...	601-1020-543.22-01	2.18	Confined Space
				100-1001-514.22-01	47.56	Alix
				100-0801-521.22-01	153.28	PD
				100-0919-531.22-01	8.81	Nett
				100-0904-531.22-01	55.10	Drew
				100-1002-541.22-01	99.97	Radlke
				100-0702-552.22-01	62.36	Tungate
				100-0703-553.22-01	111.97	Maas/Parks
				100-0304-562.22-01	62.70	Keil/Homan
				731-1022-541.22-01	92.75	Jacobson/PWF
				100-1008-541.22-01	6.03	Bursack
				601-1020-543.22-01	2.18	Sewer Truck
				100-0201-512.22-01	30.61	Captain
				100-0202-512.22-01	9.74	Brunn
				100-1019-552.22-01	20.96	Racine St Bridge
				100-1019-552.22-01	5.45	Tayco St Bridge
				743-0403-513.22-01	33.32	IT
				601-1020-543.22-01	2.18	Confined Space
				100-1001-514.22-01	61.07	Alix
				100-0801-521.22-01	27.13	PD
				100-0801-521.22-01	29.66	PD
				100-0801-521.22-01	13.16	PD
				100-0801-521.22-01	18.33	PD
				100-0801-521.22-01	1.95	PD
				100-0801-521.22-01	2.18	PD
				100-0801-521.22-01	36.52	PD
				100-0801-521.22-01	2.18	PD
				100-0801-521.22-01	39.67	PD
				100-0801-521.22-01	2.27	PD
				100-0801-521.22-01	0.94	PD
				100-0801-521.22-01	1.79	PD
				100-0801-521.22-01	1.58	PD
				100-0801-521.22-01	1.73	PD
				100-0801-521.22-01	16.72	PD
				100-0801-521.22-01	84.26	PD

AP Check Register Check Date: 10/31/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
US CELLULAR...	44240...	10/31/2013...	9467145...	100-0919-531.22-01	7.46	Nett
				100-0904-531.22-01	48.82	Drew
				100-1002-541.22-01	37.05	Radike
				100-0702-552.22-01	66.41	Tungate
				100-0703-553.22-01	106.91	Maas/Parks
				100-0304-562.22-01	74.31	Keil/Homan
				731-1022-541.22-01	79.87	Jacobson/PWF
				100-1008-541.22-01	5.76	Bursack
				601-1020-543.22-01	2.18	Sewer Truck
				Total for check: 44240		1,676.37
WAUSAU EQUIPMENT COMPANY INC	44241	10/31/2013	155763	100-1006-541.30-18	2,623.81	Aluminum Link/Shocks
				Total for check: 44241		2,623.81
WE ENERGIES	44242	10/31/2013	0000-310-958	100-0703-553.22-04	8.99	2170 Plank Road Gas
				100-0000-123.00-00	71.98	N-M Fire
				100-1001-514.22-04	56.17	City Hall
				100-0801-521.22-04	99.41	PD
				100-0920-531.22-04	14.57	Senior Center
				100-0601-551.22-04	129.15	Library
				100-0703-553.22-04	59.68	Parks
				100-0704-552.22-04	28.05	Pool
				207-0707-552.22-04	22.43	Marina
				731-1022-541.22-04	137.89	Garage
				Total for check: 44242		628.32
WINNEBAGO COUNTY CLERK OF COURTS	44243	10/31/2013		100-0000-201.03-00	650.00	Bond Report #13-3634
				Total for check: 44243		650.00

AP Check Register Check Date: 10/31/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WISCONSIN DEPT OF JUSTICE-TIME	44244	10/31/2013	T15994	100-0801-521.22-01	454.50	TIME System Access
			Total for check: 44244		454.50	
WISCONSIN SUPPORT COLLECTIONS	44245	10/31/2013	20131031	100-0000-202.03-00	955.49	PAYROLL SUMMARY
			Total for check: 44245		955.49	
WISCONSIN, STATE OF	44246	10/31/2013	328950	100-1001-514.20-04	50.00	City Hall
		10/31/2013	329215	100-0703-553.24-03	50.00	Memorial Building
			Total for check: 44246		100.00	
					406,570.76	



