

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, January 6, 2014
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Presentation to K-9 Corp from Kim Central Credit Union.
 - 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administrative Committee, 12/16/13](#)
 - b. [Board of Public Works, 12/16/13](#)
 - c. [NM Sewerage Commission, 11/26/13](#)
 - d. [Parks and Recreation Board, 12/9/13](#)
 - e. [Personnel Committee, 12/16/13](#)
 - f. [Plan Commission, 12/17/13](#)
 - g. [Police Commission, 10/17/13](#)Communications:
 - h. [PC Styka and CDD Keil, 12/18/13, Ordinance Violations Responsibility Sheet.](#)
 - i. [Rasmussen College, 12/20/13, Community Information Session.](#)
- G. CONSENT AGENDA
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
Minutes to approve:
 - 1. [Common Council, 12/16/13](#)Administration Committee, 12/16/13 – Recommends the Approval of:
 - 2. [City of Menasha and Neenah-Menasha YMCA Senior Center Collaboration Contract for the term January 1, 2014 to December 31, 2014.](#)Board of Public Works, 12/16/13 – Recommends the Approval of:
 - 3. [Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; Revise Completion Date to December 20, 2013 \(Change Order No. 4\).](#)
 - 4. [Change Order – Roger Bowers Construction, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01B; Revise Completion Date to December 20, 2013 \(Change Order No. 2\).](#)Personnel Committee 12/16/13 – Recommends the Approval of:
 - 5. [Organizational Structure Changes:](#)
 - a) Finance Department – Changes to the organizational structure of the Finance Department removing the position of Staff Accountant and adding the position of Finance Manager at Grade 25 on the non-represented salary range.
 - b) Parks Department – Changes to the organizational structure of the Parks & Recreation Department removing the park laborer/custodian position and adding the position of arborist/park caretaker at the wage scale of park caretaker.
 - c) Community Development – Changes to the organizational structure of the Community Development Department adding the position of Community Development Coordinator at the wage scale beginning at \$20.84 per hour.

Plan Commission 12/17/13 – Recommends the Approval of:

6. The Special Use Permit for the Menasha High School subject to the following conditions:

- That a lighting plan be submitted for review and approval by Community Development Department staff.
- That the parking lot landscaping as shown on the site plan be installed when the parking lot is resurfaced.
- That the City Forester reviews and approves the selection of canopy trees shown on the landscaping plan.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/19/13 and 1/2/14 in the amount of \$969,851.13.
2. Change of Agent for Kwik Trip Inc. 1870 USH 10/STH 114, Menasha from Jessica A. Hartjes to Lori Duj.
3. Beverage Operators License Applications for the 2013-2015 licensing period.

J. ORDINANCES AND RESOLUTIONS

1. R-1-14 Resolution Authorizing the Redemption of General Obligation Promissory Notes, Dated June 15, 2005 and General Obligation Promissory Notes, Series 2006C, Dated August 1, 2006.
2. R-2-14 Resolution Approving a Partial Property Tax Rescission/Refund.

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

MEETING NOTICE

Common Council – Monday, January 20, 2014 – 6:00 pm
Committee meetings to follow Common Council

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 16, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:15 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, PHD Nett, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 12/2/13](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [City of Menasha and Neenah-Menasha YMCA Senior Center Collaboration Contract for the term January 1, 2014 to December 31, 2014](#)

PHD Nett explained this is a renewal of the annual contract between the City and the YMCA for operating the Senior Center. The 2014 contract fee is \$89,100. A section on the renovation project at the Senior Center has been added to this contract.

Moved by Ald. Sevenich, seconded by Ald. Zelinski to recommend to Common Council City of Menasha and Neenah-Menasha YMCA Senior Center Collaboration Contract for the term January 1, 2014 to December 31, 2014.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Keehan to adjourn at 7:25 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
December 16, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:26 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [December 2, 2013](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. [Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; Revise Completion Date to December 20, 2013 \(Change Order No. 4\)](#)

DPW Radtke explained the change in the completion date is to complete construction work and to prepare project closeout documentation.

Moved by Ald. Langdon, seconded by Ald. Keehan to recommend to Common Council Change order for PTS Contractors, Inc, Ninth Street Lift Station Improvements Project, Contract E145-13-01A, revise completion date to Dec. 20, 2013 (Change Order No. 4) Motion carried on roll call 7-0.

2. [Change Order – Roger Bowers Construction, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01B; Revise Completion Date to December 20, 2013 \(Change Order No. 2\)](#)

DPW Radtke explained the change in the completion date is to complete construction work and to prepare project closeout documentation.

Moved by Ald. Langdon, seconded by Ald. Keehan to recommend to Common Council Change order for Roger Bowers Construction, Inc, Ninth Street Lift Station Improvements Project, Contract E145-13-01B, revise completion date to Dec. 20, 2013 (Change Order No. 2). Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Keehan, to adjourn at 7:30 p.m.

Motion carried on voice vote.

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

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday November 26, 2013

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

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

Excused: Commissioner Kathy Bauer.

Also Present: Tom Kispert (McMAHON); Rob Franck, Paul Much (MCO); Steve Coburn (Town Neenah); Chris Reichelt (McClone Agency).

November 13, 2013 Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Falck to approve the minutes from the November 13, 2013 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

November 7, 2013 letter from Robert Hannes, DNR to President Dale Youngquist, NMSC.
RE: DNR approval of change orders.

November 18, 2013 letter from Robert Hannes, DNR to President Dale Youngquist, NMSC.
RE: DNR approval of change orders.

To accommodate those in attendance, motion by Commissioner Gunz second by Commissioner Zielinski to proceed to Agenda item J – McClone Agency update on insurance renewal. Motion carried unanimously.

Chris Reichelt, McClone Agency distributed his presentation on renewal rates received for 2014 property and liability insurance coverage's; the information in the presentation was received Monday afternoon (November 25). Chris Reichelt discussed the differences in the quoted coverage's from Travelers and Cincinnati. Cincinnati is offering the lowest pricing; this company has been in existence for many years but they are new to quoting business in the Midwest. The Commission questioned rates for higher deductibles; Chris will inquire to obtain pricing for higher deductibles and report back to the Commission at the December 17 meeting.

The Commission returned to the Agenda as published.

Old Business

Property Encroachments. Commissioners discussed and deferred the matter to a later date.

MCO Contract. President Youngquist reported on the progress of the negotiations; we are 95% complete with 1 – 2 points to iron out the details. The plan is to have a final draft distributed to

the Commissioners by December 6 and to take action on the contract at the December 17th meeting. Commissioner Gunz expressed his concern with further discussing of the contract in closed session; it would be bad public policy to handle it in this manner.

Town Holland Request of NMSC to accept waste. Attorney Thiel reviewed the agreement and has approved the limited term memorandum. After discussion motion by Commissioner Gunz second by Commissioner Zielinski to approve the Memorandum of Understanding Agreement between the NMSC and the Town of Holland Sanitary District 1. Motion carried unanimously.

Evaluation of NMSC metering stations. Manager Much reported he reviewed a draft report and responded to items in the draft report.

New Business

Operations, Engineering, Planning

Phosphorus Removal – Tom Kispert reported he is expecting a report the first week of December from the Pilot testing that was performed.

Construction Progress Update. Tom Kispert reminded the Commission that substantial completion is November 27th. A punch list is being made; there are painting, coating, and electrical items that will not be completed by the substantial completion date.

After further discussion on the ongoing work, motion by Commissioner Gunz, second by Commissioner Falck to approve Certificate for Payment #13 with August Winter & Sons, Inc. in the amount of \$1,701,798.37 for plant modifications. Motion carried unanimously. Motion by Commissioner Gunz, second by Commissioner Sambs to approve change orders #29 for a time extension and #30 for a contract decrease of \$(2,806.47) with August Winter & Sons, Inc. for plant modifications. Motion carried unanimously. Tom further reported on proposals that are currently pending for change orders. Tom further reported on and discussed the HSI issues to be resolved which include more manufacturing flaws that have been found since the last Commission meeting. Further discussion ensued on the new manufacturing flaws discovered. President Youngquist questioned if we could use monies not paid to HSI to make repairs and programming corrections; Commission further discussed alternatives to HSI. Commissioner Gunz explained why the Commissioners cannot make a decision on this matter; we need a recommendation from our experts with McMahon and MCO to tell us how to proceed and move forward with the issue. Tom reported they will get together to discuss and prepare a plan.

Motion by Commissioner Gunz, second by Commissioner Falck to approve for payment McMahon invoices #46063, #46064, #46065, #46066, #46067, #46068, #46069, and #46070 in the amounts of \$149.76, \$72,300.00, \$5,200.00, \$1,400.00, \$440.00, \$29,755.25, \$6,600.00, and \$92,000.00. Motion carried unanimously.

Manager Much reported the current industrial contract with Sonoco ends on December 31, 2015. Manager Much and Commissioner Gunz further reported on the history why a contract was required for the larger industries. With the wording in the Ordinance-Contract the requirement for contracting with the industries can be argued it was only for the plant project from the mid 1980's. Commissioner Gunz indicated he did not think we need to maintain a contract with Sonoco;

Commissioner Gunz further indicated discussions should be held with Menasha regarding the possibility of the Commission not having an industrial contract with Sonoco. After discussion it was the consensus of the Commission to have Manager Much contact the City of Menasha representatives to inform them of the intent of the Commission to not renew the Sonoco agreement when it expires and to request their input.

Sanitary Sewer Extension. Motion by Commissioner Gunz, second by Commissioner Zielinski to approve the sewer extension request from Martenson & Eisele, Inc. for Kambura Acres Subdivision located in the Waverly Sanitary District, Village of Harrison. Motion carried unanimously.

Operating Report. Manager Much reported the mercury loading from the City of Neenah has dropped. The electrical usage in the plant is down – looks like it is due to a drop in the loadings to the plant. Sludge loading of the vehicles and hauling has been going good with Gizmo, LLC. After discussion, motion by Commissioner Zielinski second by Commissioner Gunz to approve the Operating Report for October.

Budget, Finance, Personnel

Accountant Voigt discussed the Financial Statements for the month of October 2013. After discussion, motion by Commissioner Zielinski, second by Commissioner Gunz to accept the financial statements for the month of October, 2013. Motion carried unanimously.

Accountant Voigt discussed the Snow Plowing and Removal Agreement with Levenhagen Oil Corporation; there are no changes from the previous year. Motion by Commissioner Zielinski, second by Commissioner Sambs to approve the 2014 Snow Plowing and Removal Agreement with Levenhagen Oil Corporation. Motion carried unanimously.

Accountant Voigt discussed the Accountant's Report for October 2013. The interest rates on the checking and money market accounts have not changed. MCO generated \$5,100 in income for the Commission in October. Accountant Voigt reported the Cash Flow report was updated to current known information. Motion by Commissioner Gunz, second by Commissioner Sambs to accept the Accountant's Report and Cash Flow Report for the month of October 2013. Motion carried unanimously.

President Youngquist reported there is no need to convene into Closed Session.

Motion made by Commissioner Gunz, seconded by Commissioner Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:12 a.m.

President

Secretary

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, 3rd Floor City Hall
140 Main Street, Menasha
December 9, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:07 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Lisa Hopwood, Ald. Mark Langdon, Tom Marshall, Cindy Schaefer-Kemps, Nancy Barker

MEMBERS EXCUSED: Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINUTES TO APPROVE

1. **Minutes of the November 11, 2013 Park Board Meeting**

Moved by Ald. M. Langdon, seconded by L. Hopwood to approve the November 11, 2013 Park Board minutes. Motion carried.

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

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report – PRD Tungate**

PRD Tungate reported on the Holiday Hayride. Attendance was down due to the cold temperatures, but it was still a well attended, successful event. He also updated the Board on anticipated hiring plans for the Administrative Assistant position in Parks and Recreation and an Arborist position in the Parks Department. The Administrative Assistant position will be the first position to be filled, followed about a month later by the Arborist position. PRD also mentioned staffing for the ice rink.

2. **Park, Pool and Vandalism Report – PS Maas**

PS Maas reported on preparing for the Holiday Hayride, ice rink flooding will begin on Dec. 10, some trees and invasive shrubs will be removed at the new park in preparation for trails leading to and within the park.

F. DISCUSSION

1. **Removal of Soccer Ball Control Fence at Clovis Grove Park**

PS Maas stated that the short section of chain link fencing along Ida Street that used to attempt to block stray soccer balls is no longer needed. The position of the soccer field will remain in its existing north/south configuration. The Board concurred with staff's recommendation to remove the fence. Removal may not occur until spring.

2. **Gilbert and New Park Update**

PRD Tungate stated that internal discussion has been occurring on a regular basis primarily concerning the proposed realignment of the Gilbert project trail near the pond. It appears a recommendation will be going to the Plan Commission and Common Council about placing the trail along the pond and accepting a small donation of land around the pond. The cost of realigning the trail, based on estimates from the engineering firm, is not significantly different

from the original alignment. The hope is that this project can be bid sometime in February. PRD Tungate also explained about recent meeting/presentation he had with the Menasha Rotary. The Rotary was asked to consider becoming a lead sponsor for developing the new park on the City's far east side. If their sponsorship participation is significant enough, it may lead to naming the park after the Rotary club. It was mentioned that a timeline for park development is somewhat dictated by when a grading/drainage plan can be done. Staff has been in contact with the developer of the land north and east of the park and are attempting figure out a way to get a grading/drainage plan done in a timely manner. The same conceptual maps and playground graphics that were presented to the Rotary were on display at the Board meeting. At the January Board meeting, a date to hold a public information/input session about the new park will be discussed.

G. ACTION ITEMS

1. Approval of 2014-2016 Harbormaster Contract

Motion by L. Hopwood, seconded by N. Barker to approve a three year extension with Diane Schabach to continue to manage the marina. The agreement remains essentially unchanged. The two changes were to move her weekend starting time back from 8:00 am to 9:00 am and to give her a flat rate increase of \$750 per year. PRD Tungate stated that he had been advised by CA Captain that it was in the purview of the Board to approve the Harbormaster contract. Motion carried.

2. Oak Tree Removal – Corner of Nicolet Blvd. and Park Street

Motion by L. Hopwood, seconded by N. Barker to approve the removal of the oak tree on the corner of Nicolet Blvd. and Park Street. PS Maas had a photo of the tree, which was in extremely poor condition and almost completely dead. It was also near a sidewalk and presented some safety risk. The policy of the Board is to approve all tree removals greater than 20" in diameter. Motion carried.

I. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

J. ADJOURNMENT

Moved by L. Hopwood, seconded by Ald. M. Langdon to adjourn at 7:21 p.m. Motion carried.

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 16, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Langdon at 7:34 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski
Mayor Merkes

EXCUSED: Alderman Englebert

ALSO PRESENT: CA/HRD Captain, PC Styka, CDD Keil, ASD Steeno, PRD Tungate,
Pk Supt Maas, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 12/2/13](#)

Moved by Ald. Nichols, seconded by Ald. Taylor to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Organizational Structure Changes:](#)

- a. Finance Department – Finance Manager
- b. Parks Department – Arborist/Park Caretaker
- c. Community Development – Community Development Coordinator

CA/HRD Captain explained staff is seeking authorization to eliminate the position of Staff Accountant and create the position of Finance Manager. This is part of the creation of the Administrative Services Department as recommended by the Springsted study. The position elevates the responsibilities of the current Staff Accountant. General discussion ensued on the position and wage scale.

Moved by Ald. Sevenich, seconded by Mayor Merkes to recommend to Common Council Changes to the organizational structure of the Finance Department removing the position of Staff Accountant and adding the position of Finance Manager at Grade 25 on the non-represented salary range.
Motion carried on roll call 8-0.

CA/HRD Captain explained staff is seeking authorization to eliminate the position of park laborer/custodian and replace with arborist/park caretaker in the Parks and Recreation Department due to changing needs of the City. General discussion ensued on the position and wage scale.

Moved by Ald. Sevenich, seconded by Ald. Nichols to recommend to Common Council Changes to the organizational structure of the Parks & Recreation Department removing the park laborer/custodian position and adding the position of arborist/park caretaker at the wage scale of park caretaker.
Motion carried on roll call 8-0.

CA/HRD Captain explained staff is seeking authorization to create the position of Community Development Coordinator in the Community Development Department. This position will be responsible for some of the daily Community Development duties including zoning and permitting. Currently some of the duties are being performed by the Principal Planner and Director. This will free up the Principal Planner and Director to focus more on economic development.

General discussion ensued on the position and wage scale.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council Changes to the organizational structure of the Community Development Department adding the position of Community Development Coordinator at the wage scale beginning at \$20.84 per hour.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Nichols, seconded by Ald. Keehan adjourn at 8:08 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
December 17, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner and Commissioners Cruickshank, DeCoster and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke and Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, David Elliott and Brian Adesso - Menasha Joint School District, and Jim Lundberg - Point of Beginning.

C. MINUTES TO APPROVE

1. **Minutes of the December 3, 2013 Plan Commission Meeting**

Motion by Ald. Benner, seconded by Comm. Cruickshank to approve the December 3, 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. **Special Use Permit – 420 Seventh Street – Menasha High School Addition/Renovation**

CDD Keil informed commissioners of the changes to the site plan that have been made since the last meeting. These included the addition of gates on the dumpster enclosure, the addition of a sidewalk on the south side of Eighth Street, changes to the existing lighting on the north side of the building, and changes to the erosion control plan.

Jim Lundberg described the sidewalk alignment and its relationship to the street and the site. Dave Elliot commented on the lighting plan and the disposition of the football equipment on the north side of the site.

Commissioners discussed the future conveyance of the sidewalk and terrace from the school district to the city and the content of the lighting plan to be furnished to the city.

Ald. Benner made, and Comm. Sturm seconded a motion to recommend approval of the Special Use Permit for the Menasha High School subject to the following conditions:

- That a lighting plan be submitted for review and approval by Community Development Department staff.
- That the parking lot landscaping as shown on the site plan be installed when the parking lot is resurfaced.
- That the City Forester reviews and approves the selection of canopy trees shown on the landscaping plan.

The motion carried.

G. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Cruickshank to adjourn at 4:50 p.m. The motion carried.



President Ron Duuck called the meeting to order October 17 at 4:50PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present:, Ron Duuck, Chief Styka, Marshall Spencer Jason Dionne

Excused absences: Tony Gutierrez, Terri Reuss

Meeting minutes

- Jason motioned to accept the August 22, 2013 minutes. Ron seconded and the motion was unanimously supported.

Motion to delay normal business

- Since two commissioners were absent due to illness/ excused absence, Jason made a motion to delay the general business discussion until the next meeting. Marshall seconded the motion which was unanimously supported.

Closed session

- At 5:00PM Marshall made a motion to enter into closed session. Jason seconded and the motion was unanimously supported.

CLOSED SESSION Wisconsin statutes sec 19.85 (1)(c)

- Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
- Open patrol position (consideration of candidates)

Adjourn: Motion by Jason seconded by Ron, at 7:23PM. The motion was unanimously supported.

- The next bi monthly meeting will be held December 19, 2013 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

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

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

Respectfully submitted by,
Marshall Spencer, acting on behalf of Commission Secretary Terri Reuss



To: Members of the Common Council

From: Chief Tim Styka
Community Development Director Greg Keil

Date: December 18, 2013

RE: Ordinance Violations Responsibility Sheet

In the Personnel Committee Meeting on December 16th, 2013 there was a discussion on how the enforcement of ordinances violations can vary across several different departments. About a year ago staff did create the attached worksheet to provide some organization in dealing with these situations.

Please find attached a copy of this worksheet. We hope you find it useful in know who will deal with each type of problem.

Dept responsible for Violation

Priority

* done by CEU when no CSO on duty

1 = high, 2 = Medium, 3 = Low

ORDINANCE	PRIORITY	CEU	PD	CSO	PWD/Cgar	CD / ZONE	CD/ INSP	FIRE	HEALTH	CTY CLERK
Open Burning	1	X	X					X		
Dirt/Rubbish Sidewalk	3	X			X					
Excavations	1				X					
Snow/Ice	2				X					
Placing Numbers Residence	3			X						
Title 6 Chap 8	3				X					
Dog/Cat Lic	3	X *		X						
Rabies Req	2	X *		X					X	
Rabies Quatantine	2	X *		X					X	
Vicious Animals	1	X	X							
Animals at Large	1	x*		X						
Limit on Number of	1	X*		X						
Animal as Public Nuisance	2	X								
Animal Feces	2								X	
Injury Animal	2	X		X						
Barking Dogs/Howl Cats	2	X*		X						
Prohibited Animals	1	X								
Wild Animals	1	X								
Weeds	3				X					
Lawn/Grass	3				X					
Refuse Storage	1	X			X					
Non-collect Materials	3				X					
Refuse outside City	2				X					
Compost Boxes	2	X							X	
Removal Reccclables	3				X					
Non separated Recycle	3				X					
Parking Restrictions	2	X*		X						
Over 10000lb/16ft	3	X*		X						
Abandoned vehicle	2	X		X						
Parking Bike's	3			X						
Junk Vehicles	2	X								
Littering	3	X		X						
Open Cisterns/Wells etc.	1								X	

Dept responsible for Violation

Priority

* done by CEU when no CSO on duty

1 = high, 2 = Medium, 3 = Low

Abandoned Refrigerators	1	X		X						
Storage of Junk	3	X								
Public Nuisance Prohibited	3	X								
Public Nuisance Defined	3	X								
Public Nuisance/Health	2	X							X	
Public Nuis. Peace/Safety	2	X								
Public Nuis Morals/Decency	2	X								
Chronic Nuisance	2		CPO							
Non Conform Use	3					X				
Off Street Parking	3	X*		X						
Store/Park RV's	3	X								
Vision Clearance/Intersection if Terrace	2				X					
Vision Clearance/Intersection if Zoning Issue	2					X				
Obstruction by Trees/Schrubs Immediate Issue	2				X					
Obstruction by Trees/Schrubs Zoning/Planning						X				
Signs (permanent)	3					X				
Signs (ROW)		X		X						
Garages/Accessory Build (Zoning)	3					X				
Home Occupations	2					X				
Rummage Sales/Signs	3	X		X						
Storage Firewood	3	X								
Fences/Hedges	3	X				X				
Mobile Storage	3	X								
Food License Holder									X	
Swim Pools (health issues)									X	
Swim Pools (building)	1						X			
Housing Code-Ext. Vios		X								
Housing Code-Int. Vios							X			

Dept responsible for Violation

Priority
1 = high, 2 = Medium, 3 = Low

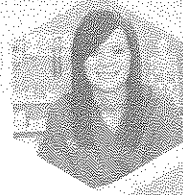
* done by CEU when no CSO on duty

Drainage / Grading - Private Property					X	X				
Illegal Discharge					X					
Driveways						X				
City Parking Lots			X		X					
Public Parking Lots					X					
Erosion Control - Res							X			
Erosion Control - Bus /Ind					X					
Fair Housing						X				

COMMUNITY INFORMATION SESSION

THURSDAY, JANUARY 16TH

We cordially invite you to participate in a lunch and information session designed specifically for the elected officials who serve our students in the Fox Cities area.