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: **October 31, 2013**

The below individuals have applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment within the City. They have all met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following people be **APPROVED** for an Operator's License for the 2013-2015 licensing period:

Andrea Howe
Bryn Erickson
Trisha Hendricks
Kimberlee Konetzke
Kathleen Galyardt
Blaythe Uerkwitz
Jamie Gast

ORDINANCE O - 5 -13

AN ORDINANCE AMENDING TITLE 5, CHAPTER 3 OF THE CODE OF ORDINANCES
(Fire Prevention Code - Re-inspections or Missed Appointments)

Introduced by Alderman Langdon

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 5, Chapter 3 of the Code of Ordinances of the City of Menasha, Wisconsin by creating SEC. 5-3-5 as follows:

Title 5 – Public Safety

CHAPTER 3

Fire Prevention Code; Hazardous Materials

SEC. 5-3-5 RE-INSPECTIONS OR MISSED APPOINTMENTS.

- (a) Any person who shall fail to comply with any lawful order of the Fire Chief or a designated NMFR representative, issued pursuant to the provisions of this Chapter, may be assessed a re-inspection fee, which fee shall be established by the Common Council.
- (b) The Fire Chief shall keep an accurate account of all unpaid inspection fees incurred for re-inspection or missed appointment services and such fees shall be charged to and paid by the parcel or lot owner. Notice of the bill for such fees shall be mailed to the last-known address of the owner of the parcel or lot and shall be payable within thirty (30) days after billing. Any charge not paid on or before the next succeeding November 15 shall be placed upon the tax roll for collection as other special municipal taxes.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this day of , 2013.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE O-6-13

AN ORDINANCE AMENDING TITLE 10, CHAPTER 1 OF THE
CODE OF ORDINANCES
(Parking Regulations – Parking For Two or More Consecutive Hours)

Introduced by Alderman Langdon.

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 10, Chapter 1, Article C, Sec.10-1-27(a)(19) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 10 – Motor Vehicles and Traffic

CHAPTER 1

ARTICLE C

Parking Regulations

.....

SEC. 10-1-27

.....

(a) **PARKING FOR TWO OR MORE CONSECUTIVE HOURS**

(19) The north side of First Street from a point 154 feet west of the west line of Racine Street to the east line of Milwaukee Street.

.....

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this day of , 2013.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



Memorandum

DATE: October 3, 2013
TO: Board of Public Works
FROM: Don Merkes, Mayor
RE: Recycling Program Recommendations from the Sustainability Board

The following information is based on a report by UW Fox Valley students presented to the Menasha Sustainability Board earlier this year.

Recycling has become part of our everyday lifestyle; residents of Menasha recycle .08 tons of recyclable products per capita each year, equal to the statewide average. Unlike our neighbors, most of whom have more frequent curbside collection, Menasha has monthly curbside collection. Since the inception of automated collection some residents have requested more frequent pickups to handle volume. We would like to increase recycling pickup, however, with our current equipment we would be unable to do so without increasing staffing or decreasing other services. As an alternative we have allowed residents to place overflow container(s) out along with their regular recycling container. About 200 households per month take advantage of this option.

Studies have shown that ease of recycling results in increased participation. In fact with the implementation of single stream recycling in our city the amount of recycled material collected increased by 37.7% in one year. Currently, Menasha averages 31.0 lbs of recyclables per household when considering only curbside collection. That average increases to 36.5 lbs per household when the Public Works Recycling Facility amounts are included. In comparison, Oshkosh averages 36.1 lbs, and Neenah averages 40.8 lbs per household. Earlier this year Menasha partnered with UW Fox Valley environmental science students to collect more information on residents use and satisfaction of the recycling program in the city. The students surveyed 117 residents in multiple neighborhoods; findings included:

- 85% of residents always recycle
- 72% were happy with the service
- 60% said that more frequent pickups would make recycling easier
- 49% were willing to pay more for more frequent recycling
- The most frequent reason for not recycling was "inconvenience"

Starting in 2014, for every ton of solid waste diverted from the landfill to the recycling center the city saves \$31 and reduces the need to construct new landfills. The city is moving forward with plans to further automate pickup, reduce solid waste, and increase recycling collection. We plan to do so by increasing recycling pickup, making fees more representative of actual costs, and maintaining or reducing employee hours dedicated to sanitation.