**RASMUSSEN
COLLEGE**

rasmussen.edu

RASMUSSEN- APPLETON
CAMPUS
3500 EAST DESTINATION DRIVE
APPLETON
11:30-1:00

PLEASE RSVP 920-750-5900

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 16, 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 Benner, Taylor, Sevenich, Keehan, Zelinski, Nichols, Langdon

EXCUSED: Alderman Englebert

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

D. PUBLIC HEARING

1. [Special Use Permit - 420 Seventh Street - Menasha High School Addition/Renovation](#)

CDD Keil gave a brief explanation of the request from Menasha School District for a Special Use Permit.

James Taylor, 340 Broad Street, Menasha. Concerned the addition to Menasha High School will be seamless and worth the money being spent on the project.

No one else spoke - Mayor Merkes called the Public Hearing to a close.

2. [Special Use Permit - 336 Chute Street - Biechler's Chute St. Pub and Apartments](#)

CDD Keil gave a brief explanation of the request from Roger Biechler, property owner, for a Special Use Permit.

Lynn Ann Sauby, 339 Broad Street, Menasha. Ask Council to hold on Special Use Permit until all final plans of the project have been approved.

John Nebel, 339 Broad Street, Menasha. Concerned with high traffic area. Urge Council to hold on Special Use Permit until all final plans approved.

No one else 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)

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Presentation to K-9 Corp from Crime Stoppers

Representatives from Crime Stoppers presented a contribution of \$500 to PC Styka for the K-9 Corp fundraiser. PC Styka thanked the organization.

2. [Matt Ferris, Xavier, All-Area Football Player of the Year Proclamation](#)

Mayor Merkes presented and read the Proclamation recognizing the accomplishments of Menasha resident Matt Ferris.

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

Minutes to receive:

- a. [Administrative Committee, 12/2/13](#)
- b. [Board of Health, 10/9/13](#)
- c. [Board of Public Works, 12/2/13](#)
- d. [City Hall Safety Committee, 10/4/13](#)
- e. [Committee on Aging, 10/10/13](#)
- f. [Landmarks Commission, 12/11/13](#)
- g. [Library Board, 11/21/13](#)
- h. [NMFR Joint Finance & Personnel Committee, 12/3/13](#)
- i. [Personnel Committee, 12/2/13](#)
- j. [Plan Commission, 12/3/13](#)
- k. [Public Works/Parks Safety Committee, 10/22/13](#)
- l. [Water & Light Commission, 11/27/13](#)

Communications:

- m. [Mayor Merkes, 12/12/13 RFP Menasha Utilities – Power System Engineering](#)
- n. [CDD Keil, 12/13/13, Special Use Permits- 336 Chute St. and Menasha High School](#)
- o. [DPW Radtke, 12/12/13, Application for STP-Urban Funds – Broad St. and Lake Park Rd.](#)
- p. [Proclamation Saluting Manderfield's Bakery, 12/12/13](#)
- q. [Fox Cities Regional Partnership, 12/9/13](#)
- r. [CA/HRD Captain to ASD Steeno, approval of the partial grant of \\$7,000 to Shelly VanDehy for the Reserve Liquor License.](#)
- s. [CA/HRD Captain to ASD Steeno, approval of the partial grant of \\$7,000 to Salsa's Mexican Restaurant, LLC for the Reserve Liquor License.](#)
- t. [The Wire, December 13, 2013](#)
- u. [ASD Steeno, 12/16/13, 2013 Tax Rate Details](#)

Moved by Ald. Benner, seconded by Ald. Langdon to receive Minutes and Communications A-U.

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, 12/2/13](#)

Administration Committee, 12/2/13 – Recommends the Approval of:

2. [Accept 2012 City of Menasha Audit Report.](#)
3. [Renewal of Underground Storage Tank insurance coverage accepting the quotation of ACE American Insurance Co. for 1 year in the amount of \\$3,880.00.](#)

Board of Public Works, 12/2/13 – Recommends the Approval of:

4. [Street Use Application – FirstEve Fox Cities; Tuesday, December 31, 2013; 10:30 PM – 12:15 AM \(Community Forward, Inc./Doty Island Development Council\).](#)

Personnel Committee 12/2/13 – Recommends the Approval of:

5. [A 1% pay increase effective 1/5/14 for City non-represented employees.](#)

Plan Commission, 12/3/13 – Recommends the Approval of:

6. [The Special Use Permit for 336 Chute St. with the following conditions:](#)
 - a. [That the dumpster enclosure be relocated to the northwest corner of the parking lot.](#)
 - b. [The parking lot and landscaping improvements be initiated by June 1, 2014.](#)
 - c. [That any storm water plan and or facilities be subject to review and approval by the Public Works Department.](#)
 - d. [That four of the stalls in the parking lot be dedicated to apartment tenants.](#)
 - e. [That a lighting plan be submitted to the Community Development Department for review and approval.](#)
 - f. [That the fence be removed from the landscape Transitional Area.](#)

- g. That additional detail be provided on the railing around the outdoor seating area for review and approval by the Community Development Department.

Ald. Sevenich requested to remove from Consent Agenda item 6, Special Use Permit for 336 Chute Street.

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda Items 1 – 5.

Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda Item 6, Special Use Permit for 336 Chute Street with conditions listed.

General discussion ensued on parking issues, sound barriers, procedures of State approving plans and issuing of building permits.

Roger Biechler, owner, addressed some of the concerns of the Council.

Motion carried on roll call 6-1. Ald. Zelinski voted no.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/12/13 in the amount of \$522,299.02.

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

General discussion ensued on expenditures.

Motion carried on roll call 7-0.

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

Moved by Ald. Nichols, seconded by Ald. Taylor to approve Beverage Operators License Applications as submitted.

Motion carried on roll call 7-0.

3. Poll Worker Appointments for the City of Menasha for the 2014-2015 election years, pursuant to Wis. State Statute §7.30.

Moved by Ald. Nichols, seconded by Ald. Keehan to approve appointments as submitted.

Motion carried on voice vote.

J. ORDINANCES AND RESOLUTIONS

1. R-21-13 Resolution Regarding the Official Depositories of the City of Menasha (Introduced by Mayor Merkes) (Recommended by Administration Committee)

Moved by Ald. Benner, seconded by Ald. Langdon to adopt R-21-13.

Motion carried on roll call 7-0.

2. R-22-13 Resolution Declaring Terms of Principal Repayment for Refinancing Outstanding Debt (Introduced by Mayor Merkes)

Moved by Ald. Benner, seconded by Ald. Langdon to adopt R-22-13.

Motion carried on roll call 7-0.

K. APPOINTMENTS

1. Appointment of Ray Zielinski, 602 School Court, Menasha to Neenah-Menasha Sewerage Commission, Jan 2014 – Jan 2017

Moved by Ald. Sevenich, seconded by Ald. Keehan to approve appointment of Ray Zielinski to Neenah-Menasha Sewerage Commission for the term Jan 2014-Jan 2017.

Motion carried on voice vote.

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)

James Taylor, 340 Broad St, Menasha. 20th Annual New Year's Eve – broadcasting by WFRV-TV –
Channel 5

O. ADJOURNMENT

Moved by Ald. Nichols, seconded by Ald. Langdon to adjourn at 7:12 p.m.
Motion carried on voice vote.

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

**City of Menasha
and
Neenah-Menasha YMCA
Senior Center Collaboration
Contract 2014**

I. Preamble

Whereas the Neenah-Menasha YMCA and the City of Menasha are committed to helping our seniors in our community in their pursuit of wellness and social outlets. Whereas collaboration between the Neenah-Menasha YMCA and the City of Menasha will provide enhanced services and programs for the senior citizens of the community and maximize the available resources of the City of Menasha and the Neenah-Menasha YMCA.

II. Responsibilities of the Neenah-Menasha YMCA

The Neenah-Menasha YMCA (YMCA) would serve as the operation agent for the City of Menasha Senior Center. The YMCA will serve as the scheduling agent for the facility and book use of the facility by outside groups during closed times. The YMCA will be responsible for the management of the day to day operations of the facility along with all programming. The YMCA will employ and supervise all staff along with supervising any volunteers. All Program and Administrative staff at the Menasha Senior Center will be employees of the YMCA. All staff will be CPR/First Aid Certified and will complete all trainings as specified by YMCA policies. All staff will have a signed job description on file and will receive yearly performance appraisals.

Programming will be considered YMCA programming and will fall under the YMCA Volunteer Board of Directors oversight and counsel. Minimum programming will be as set forth on *Attachment 1*. At a minimum, the hours of operation at the Senior Center shall be 40 hours per week, Monday through Friday.

On a quarterly basis, the YMCA will provide written updates to the City of Menasha as to its planned programming at the Senior Center. The YMCA will keep adequate records of all expenses and revenues related to the Agreement and will provide at least a quarterly report to the City of Menasha. The YMCA shall own and maintain records from program operations of this Agreement for at least (7) seven years. All YMCA records related to this Agreement will be open for inspection upon reasonable notice by the City of Menasha or any member of the public.

III. Responsibilities of the City of Menasha

The City of Menasha will allow the Neenah-Menasha YMCA to utilize the Menasha Senior Center facility at no cost for older adult programming. The City of Menasha will be responsible for all general maintenance and upkeep of the building. Fixed items will be the responsibility of the City of Menasha to upkeep and repair. Repairs or updates should be scheduled in order to minimize disruption of programs or operations. City employees may access facility at any time to perform duties or ensure upkeep of the Center. Furnishings existing at the Senior Center on the first day of this Agreement will remain at the Senior Center and be available for continued use until the end of its useful life. The City will

also provide Internet access for both the office and general use computers.

- IV. During the term of this Agreement, Advocap meal program will be allowed to continue to use the Menasha Senior Center facility, Monday through Friday, per their contract with the City of Menasha.

V. Program and Facility Costs/Revenues

The YMCA will be responsible for all program costs including, operational cost, staffing charges, utilities, supplies, IT equipment and services, licensing and miscellaneous expenses of the Senior Center including snow removal on the sidewalks, grass cutting and housekeeping. The City of Menasha will continue snow removal on the driveway and parking lot areas. Equipment owned by the YMCA will remain as property of the YMCA. Replacement furnishings at the facility will remain as property of the YMCA. Replacement furnishings at the facility will be the responsibility of the YMCA as cost of operations. The YMCA will include the Menasha Senior Center in its Active Older Adult Budget and will be responsible for creating an operational budget that fits within the contract fee. The YMCA will keep First Aid kits in program areas and at the reception desk. Kits will be the responsibility of the YMCA and will be restocked as needed by YMCA staff. Incident/ accident reports for participants and staff will be managed by the YMCA and a copy of each report will be forwarded to the City within 3 days of any incident/accident.

The City of Menasha will be responsible for all facility costs including repairs, maintenance and upkeep. Any inspections and assessments will be the responsibility of the city. The City of Menasha will equip and maintain the facility with the proper amount of fire extinguishers as required by city codes. An AED will be located in the common area and maintained by the City of Menasha staff. Supplies for maintaining the AED are the responsibility of the City of Menasha.

In 2014, the City of Menasha anticipates undertaking a renovation project at the facility. All monies raised for the project, including fundraising and all purchases made with Community Development Block Grant funding remains with the City of Menasha.

In addition, the City of Menasha will pay the Neenah-Menasha YMCA ~~on a quarterly basis a contract fee of~~ a contract fee of \$89,100, payable on a quarterly basis, for program finances that the YMCA incurs from programming at the Senior Center from January 1, 2014 to December 31, 2014.

All revenues received by the YMCA for programming as set forth in *Attachment 1* will be collected by and belong to the YMCA, except revenues from outside group rentals, program donations, and donations for the *Legacy Account* which will belong to and managed by the City of Menasha.

The City of Menasha will be responsible for the City of Menasha Health Department 60 Plus program. Any program fees collected for the City of Menasha Health Department 60 Plus program will belong to and be maintained the City of Menasha Health Department.

Annually, the parties will exchange financial information regarding program and facility costs and revenues in order to prepare the following year's budget and contract fee. In determining, subsequent years contract fees, it is expected that as rental fee income increases, the Tax-Based Subsidy can decrease.

VI. Facility

The scheduling and operating of the Menasha Senior Center facility will be controlled by the Neenah-Menasha YMCA. Primary scheduling of the facility will be for older adult programming and activity. The City of Menasha can reserve space in the facility as long as it does not negatively impact operations or programming. Generally the facility may be used for outside group rental on Friday through Sunday or when available Monday through Sunday. The YMCA will also have the option of utilizing the facility after hours for special events or trainings related to the older adult programming.

VII. Facility Safety

Compliance with all health and safety codes will be the joint responsibility of the City of Menasha and the Neenah-Menasha YMCA.

VIII. Terms of the Agreement

This 1-year agreement will run from January 1, 2014 to December 31, 2014. A new agreement will be put into place for 2015 by December 1, 2014 if agreeable to both parties.

This agreement can be terminated by either party by providing written notification (90) ninety days before end date.

IX. Insurance

The Neenah-Menasha YMCA and the City of Menasha will hold each other harmless in this agreement and each shall retain appropriate insurance coverage for malpractice, comprehensive, general liability and director and officer coverages. The YMCA will also hold liability insurance for the staff and for programs.

Miscellaneous Items

- This written agreement is the entire contract and can only be modified in writing by both of the parties.
- This agreement will be subject to the laws of the State of Wisconsin
- No third party rights are created by this agreement

President/CEO signature
YMCA of the Fox Cities

Date

Mayor
City of Menasha

Date

CHANGE ORDER NO: CO-1451301A-04DATE: November 5, 2013

KAEMPFER & ASSOCIATES, INC.
 Consulting Engineers
 650 East Jackson Street
 Post Office Box 150
 Oconto Falls, WI 54154

PROJECT: Ninth Street Sewage Lift Station Improvements

OWNER: City of Menasha
 140 Main Street
 Menasha, WI 54952

ENGINEER'S PROJECT NO.: E145-08.07
 STATE/FEDERAL PROJECT NO.: S-2012-0470

OWNER'S PROJECT NO.: --
 CWF LOAN NO.: 5101-06

CONTRACTOR: PTS Contractors, Inc.

CONTRACT DATE: April 5, 2013COMPLETION DATE: November 5, 2013

ADDRESS: 4075 Eaton Road
 Green Bay, WI 54311

REVISED COMPLETION DATE: December 20, 2013

CONTRACT: E145-13-01A Sewage Lift Station Modifications

You are directed to make the changes noted below in the above contract and this Change Order becomes a part of your contract, subject to all the conditions thereof;

NATURE OF CHANGE: Revise completion date to complete construction work, and to prepare project closeout documentation and process the final payment request.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 45 DAYS

Enclosures: None

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	\$ <u>279,681.48</u>
Net (Increase / Decrease) Resulting from this Change Order	\$ <u>0.00</u>
Current Price, including this Change Order	\$ <u>279,681.48</u>

The above changes are approved:

FOR THE ENGINEER:

By:

Taryn S. Nall
 Taryn S. Nall, P.E.

Date:

12/9/13

FOR THE OWNER:

By:

Mark Radtke
 Mark Radtke, P.E.

Date:

The above changes are accepted:

FOR THE CONTRACTOR:

PTS Contractors, Inc.

By:

Mark Schleis
 Mark Schleis, Vice President

Date:

12-5-13

CHANGE ORDER NO: CO-1451301B-02DATE: July 8, 2013

KAEMPFER & ASSOCIATES, INC.
Consulting Engineers
650 East Jackson Street
Post Office Box 150
Oconto Falls, WI 54154

PROJECT: Ninth Street Sewage Lift Station Improvements

OWNER: City of Menasha
140 Main Street
Menasha, WI 54952

ENGINEER'S PROJECT NO.: E145-08.07
STATE/FEDERAL PROJECT NO.: S-2012-0470

OWNER'S PROJECT NO.: --
CWF LOAN NO.: 5101-06

CONTRACTOR: Roger Bowers Construction, Inc.

CONTRACT DATE: May 9, 2013COMPLETION DATE: July 8, 2013

ADDRESS: W1486 Kelso Road
P.O. Box 346
Kaukauna, WI 54130

REVISED COMPLETION DATE: December 20, 2013

CONTRACT: E145-13-01B Sewage Force Main Replacement

You are directed to make the changes noted below in the above contract and this Change Order becomes a part of your contract, subject to all the conditions thereof;

NATURE OF CHANGE: Revise completion date to complete construction work, and to prepare project closeout documentation and process the final payment request.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 165 DAYS

Enclosures: None

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	\$ <u>189,272.35</u>
Net (Increase / Decrease) Resulting from this Change Order	\$ <u>0.00</u>
Current Price, including this Change Order	\$ <u>189,272.35</u>

The above changes are approved:

FOR THE ENGINEER:

By:

Taryn S. Nall
Taryn S. Nall, P.E.

Date:

12/10/13

FOR THE OWNER:

By:

Mark Radtke
Mark Radtke, P.E.

Date:

The above changes are accepted:

FOR THE CONTRACTOR:

Roger Bowers Construction, Inc.

By:

Roger Bowers
Roger Bowers, President

Date:

12-9-13



MEMORANDUM

December 12, 2014

TO: PERSONNEL COMMITTEE

FROM: PAMELA A. CAPTAIN, CA/HR DIRECTOR

RE: ORGANIZATIONAL STRUCTURE CHANGES

On November 4, 2014, anticipated personnel changes were introduced to the Common Council in a workshop prior to the presentation of the 2014 budget. In order to implement the changes staff is seeking authorization from the Common Council. Approval of the organizational structure changes are being requested as follows:

FINANCE DEPARTMENT (*See attached*): Eliminate the position of staff accountant. Create the position of finance manager. This position does not create an additional FTE position, rather it is a replacement position recommended due to the changing needs of the City and the creation of the Administrative Services Department as recommended by the Springsted study. Consideration was given to starting wages for recent openings and wages of other WI communities.

	Grade	Minimum	Midpoint	25 years
Principal Planner	25	56,600	62,900	69,200
Finance Manager				
Staff Accountant	21	44,900	49,900	54,900

RECOMMENDED MOTION: To recommend to Common Council changes to the organizational structure of the Finance Department – removing the position of Staff Accountant and adding the position of Finance Manager at Grade 25 on the non-represented salary range (which is the same grade as that of Principal Planner).

PARKS AND RECREATION DEPARTMENT (*See attached*): Eliminate the position of park laborer/custodian. Create the position of arborist/park caretaker. This position does not create an additional FTE position, rather it is a replacement position recommended due to the changing needs of the City. The recommended wage range is to place this position in the same category as the Park Caretaker position. Consideration was given to starting wages for recent openings and wages of other local communities with a similar position ranging from \$16.18 to \$22.60 per hour.

	Start	After 6 mo.	After 18 mo.	After 30 mo.	After 42 mo.
Park Caretaker	19.58	20.80	22.03	23.25	24.48
Arborist/Caretaker					
Park Labor/Custodian	16.91	17.97	19.03	20.08	21.14

The Clerk position is already on the City's organizational chart with an established wage scale. There are no recommended changes to the wage rates for this position. The position was budgeted 100% in Parks & Recreation Department for 2014. It had been previously budgeted as a shared position in Parks and Community Development.

RECOMMENDED MOTION: To recommend to Common Council changes to the organizational structure of the Parks & Recreation Department – removing the park laborer/custodian position and adding the position of arborist/park caretaker at the wage scale of park caretaker.