2014 Waste Reduction and Automation

- Continue vehicle replacement in July
 - Will allow most pickups of overflow refuse as part of regular route eliminating most usage of two person rear loading truck
 - Will allow most commercial pickups to be accomplished with a single person truck eliminating most usage of two person rear loading truck
- Increase cost of 96 gallon refuse container by 25 cents per pickup to 75 cents
- Reduce bulky item/overflow stickers from 6 to 5
- Encourage use of overflow containers and drop off site for recycling beyond 96 gallons per month

2015 Recycling Increase & Waste Reduction

- Increase curbside recycling to 18 pickups annual from 12 (because of changes in bulky pickup and commercial pickup this should be able to be accomplished without staffing increases)
- Increase cost of 96 gallon refuse container by 25 cents per pickup to \$1

By continuing the implementation of the multi-year Sanitation and Recycling plan the city will continue to decrease operation costs, miles driven, and waste to the landfill, while increasing convenience and service levels to our residents.

Enclosure

Good Enough? Assessing the Recycling Habits and Attitudes in the City of Menasha

Danielle Handler and Dr. Teresa Weglarz

UNIVERSITY OF WISCONSIN-FOX VALLEY

UNIVERSITY OF WISCONSIN
FOX VALLEY

BACKGROUND

- In January 2010, single-stream recycling collection began in the City of Menasha when Winnebago County, Outagamie County, and Brown County opened a jointly operated Single-Stream Recycling Processing Facility in Outagamie County.
- Single-stream recycling allows people to place recyclable paper, glass, plastics and metals in the same recycling container, reducing the need for residents to separate different types of recyclables.
- The Cities of Menasha, Oshkosh, and Neenah implemented single-stream recycling in 2010 and have used similar outlets for community education on recycling.
- The City of Menasha has approximately 6,400 recycling bins that can store up to 96 gallons of recyclable material, which gets picked up once per month.
- Before single-stream collection began in the City of Menasha, the annual average weight of residential recyclable materials collected from 2007-2009 was 866.9 tons.
- After single-stream collection began in the City of Menasha, the annual average weight of residential recyclable materials collected from 2010-2012 was 1,194.4 tons, a 37.7% increase of recycled material.
- The City of Menasha has the same recycling totals, 68 tons per capita, as statewide recycling collections in the state of Wisconsin for 2010 and 2011.

RESULTS OF STATISTICAL ANALYSIS OF RECYCLING DATA FOR MENASHA, OSHKOSH, & NEENAH

- Community recycling comparisons show that the City of Menasha has collected the lowest rate of recycled material per recycling bin, compared to the City of Oshkosh and City of Neenah since 2010. Recycling rates in Menasha also have decreased by 10.5% per bin since 2010. (See Table 1.)
- Data from the Public Works Departments of cities Menasha, Oshkosh, and Neenah was used to calculate the amount of recycled material collected per pick-up, then compared to neighboring communities. This data shows that having more frequent pick-ups of recycling has increased the amounts of material collected. (See Table 2.)
- Data collected by the City of Menasha and the City of Oshkosh was used to calculate the estimated weekly average weight of recycled material per bin, and per recycling pick-up, if recycling pick-up frequency is increased from 12 times to 20 times per year. We found total annual recycling rates could increase by as much as 9.3% with 20 recycling pick-ups per year, while recycling costs would increase by 38%. A pick-up schedule of 26 times per year would increase recycling by 17% with a 71% increase in costs. (See Figure 3.)