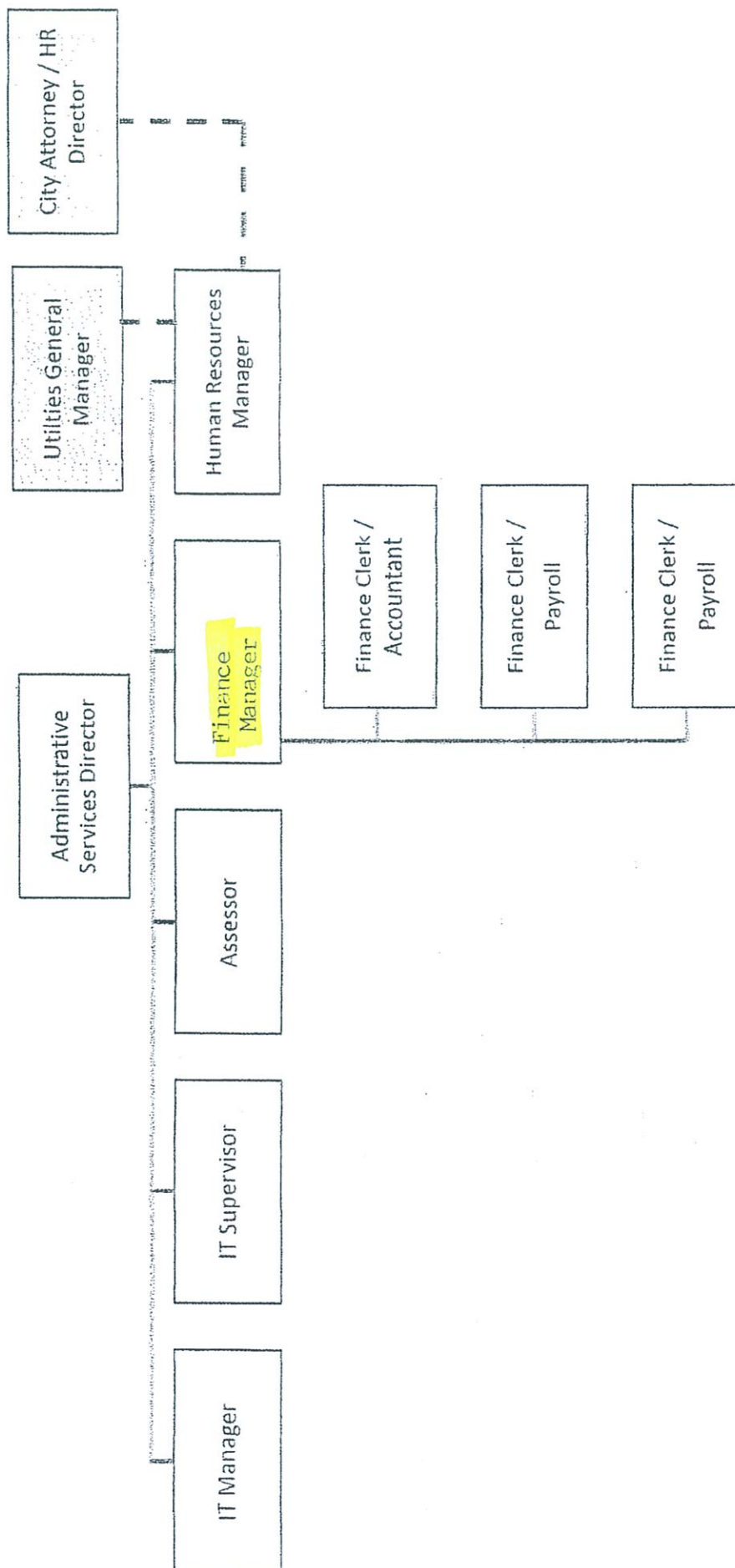
COMMUNITY DEVELOPMENT (*See attached*): Create the position of Community Development Coordinator. This position will allow more focused attention on economic development within the City by redistributing some of the zoning and permitting responsibilities. After consideration of the wage ranges in other communities the recommended wage range for this para-professional position is:

	Start	After 6 mo.	After 18 mo.	After 30 mo.	After 42 mo.
Community Development Coordinator	20.84	22.14	23.44	24.75	26.05

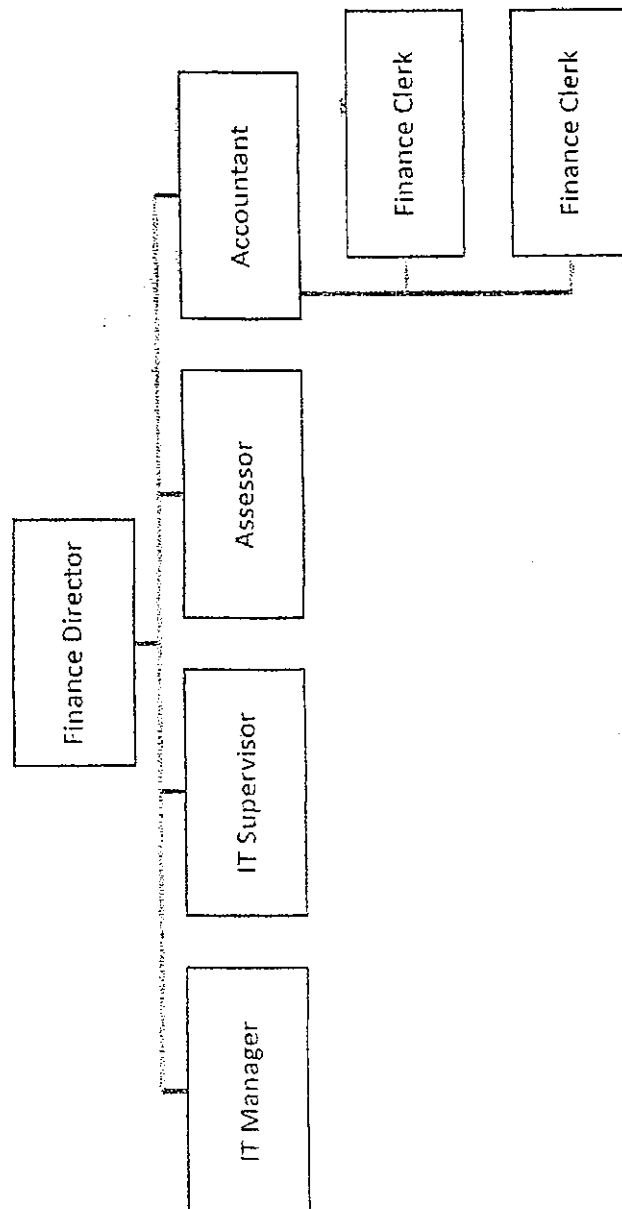
RECOMMENDED MOTION: To recommend to Common Council changes to the organizational structure of the Community Development Department – adding the position of Community Development Coordinator at the wage scale beginning at \$20.84 per hour.

CITY OF MENASHA
ADMINISTRATIVE SERVICES DEPARTMENT
TABLE OF ORGANIZATION

PROPOSED



CITY OF MENASHA
FINANCE DEPARTMENT
TABLE OF ORGANIZATION
2013



CITY OF MENASHA

Position Description

DRAFT

Position Title: Finance Manager
Department: Administrative Services
Status: Exempt
Position Reports To: Administrative Services Director
Date of Description: January 2014

SUMMARY

Manages security and maintenance of the general ledger multi-fund accounting systems and prepares related reports and sub-ledgers. Assists in the budget development, tax roll process, and audit functions. Trains and supervises the Finance Clerks in the Administrative Services Department. And, is responsible for investments, treasury management services, accounts payable, accounts receivable, and debt administration functions. This position also assists the Administrative Services Director in the overall management of the Department and completes additional duties as assigned.

ESSENTIAL FUNCTIONS to include the following:

- Supervises Finance Clerks.
- Supervises the collection and accounting of all monies received by the City.
- Monitors all cash flow, projecting future cash demands and invests available funds to match those cash needs.
- Maintains computerized general ledger accounting system. Prepares adjusting journal entries and various finance reports for presentation to staff, Department Heads, Mayor, Common Council, the general public, outside auditors and other interested parties.
- Reconciles General Ledger Cash Control accounts with City Treasurer's monthly bank reconciliation.
- Analyzes balance sheet and income statement accounts for accuracy by comparison to various sub-ledgers on a monthly basis.
- Assists the Administrative Services Director in the compilation and production of the annual budget document. Assists, trains, and advises department heads regarding budget preparation, budget analysis, and financial policies and procedures.
- Assists the Administrative Services Director in the calculation, compilation, production, and collection of property tax bills.
- Assists the Administrative Services Director in the compilation and production of the annual comprehensive financial report and accompanying documents.
- Administers the accounts payable and accounts receivable functions.
- Cross-trains in all critical Administrative Services Department functions to be performed in a backup capacity as necessary.
- Undertakes special projects as assigned.

- Performs other duties as assigned.

POSITION REQUIREMENTS/QUALIFICATIONS

Bachelor's degree in Accounting, preferably governmental accounting, or a closely related field; at least 4-6 years of experience in accounting, or a combination of training and experience which provides the following knowledge, skills and abilities:

- Considerable knowledge of generally accepted accounting principles and Government Accounting Standards Board (GASB) pronouncements to maintain the general ledger accounting system.
- Knowledge of electronic data processing systems, related software functions and standard clerical techniques as applied to the maintenance of the City's finance records.
- Knowledge of laws and regulations related to municipal reporting, budgeting, and finance.
- Ability to maintain accurate financial records and compile related reports with minimal supervision.
- Ability to communicate both verbally and in writing, to maintain effective employee relations, respond to inquiries and prepare financial and other administrative reports.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.

FUNCTION OF POSITION DESCRIPTION

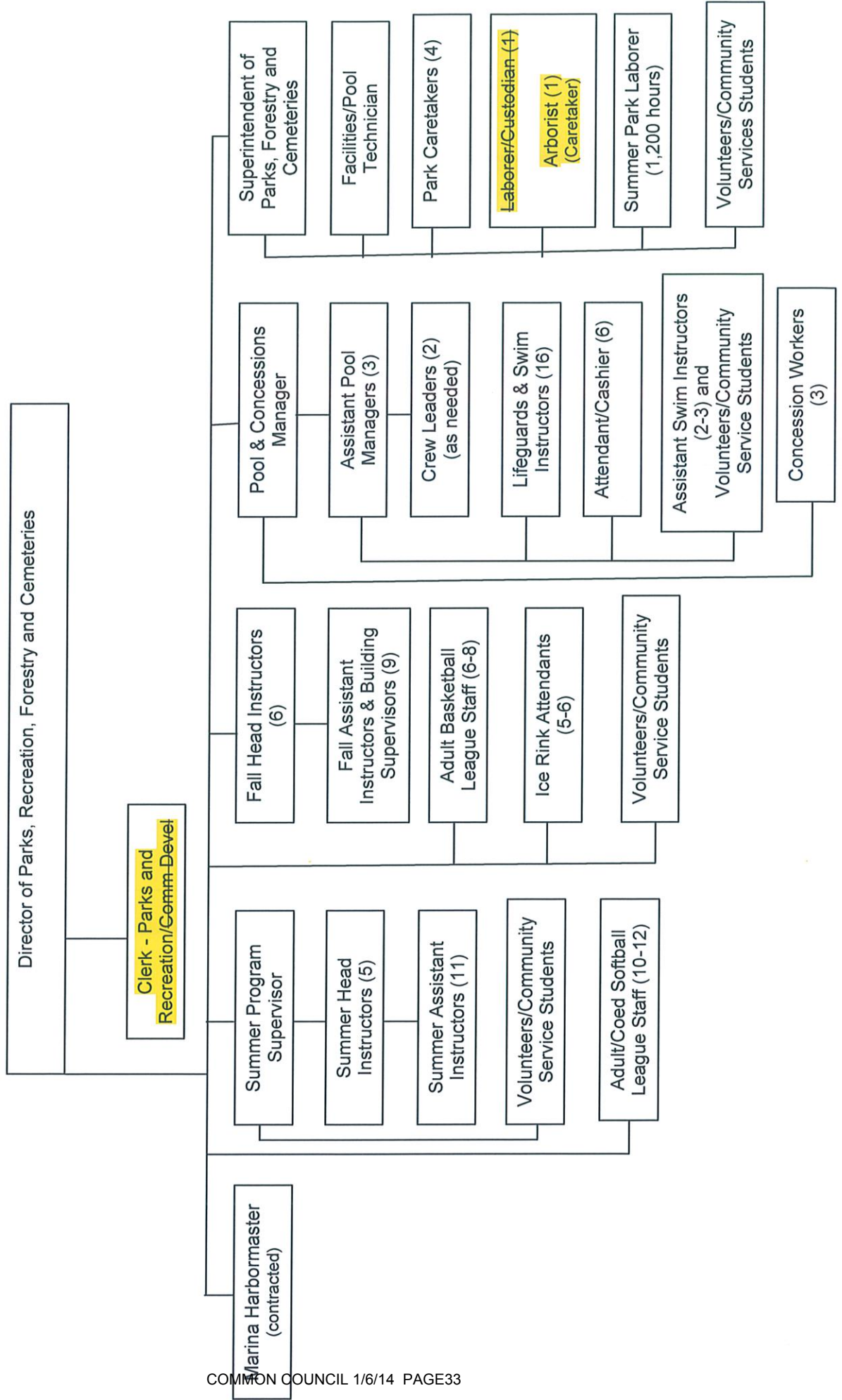
This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City of Menasha
Parks and Recreation Department
Table of Organization

Revised 11-27-13



CITY OF MENASHA
Position Description
DRAFT

Position Title: Arborist
Department: Parks, Forestry & Cemetery
Status: Non-Exempt
Position Reports To: Parks, Forestry & Cemetery Superintendent
Date of Description: November 2013

SUMMARY

This is a skilled position responsible for all aspects of arboriculture with the Department of Parks, Recreation, Forestry and Cemeteries. Primary duties involve planting, pruning, removing and caring for trees along city streets, parks, and other City owned properties. This position will perform a variety of maintenance tasks from unskilled to skilled for the Department of Parks, Forestry & Cemeteries.

ESSENTIAL FUNCTIONS to include the following:

- Removes City-owned trees, which are dead, diseased or damaged from storms, accidents, vandalism, etc.
- Plants trees on City property, including parks, cemeteries, terraces, boulevards and rights-of-way.
- Prunes City-owned trees to insure proper growth, eliminate hazardous conditions, and public safety.
- Prunes roots on City-owned trees for construction projects, utilities, etc.
- Operate forestry/parks equipment including but not limited to, aerial lifts, chain saws, chippers, stump grinders, dump trucks, tractors/loaders, sprayers, and mowers, etc.
- Perform various tree maintenance utilizing hand and power tools at ground level and aloft using rope and saddle equipment.
- Assist superintendent by diagnosing plant health problems.
- Assists in all aspects of the maintenance and operations of City parks, forestry, and cemeteries.
- Assist in forestry/park construction projects.
- Attend seminars and workshops to keep up-to-date on the latest technology concerning Arboriculture and Urban Forestry.
- Report all vandalism and accidents to Park Superintendent.
- Assists with snow removal and ice control.
- Perform other duties as assigned.
- Report for work as scheduled.

MINIMUM REQUIREMENTS/QUALIFICATIONS OF POSITION

- Associate or Bachelor's Degree in Arboriculture, Urban Forestry or related field and at least one (1) year Arborist work experience; OR high school graduate/equivalent and at least three(3) years work experience in Arboriculture, Urban Forestry, horticulture, or related comparable landscape/grounds keeping.
- Certification from the International Society of Arboriculture as a Certified Arborist.
- Knowledge of the practices and principles of Arboriculture/Forestry including but not limited to tree identification, planting, pruning, and removal procedures.
- Knowledge of the methods, materials, tools, and equipment used in Arboriculture/Urban Forestry.
- Ability to climb and work in trees with ropes and saddles in trees over 60 feet in height.

- Ability to use and care for ropes, knots, climber hooks, riggings, and tools commonly used in tree trimming and felling operations.
- Ability to operate effectively forestry equipment, including aerial lifts, chippers, stump grinders, tractors/loaders, dump trucks, and chain saws.
- Knowledge of the occupational hazards and safety precautions necessary for tree work and working in traffic.
- Possess and maintain a pesticide applicators certification in Wisconsin.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and able to communicate with the public in a courteous and tactful manner.
- Knowledge and compliance with safety policies and procedures.
- Valid Wisconsin CDL Class "B" Driver's license with air brake restriction lifted and "N" (tank vehicle) endorsement and good driving record.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to lift 50 pounds on a frequent basis and operate heavy tools for extended periods of time.
- Ability to perform duties in varying conditions: exposed to wet, cold and or humid temperatures, noise, dust, fumes, or toxic chemicals.
- Overtime may be required.

FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF MENASHA

Position Description

DRAFT

Position Title: Clerk- Parks and Recreation

Department: Parks and Recreation

Status: Non-exempt

Position Reports To: Director of Parks, Recreation, Forestry and Cemeteries

Date of Description: November 2013

SUMMARY

The Clerk shall be responsible for providing a variety of administrative support services to the Parks and Recreation Department primarily in city hall. These services will require extensive use of computers, maintenance of records, program registration and facility reservation, and effectiveness in meeting with and dealing with public and internal customers. Duties will be performed with some independence, requiring judgement and tact with customer inquiries and determining what matters require Director attention.

ESSENTIAL FUNCTIONS

- Answer the department central telephone line, respond to telephone and in-person inquiries as appropriate, and transfer callers to appropriate personnel.
- Establish and maintain department files, records and reports.
- Compose, type, edit and proofread correspondence and memoranda.
- Operate a variety of office machines, including but not limited to personal computers, fax machines, and copiers.
- Open, sort, and distribute incoming mail and prepare, sort, and send outgoing mail.
- Update and make current department voice mail systems.
- Send internal and external e-mails, and perform internet searches.
- Prepare and complete with use of Microsoft Office correspondence, meeting minutes, spreadsheets, timesheets, office forms, reports, brochures, program flyers and other documents as assigned.
- Prepare and disseminate agendas and mailings to the Parks and Recreation Board.
- Register individuals for recreation programs and reserve park facilities using Active software.
- Maintain athletic field and park facility schedules using Active software.
- Maintains program or service information on the Department website.
- Serves as active software system administrator and works collaboratively with IT staff to ensure active software is operating effectively.
- Train seasonal staff on active software.

- Collect fees for recreation programs and park services and accurately receipts money with the Finance Department.
- Organizes and schedules special event planning meetings.
- Dispense park and recreation information to the public through telephone, e-mail, letter, personal contact or forms of social media.
- Assist Director with planning of select recreation programs and events
- Design program flyers, brochures and other documents
- Report for work as scheduled, including some off-site locations.

NON-ESSENTIAL FUNCTIONS (not inclusive)

- Assist other departments with administrative support as needed

POSITION REQUIREMENTS/QUALIFICATIONS

- Considerable knowledge of modern office methods, machines, and procedures.
- Ability to perform basic arithmetic computations, proofreading and spelling functions (testing required).
- Considerable training and experience in using a Windows operating system (Microsoft Office 2007 or 2010). High proficiency in Outlook, Word and Publisher, somewhat less in Excel and Powerpoint. (testing required)
- Ability to type neatly and correctly from plain copy at a tested rate of at least 50 words per minute. (testing required)
- Ability to perform multiple and varied clerical tasks under specific deadlines.
- Ability to operate a variety of office machines (telephone/voicemail, fax machine photocopier, calculator and personal computer).
- Ability to establish and maintain effective public and internal working relationships.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Ability to work under repeated interruptions, including adapting to stressful situations.
- Ability to follow oral and written instructions.
- Ability to organize, prioritize and carry out office work with minimal supervision.
- Ability to effectively respond to customer complaints.
- Ability to train others in office, software or recreation program procedures.

CERTIFICATES, LICENSES, REGISTRATIONS

- Graduation from high school, including post high school coursework or certification in computer and clerical applications (Microsoft) or related study.
- Two or more years of related office work experience.
- Valid Wisconsin Driver's License

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Occasional physical effort in sedentary to light work, which may involve lifting, carrying, pushing, or pulling.
- Repetitive computer keyboard use under generally safe and comfortable conditions.
- Overtime may be required.

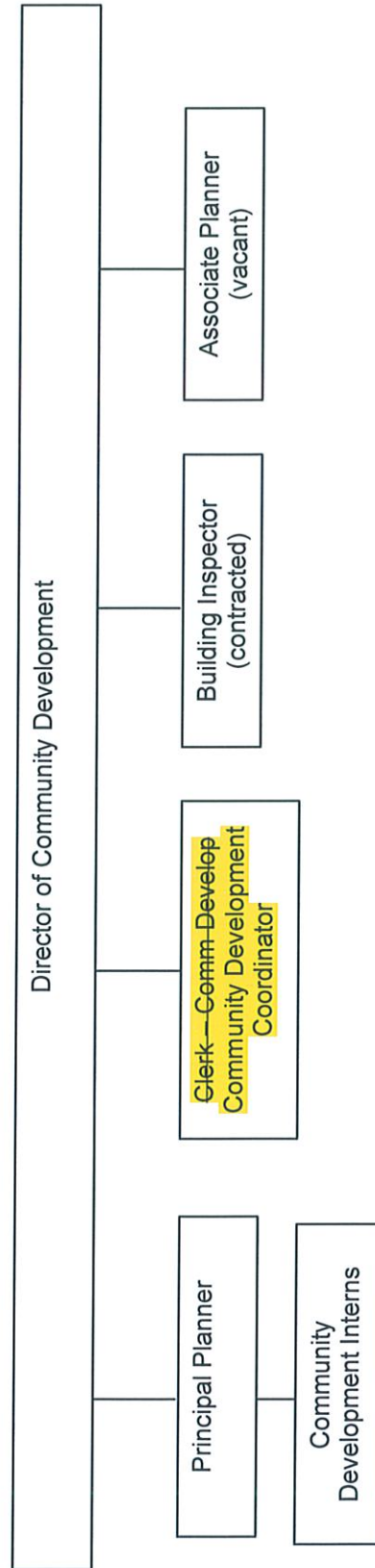
FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

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City of Menasha
Community Development Department
Table of Organization



CITY OF MENASHA
Position Description
DRAFT

Position Title: Community Development Coordinator
Department: Community Development
Status: Non-Exempt
Position Reports To: Principal Planner / Director of Community Development
Date of Description: September 2013

SUMMARY

This is a paraprofessional position that interacts heavily with the public on matters relating to planning, zoning, stormwater, and property characteristics. The position is responsible for carrying out the planning and development functions of the city by providing technical analysis, customer assistance, citizen education, and department coordination. The Community Development Coordinator works closely with the public on a regular basis to provide customer service on planning, zoning, and housing code issues.

ESSENTIAL FUNCTIONS to include the following:

- Conduct zoning and erosion control plan reviews and approve permits for all residential principal and accessory structures.
- Issue sign permits and conduct annual review of Electronic Message Centers (EMCs).
- Serve as the primary point of contact for inquiries related to property information, signs, residential driveways, and zoning restrictions for sheds, decks, porches, single & two family homes, and fences.
- Issue driveway permits, and coordinate associated grade requests and excavation permits with Public Works/Engineering.
- Issue Fence permit applications and provide information to the public concerning fence requirements.
- Maintain Community Development website.
- Perform all administrative assistant functions for the Community Development Department; provides backup administrative services to Parks & Recreation and Public Works.
- Prepare, disseminate, and record information relative to storm water information and education.
- Assign/reassign official addresses as required.
- Assist with the preparation and recording of legal documents, such as Warranty Deeds, Storm water & Site Improvement Agreements.
- Research and provide input on proposed changes to the zoning and housing codes.
- Administer annual comprehensive plan review.
- Prepare reports on zoning, code enforcement, and permit issuance as required.
- Receive complaints regarding building, housing and zoning code violations and refer to appropriate city personnel.

- Monitor compliance with building, housing and zoning code orders that have been issued and refer non-compliant properties for enforcement action.
- Investigate and issue notices of minor zoning and housing code violations, and coordinate with the Police Department (Code Enforcement), Health Department, and Building Inspection when necessary.

MINIMUM REQUIREMENTS/QUALIFICATIONS OF POSITION

- College Degree in geography, urban planning, public policy or related field preferred; or an equivalent combination of professional and educational experience.
- High School Diploma or equivalent.
- Valid Wisconsin driver's license.
- Exhibited proficiency in writing, and basic knowledge of zoning codes, interpretation, and enforcement.
- Demonstrated proficiency with spreadsheets, internet, GIS, word processing and other related programs.
- Ability to develop and maintain records and reports.
- Ability to work independently.
- Ability to carry out assigned tasks with minimal supervision.
- Ability to maintain a positive and customer oriented attitude.
- Ability to work effectively with others.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use both hands to handle, touch, grasp, reach with hands and arms, talk and hear.
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FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work, and to detail the required knowledge, skills, and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to, or delete from any portion of this description in its sole judgment.