Table 1: Average weights of Recycling Materials Collected Annually per Bin

	2010	2011	2012
Menasha	415.3lbs	400.5lbs	371.5lbs
Oshkosh	417.8lbs	424.5lbs	433.3lbs
Neenah	493.3lbs	491lbs	490.1lbs

PARTNERS

City of Menasha Mayor Dan Menash
Superintendent of Public Works from Cities of Menasha, Oshkosh, and Neenah
Jennifer Seman, Recycling Specialist for Winnebago County
City of Menasha Sustainability Board

HYPOTHESIS AND OBJECTIVES

Hypothesis

Monthly curbside recycling pick-up decreases a communities recycling rate compared to communities that have more frequent recycling pick-ups per month.

Objectives

Conduct recycling surveys of City of Menasha residents.
Compare recycling rates in neighboring communities using City and County recycling data.

SURVEY RESULTS

- Groups of students in an environmental science class at UW-Fox Valley went door-to-door to conduct surveys in seven distinct areas in the City of Menasha. The 11-question survey, which assessed recycling habits, was completed by 117 residents.
- When asked how often do you recycle, 83% of surveyed residents said 'Always', and 15% said 'Sometimes'. Those answering 'Sometimes' received a follow-up question asking why, and what recyclables end up in the trash. The most frequent reason for not recycling was inconvenience. Residents reported that the recyclables which were most often put in the trash were paper and plastic.
- We found that 72% of the surveyed residents were happy with the recycling collection in the City of Menasha.
- When asked what the city could do to make recycling easier, 60% requested more frequent pick-ups.
- Residents were asked if they would be willing to pay slightly more to have recycling picked up more than once per month, 46% said 'Yes'.



CONCLUSIONS

- The majority of the City of Menasha residents surveyed reported recycling on a regular basis, however the City of Menasha has one of the lowest recycling rates in the area.
- The City of Menasha has a lower recycling rate compared to Oshkosh and Neenah. Oshkosh and Neenah have twice per month and weekly recycling pick-up, respectively. We suggest that the lower recycling rate in Menasha may be due to less frequent recycling pick-up (once a month). This is supported by an EPA report, "Waste Prevention, Recycling, and Composting Options: Lessons from 30 U.S. Communities," which suggests communities that have weekly refuse pick-ups and less frequent recycling pick-ups, may lead residents who have minimal storage for recyclables to dispose of their recyclables into their refuse container.
- Our findings are also supported by this EPA report which found that communities with weekly recycling collection have higher recycling rates.
- Based on our findings the City of Menasha's Mayor plans to explore strategies that encourage recycling and discourage refuse, while maintaining current employee staffing levels. The mayor has a goal for 2014 to increase recycling tonnage by 5% and decrease refuse tonnage by 5%. One strategy is to increase the recycling collection rate to 20 pick-ups per year.
- Our data suggests that if the City of Menasha increased the recycling collection rate to 20 times per year, the weekly average of recycled material per bin could be as much as 7.83lbs. The average weight per recycling pick-up could be 20.1lbs. This would result in a total of 1303 tons of recycled material collected in a year, increasing the recycling rate by 9.5%. This increase could delay costs incurred for construction of a new landfill.
- Communities with a higher recycling rate may increase both economic and environmental benefits. Recycling centers create jobs for communities and divert material from the landfill which saves local communities \$34/ton in refuse tipping fees. The valuable recycled material is reused by industries, reducing the need to use greater amounts of energy to extract new raw material from the limited natural resources available.



- High 6 Barrel
- Vehicle Costs
- Recycling Tipping Fee, \$15/ton
- Reduced Refuse Tipping Fee
- Sale of Additional Recycling



Figure 3: Additional tons and revenue for 20- and 26-recycling pick-up per year in the City of Menasha. Additional cost for wages and benefits were calculated based on additional hours needed to collect recyclables, and additional vehicle costs were estimated for increased fuel and maintenance. Additional revenue estimates for the sale of additional recyclables were based on recycling weights from the City of Oshkosh.