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City of Menasha

SPECIAL ZONING APPROVAL

Owner Menasha School District Case or Plan No. _____

Address 420 Seventh St - Menasha High School Fee \$350

Applicant (if different than Owner) _____

Address 328 Sixth St

Zoning R-1

Parcel Number(s) 1-00574-00; 1-00573-00; 1-00572-00;
1-00571-00; 1-00570-00; 1-00569-00;
1-00568-00

PLEASE INDICATE WHICH REQUEST IS BEING MADE

- | | | |
|---------------------------------------------|-------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Rezoning | <input checked="" type="checkbox"/> Special Use | <input type="checkbox"/> Flood Plain Map Amendment |
| <input type="checkbox"/> Appeal or Variance | <input type="checkbox"/> PUD Plan Approval | |

Description of Request: Site plan approval for the proposed building additions at the Menasha High School. A Special Use Permit is needed since the school is in a residential district.

Owner/Agent Bruce G. [Signature] Director of Business Services
Signature

(If applicable) Formal Hearing _____

Informal Hearing _____ Notice Mailed _____

Notice Mailed _____ Notice Mailed _____

Action Taken: _____ 20____

☐ APPROVED ☐ DENIED

Conditions (if any): _____



November 27, 2013

RE: Special Use Permit Application for Menasha High School Addition/Renovation

Dear Property Owner:

The Menasha School District (MSD) has applied for a Special Use Permit for properties encompassing the Menasha High School Campus located at 420 Seventh Street, as identified on the attached map. MSD has requested the Special Use Permit in order to undertake the proposed addition and renovation of Menasha High School. The property where the additions will be taking place is zoned R-1 Single Family Residence District which requires a Special Use Permit for schools, per Sec. 13-1-25(d)(13) of the City of Menasha Municipal Code.

The City of Menasha Plan Commission will be considering this request at an informal public hearing on Tuesday, December 3, 2013 at 3:35 p.m. or shortly thereafter in the City Hall Council Chambers at 140 Main Street, Menasha.

The City of Menasha Common Council will also be considering this request at a formal public hearing scheduled for Monday, December 16, 2013 at 6:00 p.m. or shortly thereafter in the City Hall Council Chambers, 140 Main Street, Menasha. A copy of the notice of the Common Council hearing on this proposal is attached along with an area map identifying the location of the property.

Persons interested in this matter will be given an opportunity to comment on the request; written comments will also be considered. The City of Menasha is notifying you because you own property within one hundred (100) feet of the proposed special use, pursuant to Section 13-1-11(d)(3) of the Municipal Code. If you have any questions, please feel free to contact me.

Sincerely,

Kara Homan, AICP
Principal Planner

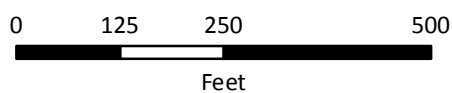
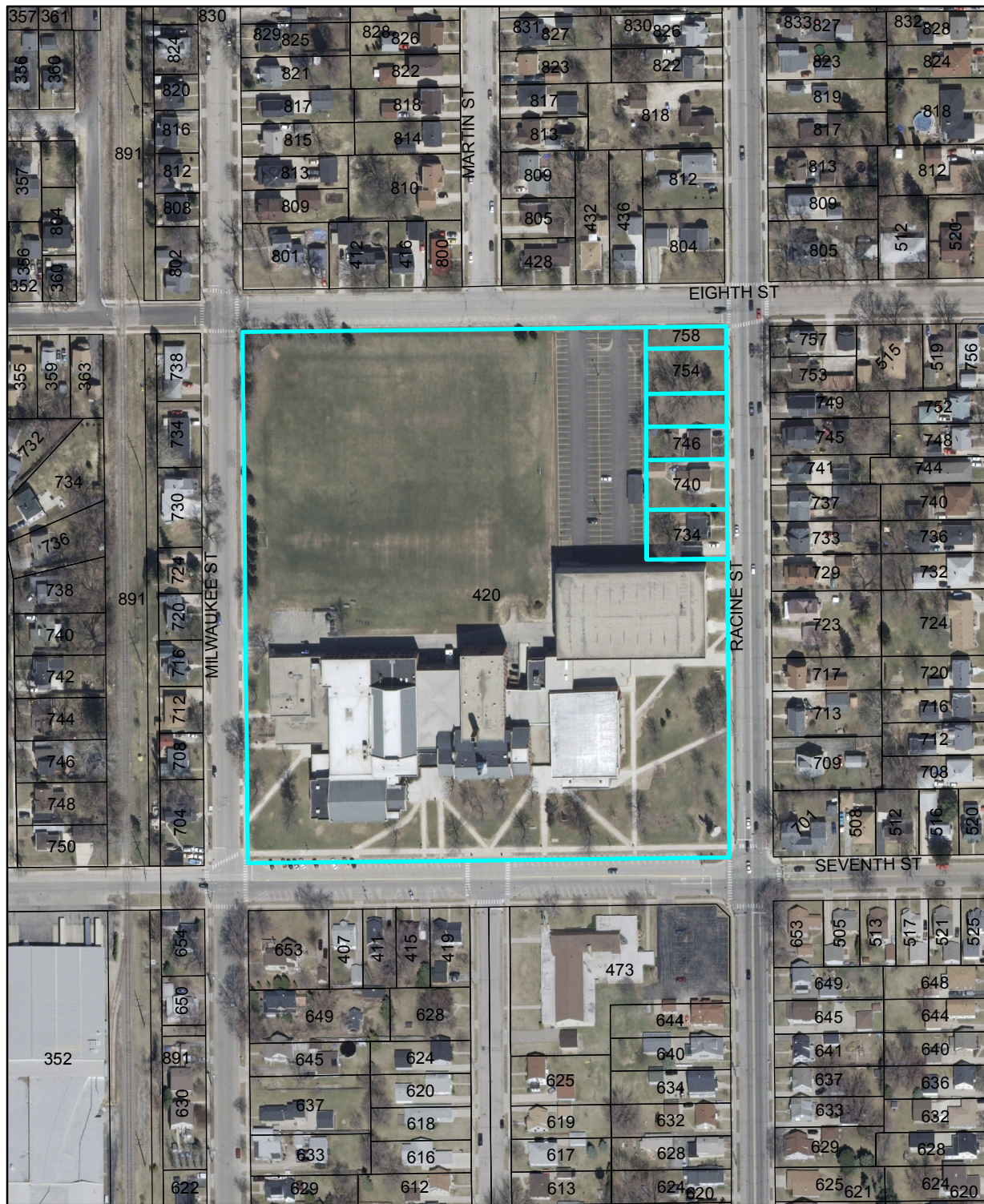
C: Plan Commission
City Clerk Galeazzi

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by the Menasha School District for the expansion and renovation of the Menasha High School on property located in the R-1: Single Family Residence District, as required by Sec. 13-1-25(d)(13) of the City of Menasha Municipal Code. The proposed expansion and renovation is to take place on the Menasha High School Campus located at 420 Seventh Street, which includes Parcel Numbers 1-00574-00, 1-00573-00, 1-00572-00, 1-00571-00, 1-00570-00, 1-00569-00, and 1-00568-00, City of Menasha, Winnebago County, Wisconsin. The Plan Commission will hold its informal public hearing on Tuesday, December 3, 2013 at 3:35 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, December 16, 2013 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend.

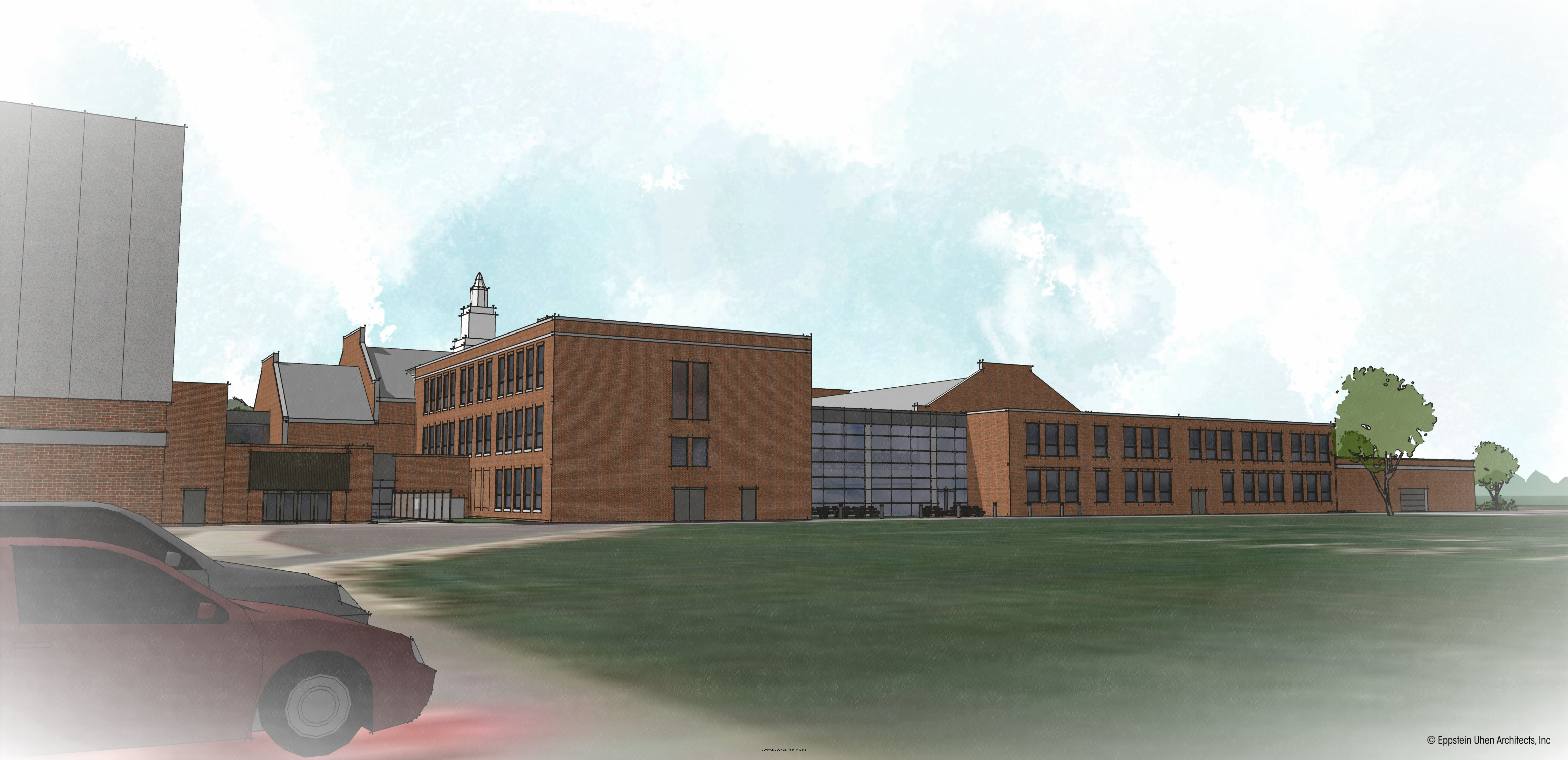
Deborah A. Galeazzi, WCMC
City Clerk

Run: Dec 1 & 9, 2013



Special Use Permit Location Menasha High School Addition/Renovation

Parcel Numbers: 1-00574-00; 1-00573-00; 1-00572-00;
1-00571-00; 1-00570-00; 1-00569-00; 1-00568-00
COMMON COUNCIL 16/14 PAGE 45



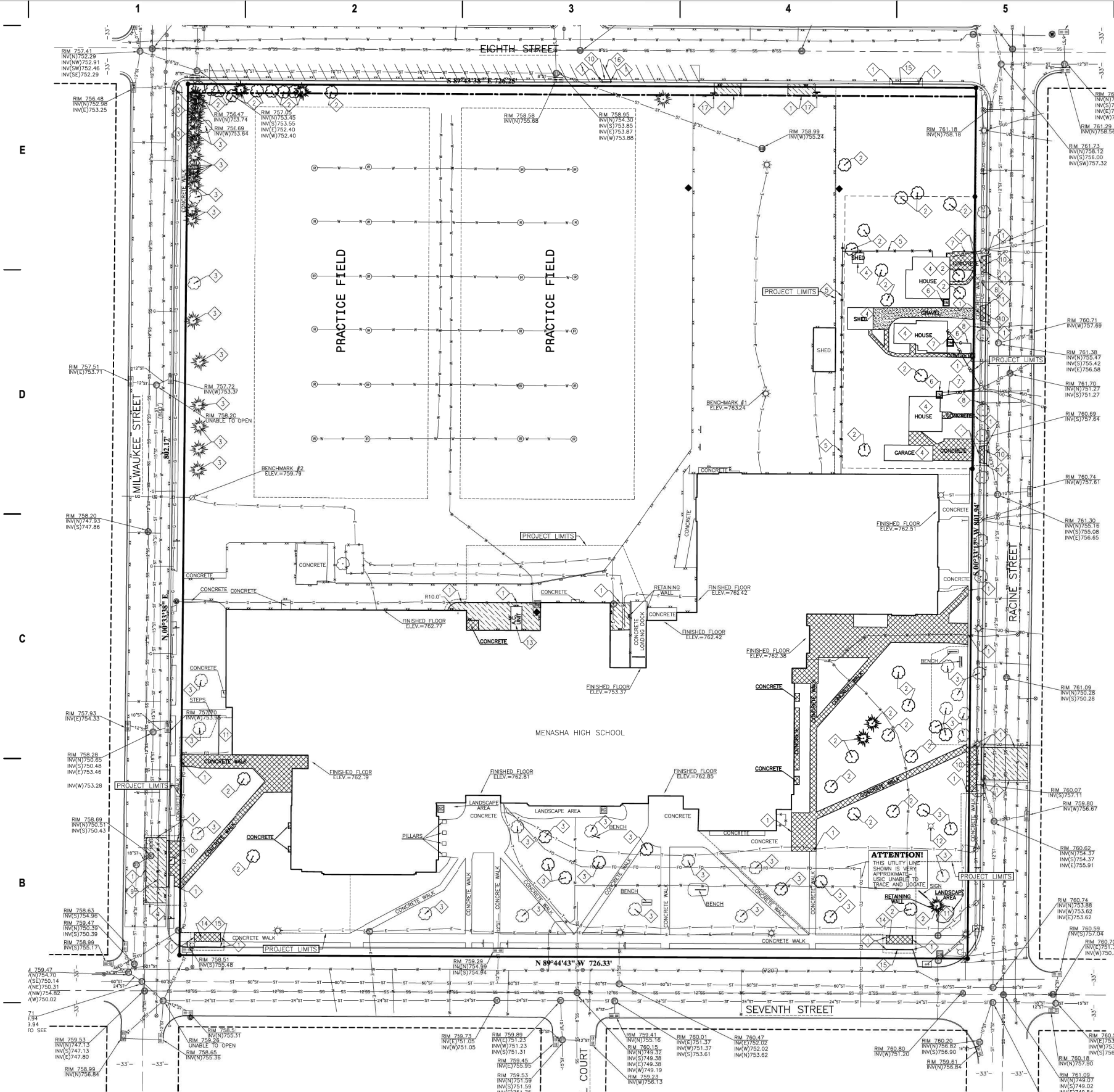








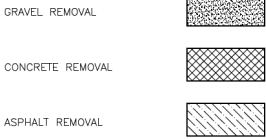




KEYNOTES:

- 1 SAWCUT EXISTING PAVEMENT
- 2 CLEAR AND GRUB EXISTING TREE
- 3 SAVE AND PROTECT EXISTING TREE
- 4 DEMOLISH/REMOVE EXISTING STRUCTURE
- 5 DEMOLISH/REMOVE EXISTING FENCE
- 6 COORDINATE WITH GAS UTILITY TO REMOVE EXISTING SERVICE
- 7 COORDINATE WITH ELECTRIC UTILITY TO REMOVE EXISTING SERVICE
- 8 COORDINATE WITH MUNICIPALITY TO ABANDON EXISTING WATER AND SANITARY SEWER SERVICE
- 9 REMOVE EXISTING DUCTILE IRON PIPE
- 10 REMOVE EXISTING CONCRETE CURB & GUTTER
- 11 REMOVE EXISTING LANDSCAPE AREA
- 12 POTENTIAL UTILITY CLEANOUT - CONTRACTOR SHALL CONFIRM USE
- 13 REMOVE EXISTING A.C. UNIT (COORDINATE WITH MECHANICAL CONTRACTOR)
- 14 REMOVE AND RE-PLACE CONCRETE SIDEWALK DAMAGED BY CONSTRUCTION ENTRANCE
- 15 REMOVE AND RE-PLACE CONCRETE CURB AND GUTTER DAMAGED BY CONSTRUCTION ENTRANCE
- 16 REMOVE EXISTING PAVEMENT STRIPING
- 17 SALVAGE/RELOCATE EXISTING SIGN

DEMOLITION HATCH PATTERNS:



GENERAL NOTES:

- CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
- ALL DEMOLITION MATERIALS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A LEGAL MANNER EXCEPT FOR THOSE ITEMS NOTED TO BE SALVAGED, WHICH SHOULD BE TURNED OVER TO THE OWNER.
- INSTALL ALL REQUIRED EROSION CONTROL MEASURES FOR PERIMETER PROTECTION PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
- ALL BIDDERS PLANNING ON SUBMITTING A BID SHALL VISIT THE SITE AND REVIEW THE EXISTING CONDITIONS PRIOR TO THE BID DATE.
- COORDINATE WITH THE OWNER AND LOCAL UTILITY COMPANIES TO LOCATE ANY EXISTING PRIVATE UTILITIES ON SITE PRIOR TO THE START OF WORK.
- ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
- STRIP TOPSOIL WITHIN THE PROJECT LIMITS IN ACCORDANCE WITH THE PROJECT MANUAL SPECIFICATIONS.
- STOCKPILE STRIPPED TOPSOIL ON SITE. PLACE SILT FENCE AROUND THE BASE OF THE STOCKPILE TO PREVENT EROSION.
- PRIOR TO PERFORMING WORK WITHIN PUBLIC RIGHT OF WAYS, NOTIFY AND COORDINATE WORK WITH THE LOCAL MUNICIPALITY.
- THE CONTRACTOR SHALL KEEP ALL CONSTRUCTION EQUIPMENT AND MATERIAL STORAGE OUTSIDE WITHIN THE IDENTIFIED PROJECT LIMITS.
- ALL CONCRETE SAWCUTS SHALL BE FULL DEPTH AT NEAREST JOINT.

LEGEND	
These standard symbols will be found in the drawings.	
	SANITARY PER CONSTRUCTION DOCS.
	STORM PER CONSTRUCTION DOCS.
	WATER PER CONSTRUCTION DOCS.
	ELECTRIC PER CONSTRUCTION DOCS.
	GAS PER CONSTRUCTION DOCS.
	SANITARY SEWER
	STORM SEWER
	OVERHEAD UTILITIES
	BURIED ELECTRIC
	BURIED GAS
	BURIED TELEPHONE
	WATERMAIN
	FIBER OPTICS
	FENCE LINE
	EDGE OF BITUMINOUS
	CONTOUR LINE
	RECTANGULAR CATCH BASIN
	CIRCULAR CATCH BASIN
	SOL BORING
	IRRIGATION HEAD
	CLEAN OUT
	ELECTRIC METER
	ELECTRIC MANHOLE
	ELECTRIC TRANSFORMER
	GAS METER
	GAS VALVE
	GUARD POST
	GUY WIRE
	HYDRANT
	LIGHTPOLE
	SANITARY MANHOLE
	SIGN
	STORM MANHOLE
	TELEPHONE PEDESTAL
	TRAFFIC SIGNAL
	WATER MANHOLE
	WATER VALVE
	TREE
	COMPUTED CORNER
	RECORDED AS



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milwaukee 333 East Chicago Street
Milwaukee, Wisconsin 53202
tel 414 271 5360 fax 414 271 7794
madison 222 West Washington Ave, Suite 600
Madison, Wisconsin 53703
tel 608 462 5350 fax 608 462 6800

PROJECT INFORMATION

MENASHA HIGH SCHOOL

420 Seventh Street
Menasha, WI 54952

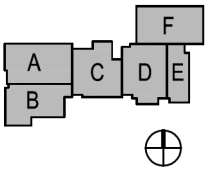
ISSUANCE AND REVISIONS

DESIGN PROGRESS

REVISIONS

#	DATE	DESCRIPTION
---	------	-------------

KEY PLAN



SHEET INFORMATION

PROJECT MANAGER	MLB
PROJECT NUMBER	310285
DATE	12-12-13

DEMOLITION PLAN

C100

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UNDERGROUND UTILITIES

THESE RECORD DRAWINGS HAVE BEEN PREPARED, IN PART, ON THE BASIS OF INFORMATION COMPILED AND FURNISHED BY OTHERS. THE SURVEYOR AND ARCHITECT WILL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH HAVE BEEN INCORPORATED INTO THIS DOCUMENT AS A RESULT.

SOME UTILITIES HAVE BEEN LOCATED BY MAPS PROVIDED BY OTHERS - LOCATIONS ARE APPROXIMATE. PRIVATE UTILITIES MAY EXIST BUT ARE NOT SHOWN ON MAP. CONTACT DIGGER'S HOTLINE FOR LOCATIONS.

FIELD VERIFY SANITARY AND STORM SEWER PIPE SIZE AND LOCATION.

UNDERGROUND UTILITIES SHOWN ON THIS MAP ARE BASED IN PART ON MARKINGS BY DIGGER'S HOTLINE. (TICKET #20132706899, #20132706912, #20132706922, #20132706933 AND #20132706950)

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

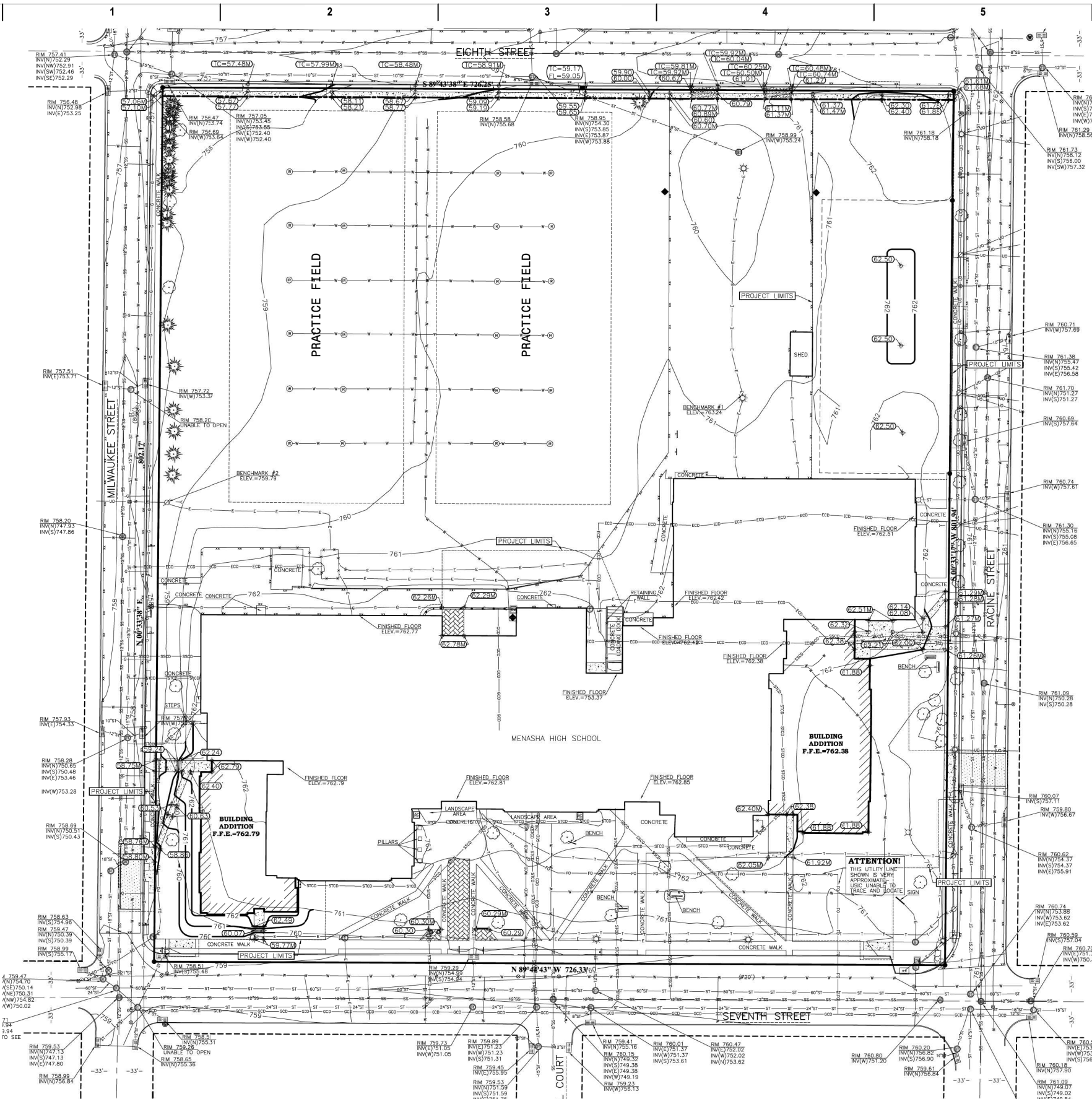
BENCHMARK #1
MARKER "X" ON LIGHT POLE BASE, LOCATED IN THE MAIN PARKING LOT NORTH OF THE HIGH SCHOOL AND BEING INCORPORATED INTO THIS DOCUMENT AS A RESULT.
ELEVATION = 759.79

BENCHMARK #2
SPIKE IN POWER POLE, LOCATED ON THE EAST SIDE OF MILWAUKEE STREET AND BEING APPROXIMATELY 400 FEET SOUTH OF EIGHTH STREET.
ELEVATION = 759.79

BENCHMARK #3
BUILT BOLT ON HYDRANT, LOCATED IN THE NORTHEAST CORNER OF MILWAUKEE STREET AND EIGHTH STREET.
ELEVATION = 759.12

DESCRIPTION

LOTS 1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16 AND PART OF LOTS 5, 6 AND 7, ALL IN REEKS (P88). ADDITION, LOCATED IN THE NORTHEAST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.
ELEVATION = 763.24



GENERAL NOTES:

1. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
2. 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LAWN AREAS.
3. SEE SHEET C103 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
4. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
5. COORDINATE ALL EARTHWORK ACTIVITIES WITH GAS, ELECTRIC, INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS, AND SIGNAGE) CABLE, AND TELEPHONE CONSTRUCTION WITH RESPECTIVE TRADES FOR THE INSTALLATION OF SAID UTILITIES.
6. COORDINATE ALL WORK WITHIN THE RIGHT-OF-WAY WITH THE CITY OF MANASHA.
7. GRADES AT BUILDING EDGE SHALL BE 6" BELOW FINISHED FLOOR ELEVATION EXCEPT AT DOOR WAY ENTRANCES OR UNLESS OTHERWISE NOTED.

GRADING LEGEND:

EXISTING CONTOUR	---	712
PROPOSED CONTOUR	---	712
PROPOSED SPOT ELEVATION	65.00	+
EXISTING TOP OF CURB MATCH ELEVATION	60.45	+
EXISTING MATCH ELEVATION	61.47	+

LEGEND	
These standard symbols will be found in the drawings.	
	SANITARY PER CONSTRUCTION DOCS.
	STORM PER CONSTRUCTION DOCS.
	WATER PER CONSTRUCTION DOCS.
	ELECTRIC PER CONSTRUCTION DOCS.
	GAS PER CONSTRUCTION DOCS.
	SANITARY SEWER
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	GAS VALVE
	GUARD POST
	GUY WIRE
	HYDRANT
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	STORM MANHOLE
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	TRAFFIC SIGNAL
	WATER MANHOLE
	WATER VALVE
	TREE
	PINE TREE
	COMPUTED CORNER
	RECORDED AS

eua

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madison 222 West Washington Ave, Suite 600
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tel 608 462 8350 fax 608 462 9800

PROJECT INFORMATION

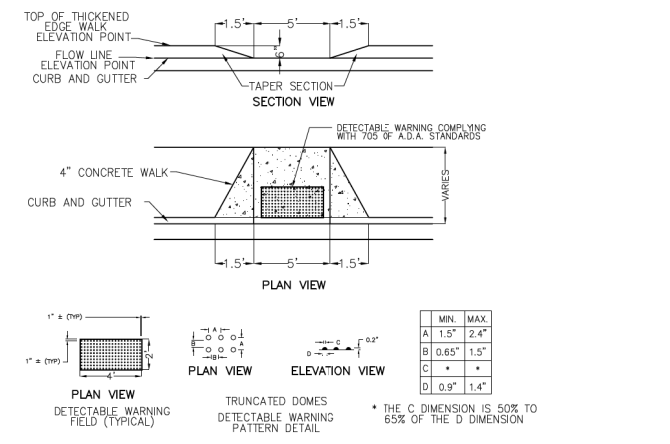
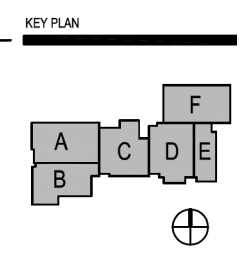
MENASHA HIGH SCHOOL

420 Seventh Street
Menasha, WI 54952

ISSUANCE AND REVISIONS

DESIGN PROGRESS

REVISIONS		
#	DATE	DESCRIPTION



CURB RAMP/DETECTABLE WARNING

Scale 1"=40'

POB Point of Beginning

Land Surveying
Engineering
Landscape Architecture

5709 Wabash Drive, Suite D
Sheboygan, WI 54880
715.344.9999
715.344.9922

SHEET INFORMATION

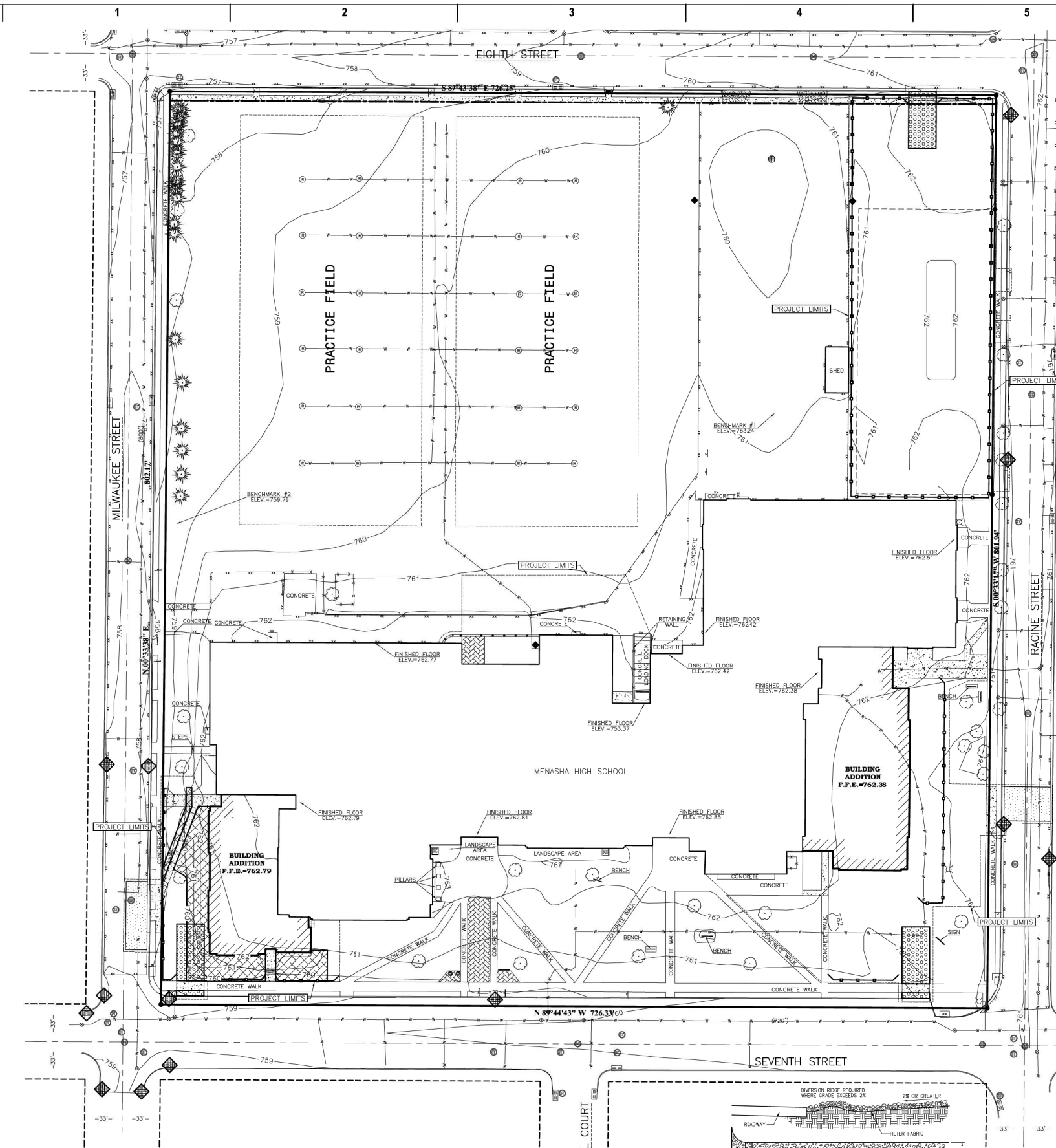
PROJECT MANAGER	MLB
PROJECT NUMBER	310285
DATE	12-12-13

GRADING PLAN

C102

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UNDERGROUND UTILITIES	BENCH MARK	DESCRIPTION
THESE RECORD DRAWINGS HAVE BEEN PREPARED, IN PART, ON THE BASIS OF INFORMATION COMPILED AND FURNISHED BY OTHERS. THE SURVEYOR AND ARCHITECT WILL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH HAVE BEEN INCORPORATED INTO THIS DOCUMENT AS A RESULT.	ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.	LOTS 1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16 AND PART OF LOTS 5, 6 AND 7, ALL IN REEKS 1981 ADDITION, LOCATED IN THE NORTHEAST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.
SOME UTILITIES HAVE BEEN LOCATED BY MAPS PROVIDED BY OTHERS - LOCATIONS ARE APPROXIMATE. PRIVATE UTILITIES MAY EXIST BUT ARE NOT SHOWN ON MAP. CONTACT DIGGERS HOTLINE FOR LOCATIONS.	BENCHMARK #1 MARKER "X" ON LIGHT POLE BASE, LOCATED IN THE MAIN PARKING LOT NORTH OF THE HIGH SCHOOL AND BEING THE MOST SOUTHERN LIGHT POLE. ELEVATION = 763.24	
FIELD VERIFY SANITARY AND STORM SEWER PIPE SIZE AND LOCATION.	BENCHMARK #2 SPIKE IN POWER POLE, LOCATED ON THE EAST SIDE OF MILWAUKEE STREET AND BEING APPROXIMATELY 400 FEET SOUTH OF EIGHTH STREET. ELEVATION = 759.79	
UNDERGROUND UTILITIES SHOWN ON THIS MAP ARE BASED IN PART ON MARKINGS BY DIGGERS HOTLINE. (TICKET #20132706899, #20132706912, #20132706922, #20132706933 AND #20132706950)	BENCHMARK #3 BURY BOLT ON HORANT, LOCATED IN THE NORTHEAST CORNER OF MILWAUKEE STREET AND EIGHTH STREET. ELEVATION = 759.12	



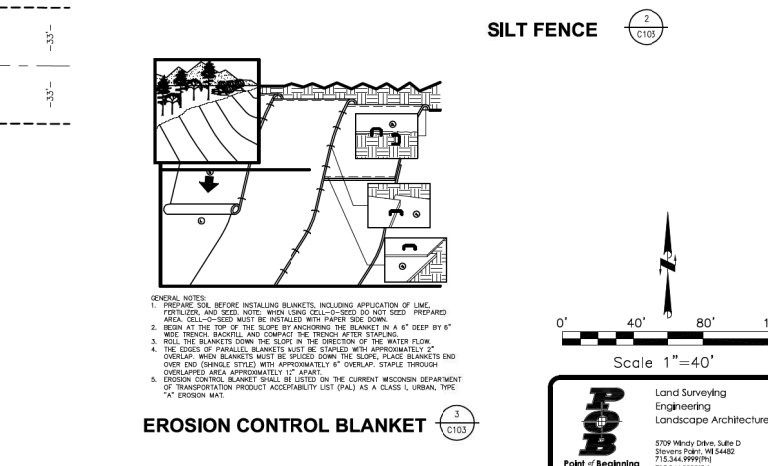
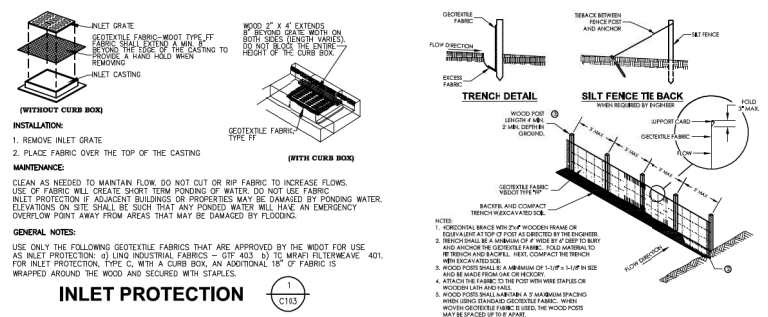
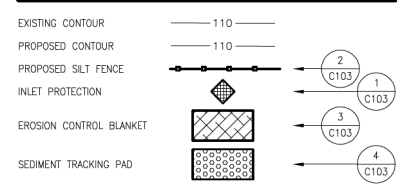
GENERAL NOTES:

- 1. THE CONTRACTOR SHALL NOTIFY THE LOCAL MUNICIPALITY AT LEAST 3 WORKING DAYS PRIOR TO SOIL DISTURBING ACTIVITIES.
- 2. INSTALL ALL TEMPORARY EROSION CONTROL ELEMENTS BEFORE BEGINNING DEMOLITION/CONSTRUCTION.
- 3. ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE AS TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
- 4. OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF A STORM EVENT SHALL BE CLEANED UP BY THE END OF THE NEXT WORK DAY. ALL OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION ACTIVITIES, INCLUDING SOIL TRACKED BY CONSTRUCTION TRAFFIC, SHALL AT A MINIMUM BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED IMMEDIATELY. FINE SEDIMENT ACCUMULATIONS SHALL BE CLEANED FROM ADJACENT STREETS BY THE USE OF MECHANICAL OR MANUAL SWEEPING OPERATIONS ONCE A WEEK AT A MINIMUM, BEFORE IMMINENT RAIN EVENTS, AND AS DIRECTED BY THE CITY OF MENASHA.
- 5. DISTURBED GROUND OUTSIDE OF THE EVERYDAY CONSTRUCTION AREAS, INCLUDING SOIL STOCKPILES, THAT ARE LEFT INACTIVE FOR MORE THAN 7 DAYS SHALL BE TEMPORARILY STABILIZED BY SEEDING/MULCHING OR OTHER APPROVED METHODS.
- 6. WASTE MATERIAL THAT IS GENERATED ON THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO RUN INTO RECEIVING WATERS.
- 7. EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF EACH WORK DAY.
- 8. INSPECT ALL EROSION CONTROL MEASURES AT LEAST ONCE A WEEK AND AFTER ANY RAINFALL OF 0.5" OR MORE. MAKE NEEDED REPAIRS AND DOCUMENT ALL ACTIVITIES AS PER THE REQUIREMENTS OF THE NOTICE OF INTENT.
- 9. THE CONTRACTOR SHALL PERFORM INSPECTIONS AND MONITORING OF EROSION CONTROL PRACTICES IN ACCORDANCE WITH THE WISCONSIN DNR "CONSTRUCTION SITE INSPECTION REPORT" FORM 3400-1B.
- 10. ALL TEMPORARY EROSION CONTROL ELEMENTS SHALL REMAIN IN PLACE UNTIL 80% GROWTH OF VEGETATION IS ESTABLISHED. REMOVAL OF TEMPORARY EROSION CONTROL ELEMENTS SHALL BE PART OF THE CONTRACTORS BASE BID.
- 11. IF SEDIMENT LADEN WATER NEEDS TO BE REMOVED FROM SITE, FILTER BAGS OR SCREENING SHALL BE USED IN ACCORDANCE WITH THE WI DNR TECHNICAL STANDARDS 1061 TO PREVENT THE DISCHARGE OF SEDIMENT TO THE MAXIMUM EXTENT PRACTICABLE.
- 12. IF BARE SOIL WILL BE EXPOSED DURING THE WINTER MONTHS, STABILIZATION BY MULCHING OR ANIONIC POLYACRYLAMIDE SHALL OCCUR PRIOR TO SNOW OR FROZEN GROUND.
- 13. SILT FENCE SHALL BE INSTALLED ALONG THE BASE OF ALL STOCKPILED TOPSOIL AND GRAVEL BASE.
- 14. INLET PROTECTION SHALL BE PROVIDED ADJACENT TO THE SITE, ACROSS THE STREET FROM THE SITE, AND IN THE NEXT SET OF INLETS DOWNSTREAM OF THE SITE.
- 15. CONSTRUCTION FENCING & ACCESS GATES SHALL BE INSTALLED BY THE GENERAL CONTRACTOR ALONG PROJECT LIMITS.

EROSION CONTROL SEQUENCING

- 1. COMMENCE PROJECT BY INSTALLING PERIMETER EROSION CONTROL (SILT FENCE) AND INLET PROTECTION ON ADJACENT STREETS.
- 2. PERFORM DEMOLITION IN ACCORDANCE WITH DEMOLITION PLAN, AND ALL STATE AND LOCAL ORDINANCES.
- 3. STRIP EXISTING TOPSOIL IN BUILDING FOOTPRINT AND PARKING AREAS. PLACE SILT FENCE AROUND BASE OF STOCKPILED TOPSOIL AND EXCAVATE FOR BUILDING FOOTPRINT.
- 4. POUR BUILDING FOOTINGS AND FOUNDATION.
- 5. BEGIN ROUGH GRADING AND UTILITY INSTALLATION.
- 6. DURING GRADING ACTIVITIES, EXISTING GRASSES AND VEGETATION SHALL REMAIN IN PLACE AS LONG AS POSSIBLE TO AVOID SEDIMENT TRANSPORT.
- 7. ALL DISTURBED AREAS THAT ARE NOT ACTIVELY WORKED FOR 10 OR MORE DAYS SHALL BE TEMPORARILY STABILIZED. PERMANENT STABILIZATION SHALL BE INSTALLED WITHIN 7 DAYS OF ACHIEVING FINISHED GRADE.
- 8. FINALIZE SITE GRADING, SPREAD TOPSOIL AND SEED GENERAL LAWN AREAS DISTURBED BY CONSTRUCTION.
- 9. ONCE CONSTRUCTION IS COMPLETE, GRASS IS ESTABLISHED, AND SITE IS STABILIZED; REMOVE TEMPORARY EROSION CONTROL DEVICES AND SUBMIT NOTICE OF TERMINATION TO DNR.

EROSION CONTROL LEGEND:



LEGEND

These standard symbols will be found in the drawings.

	SANITARY PER CONSTRUCTION DOCS.
	STORM PER CONSTRUCTION DOCS.
	WATER PER CONSTRUCTION DOCS.
	ELECTRIC PER CONSTRUCTION DOCS.
	GAS PER CONSTRUCTION DOCS.
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	BURIED GAS
	BURIED TELEPHONE
	WATERMAIN
	FIBER OPTICS
	FENCE LINE
	EDGE OF BITUMINOUS
	CONTOUR LINE
	RECTANGULAR CATCH BASIN
	CIRCULAR CATCH BASIN
	SOL BORING
	IRRIGATION HEAD
	CLEAN OUT
	ELECTRIC METER
	ELECTRIC MANHOLE
	ELECTRIC TRANSFORMER
	GAS METER
	GAS VALVE
	GUARD POST
	GUY WIRE
	HYDRANT
	LIGHTPOLE
	POWERPOLE
	SANITARY MANHOLE
	SIGN
	STORM MANHOLE
	TELEPHONE PEDESTAL
	TRAFFIC SIGNAL
	WATER MANHOLE
	WATER VALVE
	TREE
	PINE TREE
	COMPUTED CORNER
	RECORDED AS



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tel 608 462 5350 fax 608 462 9800

PROJECT INFORMATION

MENASHA HIGH SCHOOL

420 Seventh Street
Menasha, WI 54952

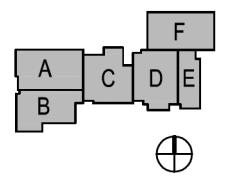
ISSUANCE AND REVISIONS

DESIGN PROGRESS

REVISIONS

#	DATE	DESCRIPTION
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KEY PLAN



SHEET INFORMATION

PROJECT MANAGER	MLB
PROJECT NUMBER	310285
DATE	12-12-13

EROSION CONTROL PLAN

C103

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UNDERGROUND UTILITIES

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FIELD VERIFY SANITARY AND STORM SEWER PIPE SIZE AND LOCATION.

UNDERGROUND UTILITIES SHOWN ON THIS MAP ARE BASED IN PART ON MARKINGS BY DIGGERS HOTLINE. (TICKET #20132706999, #201327069912, #20132706992, #20132706993 AND #20132706990)

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

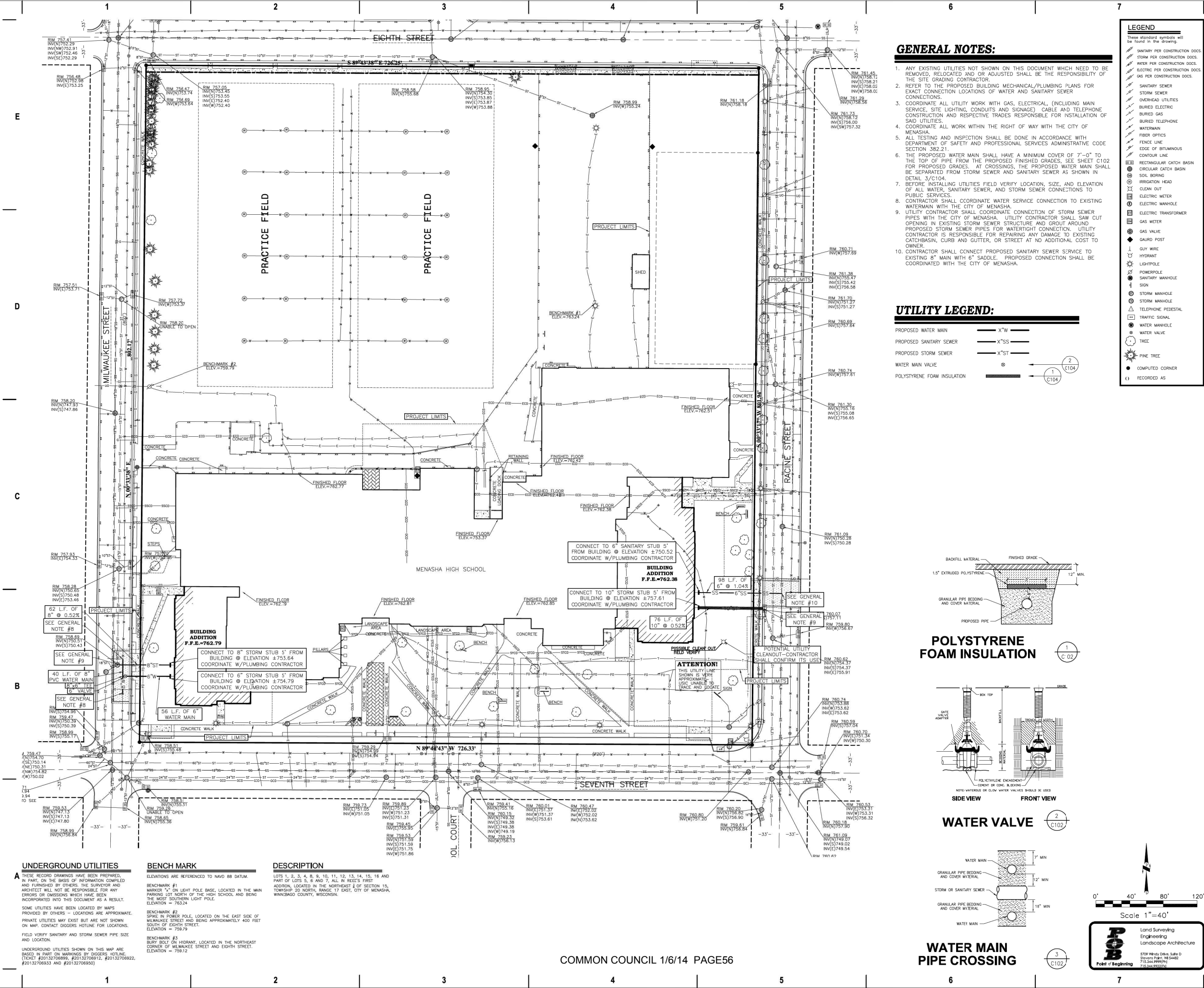
BENCHMARK #1
MARKER "X" ON LIGHT POLE BASE, LOCATED IN THE MAIN PARKING LOT NORTH OF THE HIGH SCHOOL AND BEING THE MOST SOUTHERN LIGHT POLE.
ELEVATION = 763.24

BENCHMARK #2
SPIKE IN POWER POLE, LOCATED ON THE EAST SIDE OF THE MAIN PARKING LOT NORTH OF THE HIGH SCHOOL AND BEING THE MOST SOUTHERN LIGHT POLE.
ELEVATION = 759.79

BENCHMARK #3
BURY BOLT ON HORIZONTAL, LOCATED IN THE NORTHEAST CORNER OF MILWAUKEE STREET AND EIGHTH STREET.
ELEVATION = 759.12

DESCRIPTION

LOTS 1, 2, 3, 4, 8, 9, 10, 11, 12, 13, 14, 15, 16 AND PART OF LOTS 5, 6 AND 7, ALL IN NEEDS FIRST ADDITION, LOCATED IN THE NORTHEAST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.



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PROJECT INFORMATION

MENASHA HIGH SCHOOL

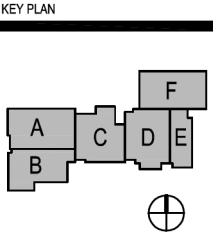
420 Seventh Street
Menasha, WI 54952

ISSUANCE AND REVISIONS

DESIGN PROGRESS

REVISIONS

#	DATE	DESCRIPTION
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SHEET INFORMATION

PROJECT MANAGER	MLB
PROJECT NUMBER	310285
DATE	12-12-13

UTILITY PLAN

C104

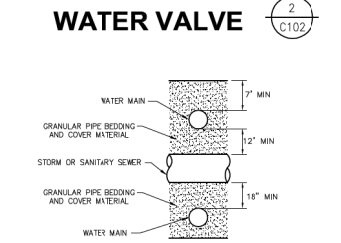
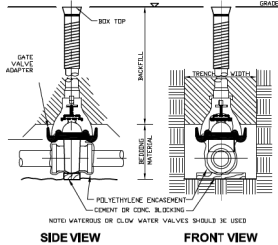
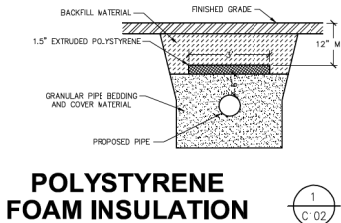
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- GENERAL NOTES:**
1. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR.
 2. REFER TO THE PROPOSED BUILDING MECHANICAL/PLUMBING PLANS FOR EXACT CONNECTION LOCATIONS OF WATER AND SANITARY SEWER CONNECTIONS.
 3. COORDINATE ALL UTILITY WORK WITH GAS, ELECTRICAL, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES RESPONSIBLE FOR INSTALLATION OF SAID UTILITIES.
 4. COORDINATE ALL WORK WITHIN THE RIGHT OF WAY WITH THE CITY OF MENASHA.
 5. ALL TESTING AND INSPECTION SHALL BE DONE IN ACCORDANCE WITH DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES ADMINISTRATIVE CODE SECTION 382.21.
 6. THE PROPOSED WATER MAIN SHALL HAVE A MINIMUM COVER OF 7'-0" TO THE TOP OF PIPE FROM THE PROPOSED FINISHED GRADES, SEE SHEET C102 FOR PROPOSED GRADES. AT CROSSINGS, THE PROPOSED WATER MAIN SHALL BE SEPARATED FROM STORM SEWER AND SANITARY SEWER AS SHOWN IN DETAIL 3/C104.
 7. BEFORE INSTALLING UTILITIES FIELD VERIFY LOCATION, SIZE, AND ELEVATION OF ALL WATER, SANITARY SEWER, AND STORM SEWER CONNECTIONS TO PUBLIC SERVICES.
 8. CONTRACTOR SHALL COORDINATE WATER SERVICE CONNECTION TO EXISTING WATERMAIN WITH THE CITY OF MENASHA.
 9. UTILITY CONTRACTOR SHALL COORDINATE CONNECTION OF STORM SEWER PIPES WITH THE CITY OF MENASHA. UTILITY CONTRACTOR SHALL SAW CUT OPENING IN EXISTING STORM SEWER STRUCTURE AND GROUT AROUND PROPOSED STORM SEWER PIPES FOR WATERTIGHT CONNECTION. UTILITY CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY DAMAGE TO EXISTING CATCHBASIN, CURB AND GUTTER, OR STREET AT NO ADDITIONAL COST TO OWNER.
 10. CONTRACTOR SHALL CONNECT PROPOSED SANITARY SEWER SERVICE TO EXISTING 8" MAIN WITH 6" SADDLE. PROPOSED CONNECTION SHALL BE COORDINATED WITH THE CITY OF MENASHA.

UTILITY LEGEND:

PROPOSED WATER MAIN	— X" W —
PROPOSED SANITARY SEWER	— X" SS —
PROPOSED STORM SEWER	— X" ST —
WATER MAIN VALVE	⊗
POLYSTYRENE FOAM INSULATION	▨

1 C104 2 C104



LEGEND

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- ELECTRIC PER CONSTRUCTION DOCS.
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- BURIED GAS
- BURIED TELEPHONE
- WATERMAIN
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- FENCE LINE
- EDGE OF BITUMINOUS
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- RECTANGULAR CATCH BASIN
- CIRCULAR CATCH BASIN
- SOL BORING
- IRRIGATION HEAD
- CLEAN OUT
- ELECTRIC METER
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- ELECTRIC TRANSFORMER
- GAS METER
- GAS VALVE
- GAUGE POST
- GUY WIRE
- HYDRANT
- LIGHTPOLE
- POWERPOLE
- SANITARY MANHOLE
- SDN
- STORM MANHOLE
- STORM MANHOLE
- TELEPHONE PEDESTAL
- TRAFFIC SIGNAL
- WATER MANHOLE
- WATER VALVE
- TREE
- PINE TREE
- COMPUTED CORNER
- RECORDED AS

UNDERGROUND UTILITIES

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ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
MARKER "X" ON LIGHT POLE BASE, LOCATED IN THE MAIN PARKING LOT NORTH OF THE HIGH SCHOOL AND BEING THE MOST SOUTHERN LIGHT POLE.
ELEVATION = 763.24

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SPIKE IN POWER POLE, LOCATED ON THE EAST SIDE OF MILWAUKEE STREET AND BEING APPROXIMATELY 400 FEET SOUTH OF EIGHTH STREET.
ELEVATION = 759.79

BENCHMARK #3
BURIED BOLT ON HYDRANT, LOCATED IN THE NORTHEAST CORNER OF MILWAUKEE STREET AND EIGHTH STREET.
ELEVATION = 759.12

DESCRIPTION

LOTS 1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16 AND PART OF LOTS 5, 7 AND 17, ALL IN REEFS BLOCK 15, ADDITION, LOCATED IN THE NORTHEAST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.
ELEVATION = 763.24



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PROJECT INFORMATION
MENASHA HIGH SCHOOL

420 Seventh Street
Menasha, WI 54952

ISSUANCE AND REVISIONS
DESIGN PROGRESS

REVISIONS
DATE DESCRIPTION

KEY PLAN
A B C D E F

SHEET INFORMATION
PROJECT MANAGER MLB
PROJECT NUMBER 310285
DATE 12-12-13

Landscape Plan
C105
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GENERAL NOTES:

- CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
- 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LANDSCAPE AREAS. LANDSCAPE CONTRACTOR SHALL VERIFY THAT SPECIFIED PLANTING SOIL DEPTH IS PRESENT PRIOR TO PLANTING.
- SEED/FERTILIZER/CIRCUITRY MULCH ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION, EXCEPT AREAS NOTED ON THIS DOCUMENT TO BE SOODED.
- ALL PLANT MATERIALS LISTED SHALL MEET THE STANDARDS OF THE AMERICAN NURSERY & LANDSCAPE ASSOCIATION FOR THE SIZES GIVEN.
- ALL TREES SHALL BE STAKED WITH A MINIMUM OF THREE STAKES.
- ALL TREES IN THE TURF AREA SHALL HAVE A 3" DIAMETER CIRCLE OF 4" DEPTH SHREDDED HARDWOOD BARK MULCH.
- EDGE-KING LANDSCAPE EDGING OR EQUAL SHALL BE PLACED AROUND ALL LANDSCAPE BEDS.
- 3" OF SHREDDED BARK MULCH SHALL BE PLACED IN ALL LANDSCAPE PLANTING BEDS. COLOR TO BE SELECTED BY OWNER.
- FILTER FABRIC SHALL BE PLACED BENEATH ALL BARK MULCH.
- COORDINATE ALL LANDSCAPE WORK WITH GAS, ELECTRIC, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES FOR THE INSTALLATION OF SAID UTILITIES.

LEGEND

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 - TELEPHONE PEDESTAL
 - TRAFFIC SIGNAL
 - WATER MANHOLE
 - WATER VALVE
 - TREE
 - PINE TREE
 - COMPUTED CORNER
 - RECORDED AS

PLANTING SCHEDULE:

TREES	SYMBOLS		INSTALLATION SIZE	QUANTITY	
TR	SPECIES TO BE DETERMINED, VERIFY WITH OWNER.		1.5" CAL.	55	
SHRUBS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
AC	ACER CINNABLA VAR. "FLAME"	FLAME AMUR MAPLE	36"	15'-20" X W	3
AM	ARJONIA MELANOCARPA "AUTUMN MAGIC"	AUTUMN MAGIC CHOCKEBERRY	24"	4" X W	18
HA	HYDRANGEA ARBORESCENS "INVINCIBELLE SPIRIT"	INVINCIBELLE SPIRIT HYDRANGEA	24"	4" X W	26
JH	JUNIPERUS HORIZONTALIS "PLUMOSA"	ANDORRA JUNIPER	18"W	18" X 4" W	62
JS	JUNIPERUS SQUAMATA "BLUE STAR"	BLUE STAR JUNIPER	18"W	24" X 4" W	46
PF	POTENTILLA FRUTICOSA "PINK BEAUTY"	PINK BEAUTY POTENTILLA	18"W	2" X 2" W	34
PO	PHYSCARPUS OPULIFOLIUS "DIAPOLO"	DIAPOLO NINEBARK	36"	8" X W	9
SM	SYRINGA MEYER "PALIBI"	DWARF KOREAN LILAC	24"	4" X 8" W	14
TM	TAXUS X MEDIA "TAUNTONII"	TAUNTON YEW	18"	4" X 6" W	49
TO	THUJA OCCIDENTALIS "TECHNY"	TECHNY GLOBE ARBORVITAE	24"	4" X 4" W	31
WF	WEIGELA FLORIDA "WINE & ROSES"	WINE & ROSES WEIGELA	24"	4'-5" T & W	33
ORNAMENTAL GRASS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
PV	PANICUM VIRGATUM "ROTSTRAHLBUSCH"	ROTSTRAHLBUSCH SWITCH GRASS	24"	3'-4" T	9
PERENNIALS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
HE	HEMEROCALLIS "RUBY STELLA"	RUBY STELLA DAYLILY	3" POT	20"X24"W	30
HO	HOSTA "CLIMAX"	CLIMAX HOSTA	3" POT	24"X36"W	6
RF	RUDEBECKIA FULGIDA "GOLDSTURM"	BLACK-EYED SUSAN	3" POT	24"X24" T	35
SE	SEDUM "AUTUMN JOY"	AUTUMN JOY SEDUM	3" POT	24"X24" T	44

LANDSCAPE REQUIREMENTS:

LANDSCAPE ADJACENT TO BUILDING:
50% OF BUILDING PERIMETER SHALL BE LANDSCAPED
USING NO LESS THAN 25% EVERGREEN, BUT NOT MORE THAN 50% EVERGREENS.

BUILDING PERIMETER = 1,725 L.F./2 = 863 L.F. OF BUILDING FACADE REQUIRED TO BE LANDSCAPED

PROPOSED: 865 L.F. OF BUILDING FACADE IS LANDSCAPED WITH PLANTINGS OTHER THAN TURF. 35% 5' EVERGREEN PLANTINGS.

PARKING LOT LANDSCAPING:
LANDSCAPE BUFFER OF 8' REQUIRED ALONG PARKING LOT ADJACENT TO A STREET.

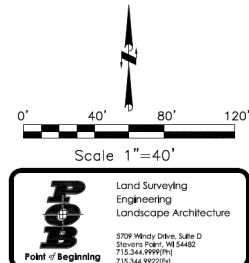
*REQUIREMENT: 1 CANOPY TREE FOR EVERY 30 L.F. = 133 L.F. OF PERIMETER PARKING/30 = 5 TREES REQUIRED

*REQUIREMENT: 5 SHRUBS FOR EVERY 30 L.F. = 133 L.F./5 SHRUBS = 27 SHRUBS REQUIRED

PROPOSED: 5 CANOPY TREES & 29 SHRUBS ALONG THE PERIMETER OF THE PARKING LOT (58% ARE EVERGREEN).

PERIMETER LANDSCAPING:
*REQUIREMENT: 25% OF THE PERIMETER AREA OF SHALL BE LANDSCAPED UTILIZING PLANT MATERIAL OTHER THAN TURF.
3,056 L.F. OF PERIMETER AREA * 25% = 764 L.F. OF PERIMETER LANDSCAPING REQUIRED

PROPOSED: 770 L.F. OF PERIMETER LANDSCAPING PROPOSED (51% IS EVERGREEN).





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madison 222 West Washington Ave, Suite 600
Madison, Wisconsin 53703
tel 608 462 5350 fax 608 462 6800

PROJECT INFORMATION

MENASHA HIGH
SCHOOL

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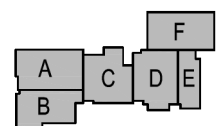
ISSUANCE AND REVISIONS

DESIGN PROGRESS

REVISIONS

#	DATE	DESCRIPTION
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KEY PLAN



SHEET INFORMATION

PROJECT MANAGER	MLB
PROJECT NUMBER	310285
DATE	12-12-13

Landscape Plan

C105A

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GENERAL NOTES:

- CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
- 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LANDSCAPE AREAS. LANDSCAPE CONTRACTOR SHALL VERIFY THAT SPECIFIED PLANTING SOIL DEPTH IS PRESENT PRIOR TO PLANTING.
- SEED/FERTILIZER/CORRECTIVE MULCH ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION, EXCEPT AREAS NOTED ON THIS DOCUMENT TO BE SOODED.
- ALL PLANT MATERIALS LISTED SHALL MEET THE STANDARDS OF THE AMERICAN NURSERY & LANDSCAPE ASSOCIATION FOR THE SIZES GIVEN.
- ALL TREES SHALL BE STAKED WITH A MINIMUM OF THREE STAKES.
- SHREDDED HARDWOOD BARK MULCH.
- EDGE-KING LANDSCAPE EDGING OR EQUAL SHALL BE PLACED AROUND ALL LANDSCAPE BEDS.
- 3" OF SHREDDED BARK MULCH SHALL BE PLACED IN ALL LANDSCAPE PLANTING BEDS. COLOR TO BE SELECTED BY OWNER.
- FILTER FABRIC SHALL BE PLACED BENEATH ALL BARK MULCH.
- COORDINATE ALL LANDSCAPE WORK WITH GAS, ELECTRIC, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES FOR THE INSTALLATION OF SAID UTILITIES.

PLANTING SCHEDULE:

TREES SYMBOLS			INSTALLATION SIZE	QUANTITY	
TR	SPECIES TO BE DETERMINED, VERIFY WITH OWNER.		1.5" CAL.	55	
SHRUBS SYMBOLS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
AG	ACER CINNABA VAR. 'FLAME'	FLAME AMUR MAPLE	36"	15'-20" T X W	3
AM	ARONIA MELANOCARPA 'AUTUMN MAGIC'	AUTUMN MAGIC CHOCHEBERRY	24"	4" T X W	18
HA	HYDRANGEA ARBORESCENS 'INVINCIBELLE SPIRIT'	INVINCIBELLE SPIRIT HYDRANGEA	24"	4" T X W	26
JH	JUNIPERUS HORIZONTALIS 'PLUMOSA'	ANDORRA JUNIPER	18"W	18" T X 4" W	62
JS	JUNIPERUS SQUAMATA 'BLUE STAR'	BLUE STAR JUNIPER	18"W	24" T X 4" W	46
PF	POTENTILLA FRUTICOSA 'PINK BEAUTY'	PINK BEAUTY POTENTILLA	18"W	2" T X 2" W	34
PO	PHYSCARPUS OPULIFOLIUS 'DIAOLO'	DIAOLO BENTWING	36"	8" T X W	9
SM	SYRINGA MEYER 'PALIBIN'	DWARF KOREAN LILAC	24"	4" T X 8" W	14
TM	TAXUS X MEDIA 'TAUNTON'	TAUNTON YEW	18"	4"TX6" W	49
TO	THUJA OCCIDENTALIS 'TECHNY'	TECHNY GLOBE ARBORVITAE	24"	4" T X W	31
WF	WEIGELA FLORIDA 'WINE & ROSES'	WINE & ROSES WEIGELA	24"	4"-5" T & W	33
ORNAMENTAL GRASS SYMBOLS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
PV	PANICUM VIRGATUM 'ROTSTRAHLBUSCH'	ROTSTRAHLBUSCH SWITCH GRASS	24"	3'-4" T	9
PERENNIALS SYMBOLS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
HE	HEMEROCALLIS 'RUBY STELLA'	RUBY STELLA DAYLILY	3" POT	20"TX24"W	30
HO	HOSTA 'CLIMAX'	CLIMAX HOSTA	3" POT	24"TX36"W	6
RF	RUDEBECKIA FULGIDA 'GOLDSTURM'	BLACK-EYED SUSAN	3" POT	24W"X24"T	35
SE	SEDUM 'AUTUMN JOY'	AUTUMN JOY SEDUM	3" POT	24"XW24"T	44

LANDSCAPE REQUIREMENTS:

LANDSCAPE ADJACENT TO BUILDING:
50% OF BUILDING PERIMETER SHALL BE LANDSCAPED
USING NO LESS THAN 25% EVERGREEN, BUT NOT MORE THAN 50% EVERGREENS.

BUILDING PERIMETER = 1,725 L.F./2 = 863 L.F. OF BUILDING FACADE REQUIRED TO BE LANDSCAPED

PROPOSED: 865 L.F. OF BUILDING FACADE IS LANDSCAPED WITH PLANTINGS OTHER THAN TURF. 35% 5' EVERGREEN PLANTINGS.

PARKING LOT LANDSCAPING:
LANDSCAPE BUFFER OF 8' REQUIRED ALONG PARKING LOT ADJACENT TO A STREET.

*REQUIREMENT: 1 CANOPY TREE FOR EVERY 30 L.F. = 133 L.F. OF PERIMETER PARKING/30 = 5 TREES REQUIRED

*REQUIREMENT: 5 SHRUBS FOR EVERY 30 L.F. = 133 L.F./5 SHRUBS= 27 SHRUBS REQUIRED

PROPOSED: 5 CANOPY TREES & 29 SHRUBS ALONG THE PERIMETER OF THE PARKING LOT (58% ARE EVERGREEN).

PERIMETER LANDSCAPING:
*REQUIREMENT: 25% OF THE PERIMETER AREA OF SHALL BE LANDSCAPED UTILIZING PLANT MATERIAL OTHER THAN TURF.
3,056 L.F. OF PERIMETER AREA * 25% = 764 L.F. OF PERIMETER LANDSCAPING REQUIRED

PROPOSED: 770 L.F. OF PERIMETER LANDSCAPING PROPOSED (51% IS EVERGREEN).

FUTURE PARKING IMPROVEMENT LEGEND:

1 FT = (10) FUTURE CANOPY TREES, 1.5" CALIPER

= FUTURE PARKING LOT ISLAND TO BE LANDSCAPED WITH SHRUBS &/OR GROUND COVER

= FUTURE PARKING IMPROVEMENT LIMITS

LANDSCAPING FOR FUTURE PARKING IMPROVEMENT PLAN:

FUTURE LANDSCAPING FOR PARKING LOT ISLANDS: TO BE PLANTED WITH REQUIRED NUMBER OF SHRUBS & CANOPY TREES

REQUIREMENT: 1 CANOPY TREE PER ISLAND PLUS SHRUBS &/OR GROUND COVER
TOTAL PARKING AREA 4,320 S.F. OF PARKING * 10% = 4,326 S.F. OF INTERIOR LANDSCAPE ISLAND REQUIRED

PROPOSED = 4,345 S.F. OF INTERIOR LANDSCAPED ISLAND PROPOSED

COMMON COUNCIL 1/6/14 PAGE 58

UNDERGROUND UTILITIES

THESE RECORD DRAWINGS HAVE BEEN PREPARED, IN PART, ON THE BASIS OF INFORMATION COMPILED AND FURNISHED BY OTHERS. THE SURVEYOR AND ARCHITECT WILL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH HAVE BEEN INCORPORATED INTO THIS DOCUMENT AS A RESULT.

SOME UTILITIES HAVE BEEN LOCATED BY MAPS PROVIDED BY OTHERS - LOCATIONS ARE APPROXIMATE. PRIVATE UTILITIES MAY EXIST BUT ARE NOT SHOWN ON MAP. CONTACT DIGGER'S HOTLINE FOR LOCATIONS.

FIELD VERIFY SANITARY AND STORM SEWER PIPE SIZE AND LOCATION.

UNDERGROUND UTILITIES SHOWN ON THIS MAP ARE BASED IN PART ON MARKINGS BY DIGGER'S HOTLINE (TICKET #20132706899, #20132706912, #20132706922, #20132706933 AND #20132706950)

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
MARKER "X" ON LIGHT POLE BASE, LOCATED IN THE MAIN PARKING LOT NORTH OF THE HIGH SCHOOL AND BEING INCORPORATED INTO THIS DOCUMENT AS A RESULT.
ELEVATION = 763.24

BENCHMARK #2
SPIKE IN POWER POLE, LOCATED ON THE EAST SIDE OF MILWAUKEE STREET AND BEING APPROXIMATELY 400 FEET SOUTH OF EIGHTH STREET.
ELEVATION = 759.79

BENCHMARK #3
BUILT BOLT ON HORANT, LOCATED IN THE NORTHEAST CORNER OF MILWAUKEE STREET AND EIGHTH STREET.
ELEVATION = 759.12

DESCRIPTION

LOTS 1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16 AND PART OF LOTS 5, 7 AND 17, ALL IN REEFS 1981 ADDITION, LOCATED IN THE NORTHEAST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

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3

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6

7



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Madison, Wisconsin 53703
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PROJECT INFORMATION

MENASHA HIGH SCHOOL

420 Seventh Street
Menasha, WI 54952

ISSUANCE AND REVISIONS

REVISIONS

#	DATE	DESCRIPTION
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KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS

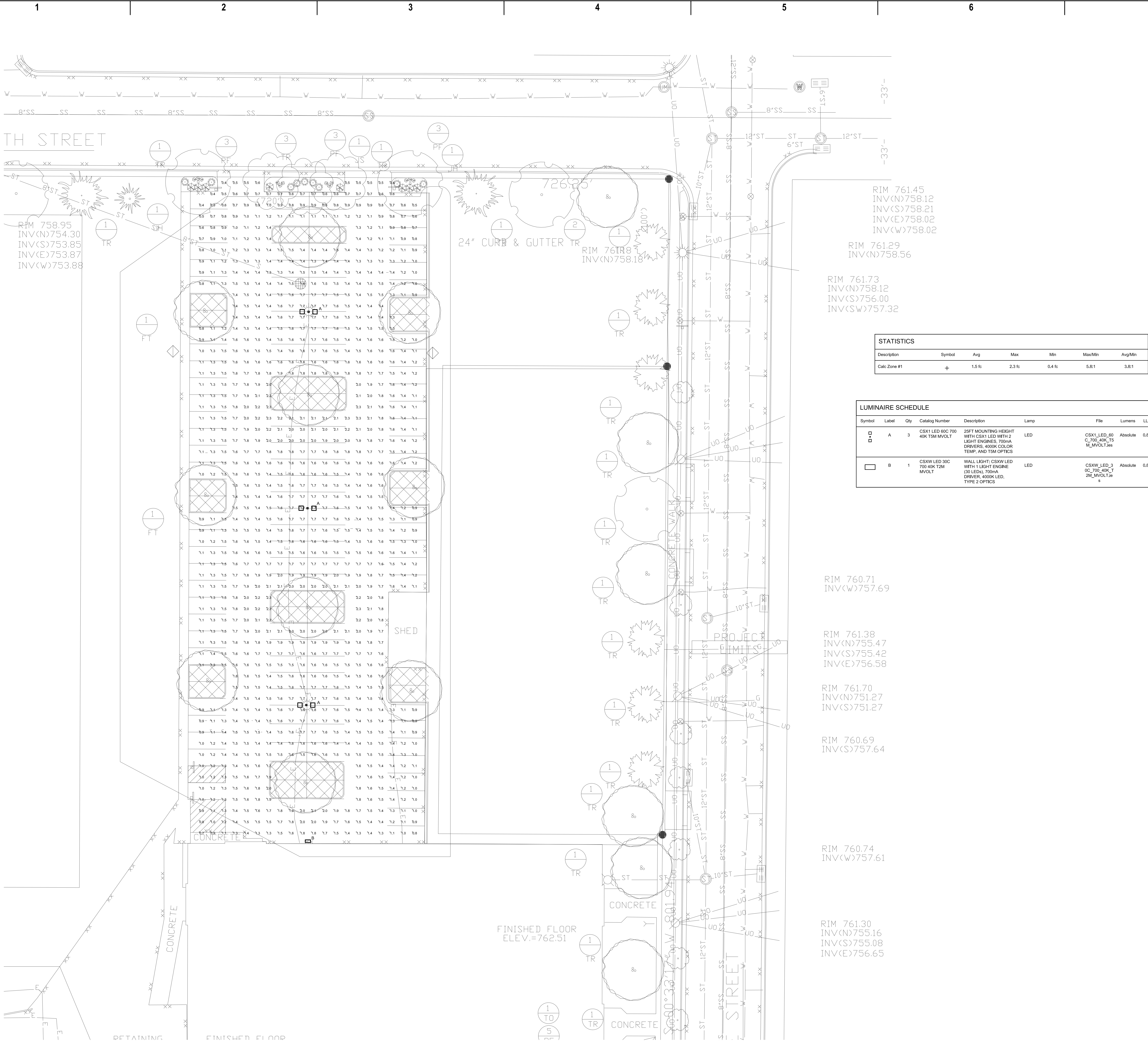
These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT MANAGER	GWS
PROJECT NUMBER	310285
DATE	11-22-2013

FUTURE SITE LIGHTING LAYOUT

ES001

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E1 SITE LIGHTING PLAN - FUTURE
1" = 20'-0"



CSX1 LED

LED Area Luminaire



CONTOUR

Specifications

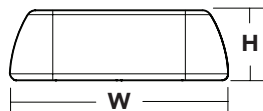
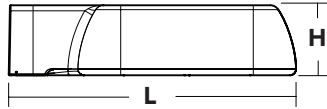
EPA: 0.7 ft²
(0.07 m²)

Length: 23-1/2"
(59.7 cm)

Width: 18-1/2"
(46.9 cm)

Height: 5-7/8"
(14.9 cm)

Weight (max): 37 lbs
(16.8 kg)



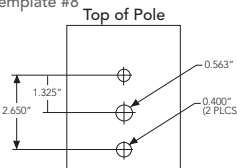
Ordering Information

EXAMPLE: CSX1 LED 60C 1000 40K T3M MVOLT SPA DDBXD

CSX1 LED	60C								
Series	LEDs	Drive current	Color temperature	Distribution	Voltage	Mounting	Options	Finish (required)	
CSX1 LED	60C 60 LEDs	700 700 mA 1000 1000 mA (1 A)	40K 4000K 50K 5000K	T2M Type II T3M Type III T4M Type IV T5M Type V TFTM Forward throw	MVOLT ¹ 120 ¹ 208 ¹ 240 ¹ 277 ¹ 347 480	Shipped included SPA Square pole mounting RPA Round pole mounting WBA Wall bracket Shipped Separately² SPUMBA Square pole universal mounting adaptor RPUMBA Round pole universal mounting adaptor	Shipped installed PER NEMA twist-lock receptacle only (no controls) DCR Dimmable and controllable via ROAM® (no controls) ³ DMG 0-10V dimming driver (no controls) ⁴ HS House-side shield ² SF Single fuse (120, 277, 347V) ⁵ DF Double fuse (208, 240, 480V) ⁵ DS Dual switching ^{6,7} WTB Utility terminal block ⁸ UT Utility terminal block and closing screws ⁸ 2ELED Emergency LED secondary source (2 modules) battery pack (-20°C min. operating temperature) BL30 Bi-level switched dimming, 30% ^{7,9} BL50 Bi-level switched dimming, 50% ^{7,9} Shipped separately² VG Vandal guard BS Bird-deterrent spikes	DDBXD Dark bronze	DBLXD Black
								DNAXD Natural aluminum	DWHXD White
								DDBTXD Textured dark bronze	DBLBXD Textured black
								DNATXD Textured natural aluminum	DWHGXD Textured white

Drilling

Template #8



CSX1 shares a unique drilling pattern with the AERIS™ family. Specify this drilling pattern when specifying poles.

DM19AS	Single unit	DM29AS	2 at 90° *
DM28AS	2 at 180°	DM39AS	3 at 90° *
DM49AS	4 at 90° *	DM32AS	3 at 120° **

Example: SSA 20 4C DM19AS DDBXD

Visit Lithonia Lighting's [POLES CENTRAL](#) to see our wide selection of poles, accessories and educational tools.

*Round pole top must be 3.25" O.D. minimum.
**For round pole mounting (RPA) only.

Tenon Mounting Slipfitter**

Tenon O.D.	Single Unit	2 at 180°	2 at 90°	3 at 120°	3 at 90°	4 at 90°
2-3/8"	AST20-190	AST20-280	N/A	N/A	N/A	N/A
2-7/8"	AST25-190	AST25-280	N/A	AST25-320	N/A	N/A
4"	AST35-190	AST35-280	AST35-290	AST35-320	AST35-390	AST35-490

NOTES

- MVOLT driver operates on any line voltage from 120-277V (50/60 Hz). Specify 120, 208, 240 or 277 options only when ordering with fusing (SF, DF options).
- Also available as a separate accessory; see Accessories information at left.
- Specifies a ROAM® enabled luminaire with 0-10V dimming capability; PER option required. Not available with 347 or 480V. Add'l hardware and services required for ROAM® deployment; call 1-800-442-6745.
- Not available with 347 or 480V.
- Single fuse (SF) requires 120, 277 or 347 voltage option. Double fuse (DF) requires 208, 240 or 480 voltage option.
- Provides 50% dimming capability via two independent drivers, each operating half the luminaire. Available with MVOLT and two light engines only. N/A with PER, DCR, DMG, WTB or 2ELED.
- Requires an additional switched line.
- Not available with BL30 or BL50.
- Dimming driver standard. MVOLT only. Not available with WTB, UT or DCR.
- Requires luminaire to be specified with PER option. Ordered and shipped as a separate line item. For 1000mA 347V or 480V PER, must order DLL127F 1.5 JU Photocell - SSL twist-lock (120-277V) as the receptacle is wired after the stepdown transformer.

Accessories

DLL127F 1.5 JU	Photocell - SSL twist-lock (120-277V) ¹⁰
DLL347F 1.5 CUL JU	Photocell - SSL twist-lock (347V) ¹⁰
DLL480F 1.5 CUL JU	Photocell - SSL twist-lock (480V) ¹⁰
SCU	Shorting cap ¹⁰
KMA8 DDBXD U	Master arm adaptor (specify finish)
SPUMBA DDBXD U	Square pole universal mounting bracket adaptor (specify finish)
RPUMBA DDBXD U*	Round pole universal mounting bracket adaptor (specify finish)
CSX1HS U	House-side shield (includes 2 shields)
CSX1VG U	Vandal guard accessory
CSX1BS U	Bird-deterrent spikes accessory

For more control options, visit [DTL](#) and [ROAM](#) online.



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Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Actual performance may differ as a result of end-user environment and application. Actual wattage may differ by +/- 8% when operating between 120-480V +/- 10%. Contact factory for performance data on any configurations not shown here.

LEDs	Drive Current (mA)	Performance Package	System Watts	Dist. Type	40K (4000K, 70 CRI)					50K (5000K, 67 CRI)				
					Lumens	B	U	G	LPW	Lumens	B	U	G	LPW
60C (60 LEDs)	700 mA	60C 700 --K	134W	T2M	13,662	3	0	3	102	14,651	3	0	3	109
				T3M	14,461	3	0	3	108	15,508	3	0	3	116
				T4M	14,441	2	0	3	108	15,486	3	0	3	116
				T5M	14,494	4	0	2	108	15,543	4	0	2	116
				TFTM	14,643	2	0	3	109	15,703	2	0	3	117
	1000 mA	60C 1000 --K	209W	T2M	17,652	3	0	3	84	19,028	3	0	3	91
				T3M	18,684	3	0	3	89	20,141	3	0	4	96
				T4M	18,658	3	0	4	89	20,113	3	0	4	96
				T5M	18,726	5	0	3	90	20,187	5	0	3	97
				TFTM	18,919	3	0	3	91	20,395	3	0	4	98

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

Ambient		Lumen Multiplier
0°C	32°F	1.02
10°C	50°F	1.01
20°C	68°F	1.00
25°C	77°F	1.00
30°C	86°F	1.00
40°C	104°F	0.99

Projected LED Lumen Maintenance

Data references the extrapolated performance projections for the **CSX1 LED 60C** platform in a **25°C ambient**, based on 10,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Operating Hours	0	25,000	50,000	100,000
Lumen Maintenance Factor	1.0	0.94	0.90	0.83

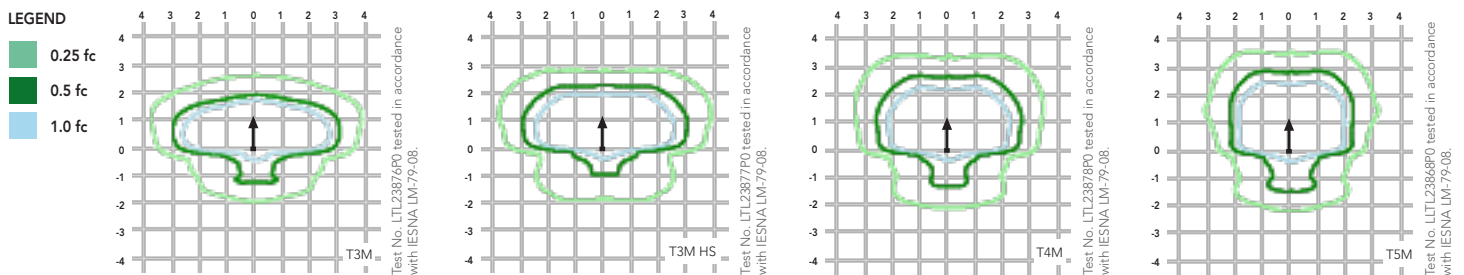
Electrical Load

Number of LEDs	Drive Current (mA)	System Watts	Current (A)					
			120	208	240	277	347	480
60C	700	134W	1.321	0.756	0.659	0.580	0.462	0.337
	1000	208W	2.068	1.198	1.056	0.943	0.764	0.605

Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit Lithonia Lighting's [CSX1 homepage](#).

Isofootcandle plots for the CSX1 LED 60C 1000 40K. Distances are in units of mounting height (20').



FEATURES & SPECIFICATIONS

INTENDED USE

The Contour Series LED area luminaire is ideal for streets, walkways, parking lots, and surrounding areas that call for high-performance LED lighting in a transitional dayform.

CONSTRUCTION

Single-piece die cast housing has a unique flow-through design that allows for optimized thermal management through convective cooling. A metallic screen covers the top of the housing, preventing debris build-up while allowing natural cleaning of the heat sinks. Modular design allows for ease of maintenance and future light engine upgrades. The LED driver and electronics are thermally isolated from the light engine(s), ensuring long life. Housing is completely sealed against moisture and environmental contaminants.

FINISH

Exterior parts are protected by a zinc-infused Super Durable TGIC thermoset powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures a minimum 3 mils thickness for a finish that can withstand extreme climate changes without cracking or peeling.

OPTICS

Precision-molded acrylic lenses provide optimal luminaire spacing and improved uniformity. Lenses are indexed to the circuit board to ensure consistent optical alignment and delivering repeatable photometric performance. Light engines are available in standard 4000K (70 CRI) or optional 5000K (67 CRI) configurations. The CSX1 has zero uplight and qualifies as a Nighttime Friendly™ product, meaning it is consistent with the LEED® and Green Globes™ criteria for eliminating wasteful uplight.

ELECTRICAL

Light engines consist of 60 high-efficacy LEDs mounted to metal-core circuit boards to maximize heat dissipation and promote long life (100,000 hrs at 40°C, L70). Class 1 electronic driver designed to have a power factor >90%, THD <20%, with an expected life of 100,000 hours with <1% failure rate. Easily-serviceable surge protection device meets a minimum Category C Low operation (per ANSI/IEEE C62.41.2).

INSTALLATION

Integral arm provides easy installation to a pole and assists in alignment and leveling. Secure connection withstands up to 3.0 G vibration load rating per ANSI C136.31. The CSX1 utilizes the AERIS™ series pole drilling pattern for SPA and RPA options; wall mounting bracket also available. Available mast arm adapter accessory accepts horizontal tenons up to 2-3/8" O.D.

LISTINGS

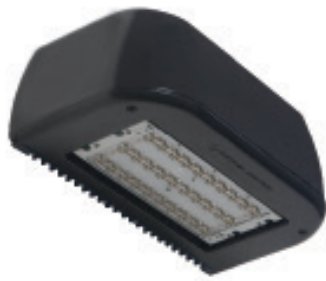
CSA Certified to U.S. and Canadian standards. Light engines and luminaire are IP66 rated. U.S. Patent No. D632830. U.S. Patent No. D653,382 S.

WARRANTY

Five year limited warranty. Full warranty terms located at www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx

Note: Specifications subject to change without notice.





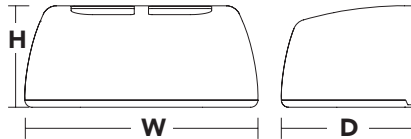
CSXW LED LED Wall Luminaire



CONTOUR
SERIES

Specifications

Height:	7-1/8" (29.2 cm)
Width:	16-3/8" (41.6 cm)
Depth:	9-5/16" (23.6 cm)
Weight (max):	30 lbs (13.6 kg)



Catalog
Number

Notes

Type

Hit the Tab key or mouse over the page to see all interactive elements.

Introduction

The Contour® Series luminaires offer traditional square dayforms with softened edges for a versatile look that complements many applications.

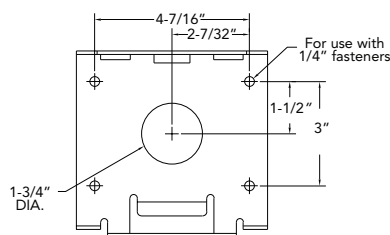
The CSXW LED combines the latest in LED technology with the familiar aesthetic of the Contour® Series for stylish, high-performance illumination that lasts. It is ideal for replacing 100-400W metal halide in wall-mounted applications with typical energy savings of 80% and expected service life of over 100,000 hours.

Ordering Information

EXAMPLE: CSXW LED 30C 700 40K T3M MVOLT DDBXD

CSXW LED								
Series	LEDs	Drive current	Color temperature ¹	Distribution	Voltage	Mounting	Options	Finish <i>(required)</i>
CSXW LED	30C 30 LEDs	700 700 mA 1000 1000 mA	40K 4000K 50K 5000K	T2M Type II, medium T3M Type III, medium T4M Type IV, medium TFTM Type forward throw, medium	MVOLT ² 120 ² 208 ² 240 ² 277 ² 347 ³ 480 ³	Shipped included (blank) Surface mount Shipped separately BBW Surface-mounted back box (for conduit entry) ⁴	Shipped installed PE Photoelectric cell, button type ^{5,6} DMG 0-10V dimming driver (no controls) SF Single fuse (120, 277, 347V) ⁷ DF Double fuse (208, 240, 480V) ⁷ Shipped separately⁴ VG Vandal guard WG Wire guard	DDBXD Dark bronze DBLXD Black DNAXD Natural aluminum DWHXD White DDBTXD Textured dark bronze DBLBXD Textured black DNATXD Textured natural aluminum DWHGXD Textured white

Mounting Detail



Accessories

Ordered and shipped separately.

CSXWBBW DDBXD U	Back box accessory (specify finish)
CSXWWG U	Wire guard accessory
CSXWVG U	Vandal guard accessory

NOTES

- 1 Configured with 4000K (/40K) provides the shortest lead times. Consult factory for 5000K (/50K) lead times.
- 2 MVOLT driver operates on any line voltage from 120-277V (50/60 Hz). Specify 120, 208, 240 or 277 options only when ordering with fusing (SF, DF options) or photocontrol (PE option).
- 3 Available with 700 mA options only (30C 700).
- 4 Also available as a separate accessory; see Accessories information at left.
- 5 Photocontrol (PE) requires 120, 208, 240, 277 or 347 voltage option.
- 6 Must be ordered with fixture; cannot be field installed.
- 7 Single fuse (SF) requires 120, 277 or 347 voltage option. Double fuse (DF) requires 208, 240 or 480 voltage option.



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COMMON COUNCIL 1/6/14 PAGE62

Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Actual performance may differ as a result of end-user environment and application. Actual wattage may differ by +/- 8% when operating between 120-480V +/- 10%. Contact factory for performance data on any configurations not shown here.

LEDs	Drive Current (mA)	Performance Package	System Watts	Dist. Type	40K (4000K, 70 CRI)					50K (5000K, 67 CRI)				
					Lumens	B	U	G	LPW	Lumens	B	U	G	LPW
30C (30 LEDs)	700 mA	30C 700 --K	69W	T2M	6,695	2	0	2	97	7,183	2	0	2	104
				T3M	7,068	2	0	2	102	7,582	2	0	2	110
				T4M	7,017	2	0	2	102	7,528	2	0	2	109
				TFTM	7,158	2	0	2	104	7,679	2	0	2	111
	1000 mA	30C 1000 --K	104W	T2M	8,868	2	0	2	85	9,560	2	0	2	92
				T3M	9,361	2	0	2	90	10,091	2	0	2	97
				T4M	9,293	2	0	2	89	10,018	2	0	2	96
				TFTM	9,481	2	0	2	91	10,220	2	0	2	98

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

Ambient		Lumen Multiplier
0°C	32°F	1.02
10°C	50°F	1.01
20°C	68°F	1.00
25°C	77°F	1.00
30°C	86°F	1.00
40°C	104°F	0.99

Projected LED Lumen Maintenance

Data references the extrapolated performance projections for the **CSXW LED** platform in a **25°C ambient**, based on 10,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Operating Hours	0	25,000	50,000	100,000
Lumen Maintenance Factor	1.0	0.94	0.91	0.85

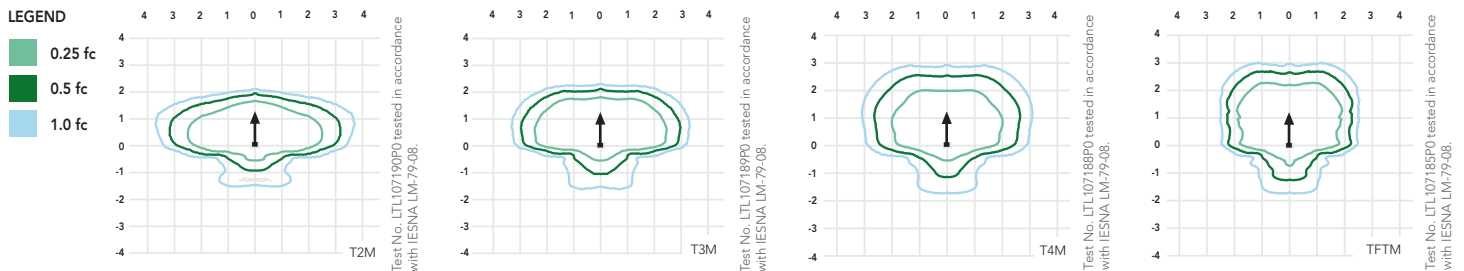
Electrical Load

Number of LEDs	Drive Current (mA)	System Watts	Current (A)					
			120	208	240	277	347	480
30C	700	70W	0.695	0.412	0.367	0.331	0.247	0.186
	1000	104W	1.034	0.599	0.528	0.472	0.382	0.302

Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit Lithonia Lighting's [CSXW homepage](#).

Isofootcandle plots for the CSXW LED 30C 1000 40K. Distances are in units of mounting height (20').



FEATURES & SPECIFICATIONS

INTENDED USE

The Contour Series Wall LED luminaire is ideal for commercial building mounted applications from over-the-door to 20 ft mounting heights.

CONSTRUCTION

Rugged, die-cast, single-piece aluminum housing. Unique flow-through design for optimized thermal management. Modularity allows for ease of maintenance and potential for future system upgrades. Metallic screen covers the top of the housing, preventing debris build-up while allowing for air flow. Housing is completely sealed against moisture and environmental contaminants.

FINISH

Exterior parts are protected by a zinc-infused Super Durable TGIC thermoset powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures a minimum 3 mils thickness for a finish that can withstand extreme climate changes without cracking or peeling.

OPTICS

Precision-molded acrylic lenses provide optimal luminaire spacing and improved uniformity. Lenses are indexed to the circuit board to ensure consistent optical alignment and delivering repeatable photometric performance. Light engines are available in standard 4000K (70 CRI) or optional 5000K (67 CRI) configurations. The CSXW has zero uplight and qualifies as a Nighttime Friendly™ product, meaning it is consistent with the LEED® and Green Globes™ criteria for eliminating wasteful uplight.

ELECTRICAL

Light engine consists of 30 high-efficacy LEDs mounted to a metal-core circuit board to maximize heat dissipation and promote long life (100,000 hrs at 40°C, L70). Class 1 electronic driver has a power factor >90%, THD <20%, and has an expected life of 100,000 hours with <1% failure rate. Easily-serviceable surge protection device meets a minimum Category C Low operation (per ANSI/IEEE C62.41.2).

INSTALLATION

Universal mounting mechanism with integral mounting support allows fixture to hinge down. Bubble level provides correct alignment with every installation.

LISTINGS

CSA Certified to U.S. and Canadian standards. Light engine is IP66 rated. Luminaire is IP65 rated.

WARRANTY

Five year limited warranty. Full warranty terms located at www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx.

Note: Specifications subject to change without notice.



City of Menasha Disbursements

Accounts Payable	12/19/13-1/2/14	\$ 806,515.63
	Checks # 44673-44854	

Payroll	12/27/13	<u>\$ 163,335.50</u>
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Total	<u><u>\$ 969,851.13</u></u>
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Medical Expense Reimbursement Trust-Retirement Pay Out

Community First 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: 12/19/2013

Date: 12/23/2013

<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>
A&B TREE SERVICES &	44673	12/19/2013		263-0306-562.70-01	250.00	CDBG Program
			Total for check: 44673		250.00	
ACC PLANNED SERVICE INC	44674	12/19/2013	11662	100-1001-514.24-03	172.50	Delta software
			Total for check: 44674		172.50	
ACCURATE	44675	12/19/2013	1316975	731-1022-541.30-18	233.90	Hydraulic Fittings
		12/19/2013	1317048	731-1022-541.30-18	144.50	Nuts/Washers/Drill/Pins
			Total for check: 44675		378.40	
ADVANTAGE POLICE SUPPLY INC	44676	12/19/2013	3088	100-0801-521.30-18	60.00	Alterations on Vest
			Total for check: 44676		60.00	
JF AHERN CO	44677	12/19/2013	194273	731-1022-541.21-06	62.55	Extinguisher Maintenance
		12/19/2013	194277	731-1022-541.21-06	723.30	Extinguisher Maintenance
		12/19/2013	194280	100-0801-521.24-03	108.45	Extinguisher Maintenance
		12/19/2013	194281	100-0920-531.24-03	73.70	Extinguisher Maintenance
			Total for check: 44677		968.00	
ALLIED GLOVE & SAFETY PRODUCTS	44678	12/19/2013	1/014590	731-1022-541.30-18	34.50	Raincoat/Pants
		12/19/2013	1/016050	731-1022-541.30-18	87.00	Raincoat/Pants
			Total for check: 44678		121.50	
CITY OF APPLETON	44679	12/19/2013	216288	100-0302-542.25-01	12,917.00	Valley Transit November 2013
			Total for check: 44679		12,917.00	
AT&T	44680	12/19/2013	920R09453012	601-1020-543.22-01	292.50	Alarms

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<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>
AT&T...	44680...	12/19/2013...	920R09453012...	100-1001-514.22-01	113.90	Alarms
			Total for check: 44680		406.40	
BADGER LAB & ENGINEERING INC	44681	12/19/2013	INV000055455	601-1020-543.21-02	560.00	Whiting Paper WastewatersNov 11-15 Samples
		12/19/2013	INV000055508	601-1020-543.21-02	805.00	Graphics Packaging
		12/19/2013	INV000055509	601-1020-543.21-02	1,010.00	Intertape
		12/19/2013	INV000055510	601-1020-543.21-02	620.00	Gunderson
			Total for check: 44681		2,995.00	
BADGER STOP	44682	12/19/2013	13-0065	743-0403-513.24-04	400.00	Software Maintenance
			Total for check: 44682		400.00	
BECK ELECTRIC INC	44683	12/19/2013	D0913-COM-CH2	100-1001-514.24-03	65.00	A/C Equipment
		12/19/2013	D1213-COM-CH3	100-1001-514.24-05	306.17	A/C Project
			Total for check: 44683		371.17	
BERGSTROM FORD OF NEENAH	44684	12/19/2013	235733	100-0801-521.29-04	1,477.37	HVAC Blower Fan Repair
			Total for check: 44684		1,477.37	
BOMSKI CONSTRUCTION &	44685	12/19/2013		263-0306-562.70-01	6,978.00	CDBG Program
			Total for check: 44685		6,978.00	
BRAZEE ACE HARDWARE	44686	12/19/2013	024522	267-0102-581.30-18	31.53	Supplies
			Total for check: 44686		31.53	
CRI RECYCLING SERVICE INC	44687	12/19/2013	34646	266-1027-543.21-06	153.00	Granular Recycle
			Total for check: 44687		153.00	
UNEMPLOYMENT INSURANCE	44688	12/19/2013	000005521991	100-0803-521.15-09	102.84	

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<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>
UNEMPLOYMENT INSURANCE...	44688...	12/19/2013...	000005521991...	100-0703-553.15-09	435.84	
				100-1001-514.15-09	11.83	
				100-0801-521.15-09	1,452.00	
				100-1019-552.15-09	2,526.84	
				Total for check: 44688	4,529.35	
DIGICORPORATION	44689	12/19/2013	137311	266-1027-543.29-01	560.00	Recycling Calendar
				266-1027-543.29-01	331.20	Recycling Brochure
				266-1027-543.29-01	294.75	Recycling Brochure
				266-1027-543.29-01	1,070.00	Handouts
				100-0000-134.00-00	(127.50)	Envelopes
				100-0401-513.29-01	203.50	Envelopes
				100-0401-513.29-01	365.00	Property Tax Envelopes
				Total for check: 44689	2,696.95	
EARTHLINK BUSINESS	44691	12/19/2013		100-0402-513.22-01	6.93	Assessor
				100-0201-512.22-01	6.74	Attorney
				100-0000-123.00-00	15.38	Bld Insp
				100-0203-512.22-01	14.01	Clerk
				100-0304-562.22-01	25.21	Com Dev
				100-1001-514.22-01	76.35	City Hall
				100-0401-513.22-01	34.01	Finance
				731-1022-541.22-01	27.37	Garage
				100-0903-531.22-01	51.71	Health
				743-0403-513.22-01	16.17	IT
				100-0601-551.22-01	179.23	Library
				100-0101-511.22-01	10.63	Mayor
				100-0702-552.22-01	28.51	Rec
				100-0703-553.22-01	47.89	Parks
				100-0202-512.22-01	17.03	Personnel
				100-0801-521.22-01	264.28	Police
				100-1002-541.22-01	44.41	Eng
				100-0920-531.22-01	13.90	Senior

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<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>
EARTHLINK BUSINESS...	44691...	12/19/2013...	...	100-1008-541.22-01	4.01	Sign
				100-0502-522.22-01	42.22	EOC
				207-0000-123.00-00	28.31	Marina
				100-0000-123.00-00	316.84	Menasha Utilities
				Total for check: 44691	1,271.14	
ENVIRONET INC	44692	12/19/2013	8769	209-0703-553.21-06	17,740.00	993 Third Street Asbestos Removal
				Total for check: 44692	17,740.00	
FOXTAL TRAINING CENTER	44693	12/19/2013		824-0807-521.21-06	8,125.00	K-9
				Total for check: 44693	8,125.00	
GRAPHIC TICKETS & SYSTEMS	44694	12/19/2013	1881	100-0801-521.30-18	1,181.75	Parking Tickets
				Total for check: 44694	1,181.75	
INFINITY TECHNOLOGY INC	44695	12/19/2013	11721	743-0403-513.21-04	124.80	Barracude/Hard Drive
		12/19/2013	11743	743-0403-513.21-04	11,800.00	100 hr Tech Block
			Total for check: 44695	11,924.80		
KONE INC	44696	12/19/2013	150935333	100-0801-521.24-03	377.52	Elevator Repair
				Total for check: 44696	377.52	
KUNDINGER FLUID POWER INC	44697	12/19/2013	50262543	731-1022-541.38-03	20.00	Gauge
				Total for check: 44697	20.00	
LEVENHAGEN CORPORATION	44698	12/19/2013	051348A-IN	100-0000-131.00-00	6,537.99	Fuel
		12/19/2013	051464A-IN	100-0000-131.00-00	5,603.98	Fuel
		12/19/2013	051478A-IN	100-0000-131.00-00	24,678.29	Fuel

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<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>
LEVENHAGEN CORPORATION...	44698...	12/19/2013	83679	207-0707-552.38-01	2,429.25 Fuel	
			Total for check: 44698		39,249.51	
LINCOLN CONTRACTORS SUPPLY INC	44699	12/19/2013	J05741	100-0703-553.30-18	409.94 Gas Cans	
			Total for check: 44699		409.94	
MATTHEWS TIRE & SERVICE CENTER	44700	12/19/2013	49588	731-1022-541.38-02	929.15 Tires	
		12/19/2013	49596	731-1022-541.38-02	673.05 Tires	
		12/19/2013	49597	731-1022-541.38-02	751.05 Tires	
			Total for check: 44700		2,353.25	
MCNEILUS TRUCK & MFG COMPANY	44701	12/19/2013	2364954	731-1022-541.38-03	75.73 Cover, Fabric/Curotto	
			Total for check: 44701		75.73	
MENARDS-APPLETON EAST	44702	12/19/2013	34944	100-0703-553.24-03	69.99 Urbino 4 Lt Track	
			Total for check: 44702		69.99	
TOWN OF MENASHA FINANCE DEPARTMENT	44703	12/19/2013	11-2013	100-1003-541.82-02	67,618.10 Melissa St Projects	
			Total for check: 44703		67,618.10	
MENASHA MUNICIPAL COURT, TOWN OF	44704	12/19/2013		100-0000-201.03-00	207.00 Bond	Report #13-4124
			Total for check: 44704		207.00	
MENASHA NEENAH MUNICIPAL COURT	44705	12/19/2013		100-0201-512.30-18	144.50	
			Total for check: 44705		144.50	
POSTMASTER	44706	12/19/2013	REC	100-0702-552.30-11	1,429.88 Winter/Spring	Activity Guide
			Total for check: 44706		1,429.88	

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MENASHA TREASURER	44707	12/19/2013	5-890	100-0000-441.13-00	25,371.61	5-890 Error on Bill
			HEALTH	100-0904-531.34-03	5.64	Health
				100-0903-531.33-02	14.00	Health
				100-0903-531.33-01	36.95	Health
			Total for check: 44707		25,428.20	
MENASHA TREASURER	44708	12/19/2013	4-88	100-0000-212.00-00	2,755.25	4-88 Tax Prepay 615 Fifth Street
			Total for check: 44708		2,755.25	
MENASHA UTILITIES	44711	12/19/2013		100-1008-541.22-03	198.84	Electric
				100-1008-541.22-05	67.42	Water
				601-1020-543.22-03	26.53	Electric
				100-0704-552.22-03	299.81	Electric
				100-0704-552.22-05	409.00	Water
				731-1022-541.22-03	1,390.52	Electric
				731-1022-541.22-05	339.60	Water
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	2,334.41	Electric
				100-0801-521.22-05	306.59	Water
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	1,690.43	Electric
				100-0000-123.00-00	222.01	Water
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	65.62	Electric
				100-0601-551.22-03	3,602.39	Electric
				100-0601-551.22-05	452.33	Water
				100-0601-551.22-06	103.75	Storm
				207-0707-552.22-05	168.30	Water
				100-1019-552.22-03	381.98	Electric
				100-1019-552.22-05	12.38	Water
				100-0000-123.00-00	8.70	Electric
				100-1001-514.22-05	12.38	Water

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<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 UTILITIES...	44711...	12/19/2013...	...	100-1001-514.22-06	2.50	Storm
				100-0703-553.22-03	1,328.95	Electric
				100-0703-553.22-05	34.42	Water
				100-0703-553.22-06	700.63	Storm
				485-0304-562.22-06	33.13	Storm
				457-0304-562.22-06	2.50	Storm
				485-0304-562.22-06	15.00	Storm
				457-0304-562.21-10	31.42	Electric
				100-0305-562.22-06	5.00	Storm
				501-0304-562.22-06	280.01	Storm
				267-0102-581.22-03	2,586.86	198 River Street
				Total for check: 44711	18,196.55	
MINNESOTA LIFE INSURANCE COMPANY	44712	12/19/2013		100-0000-204.07-00	2,339.31	Group Life Plan
				Total for check: 44712	2,339.31	
MONOPRICE INC	44713	12/19/2013	9347516	743-0403-513.30-15	32.54	Wall Mount for Monitor PWF
				Total for check: 44713	32.54	
N.E.W. CANVAS	44714	12/19/2013	9522	731-1022-541.29-04	100.00	Tarp
				Total for check: 44714	100.00	
JOSEPH A POLZIEN	44715	12/19/2013	POLZIENUNIFORM	100-0803-521.19-03	118.59	Uniform Reimbursement
				Total for check: 44715	118.59	
ROAD EQUIPMENT	44716	12/19/2013	WA569605	731-1022-541.38-03	40.53	Wheel Check
				Total for check: 44716	40.53	

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<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>
CHARLES SAHR	44717	12/19/2013	SAHRUNIFORM	100-0803-521.19-03	56.94	Uniform Reimbursement
			Total for check: 44717		56.94	
R A SMITH NATIONAL INC	44718	12/19/2013	111529	100-0304-562.21-02	2,500.00	Topographic Map Gilbert Mill
			Total for check: 44718		2,500.00	
TAPCO	44719	12/19/2013	I440133	100-1008-541.30-18	765.19	Traffic Signal Base
			Total for check: 44719		765.19	
THOMPSON & ASSOCIATES LLC	44720	12/19/2013	THOMPSON	625-0000-201.19-00	2,120.00	Return Site Plan Deposit
			Total for check: 44720		2,120.00	
UNIFIRST CORPORATION	44721	12/19/2013	097 0151893	731-1022-541.20-01	112.65	Coveralls/Shirts/Mats/Mop
			Total for check: 44721		112.65	
UNIFORM SHOPPE	44722	12/19/2013	226635	100-0801-521.19-03	92.40	Sweater/Shirt
			Total for check: 44722		92.40	
US CELLULAR	44723	12/19/2013	0017297320	100-0201-512.22-01	33.16	Captain
				100-0202-512.22-01	13.91	Brunn
				100-1019-552.22-01	2.23	Racine St Bridge
				100-1019-552.22-01	2.18	Tayco St Bridge
				743-0403-513.22-01	33.20	IT Intern
				601-1020-543.22-01	2.18	Confined Spac
				100-1001-514.22-01	54.40	Alix
				100-1001-514.22-01	112.30	PD
				100-0919-531.22-01	8.23	Nett
				100-0904-531.22-01	38.20	Drew
				100-1002-541.22-01	14.18	Hutter
				100-0702-552.22-01	55.17	Tungate
				100-0703-553.22-01	100.86	Maas/Parks

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US CELLULAR...	44723...	12/19/2013...	0017297320...	731-1022-541.22-01	73.68	PWF/Jacobson
				100-1008-541.22-01	6.71	Bursack
				601-1020-543.22-01	2.18	Sewer Truck
			Total for check: 44723		552.77	
US LUBRICANTS	44724	12/19/2013	50034171	731-1022-541.30-18	3,362.34	
			Total for check: 44724		3,362.34	
US PETROLEUM EQUIPMENT	44725	12/19/2013	206296	731-1022-541.24-06	104.14	Fix Pump
			Total for check: 44725		104.14	
VERIZON WIRELESS	44726	12/19/2013	97 15980539	743-0403-513.30-15	40.01	Broadband Charges
				100-1001-514.22-01	8.97	Cell Phones
				100-1002-541.22-01	158.09	Cell Phones
				625-1002-541.22-01	52.70	Cell Phones
		12/19/2013	9715980538	100-0703-553.22-01	8.51	
			Total for check: 44726		268.28	
WAUSAU EQUIPMENT COMPANY INC	44727	12/19/2013	156402	100-1006-541.30-18	313.50	Bearing
			Total for check: 44727		313.50	
WE ENERGIES	44728	12/19/2013		100-0903-531.22-04	33.86	316 Racine Street Gas 10/29/13 - 12/1/13
				100-0701-533.22-03	8.96	North Street
				100-0701-533.22-03	8.96	North Street
			Total for check: 44728		51.78	
WEA INSURANCE TRUST	44729	12/19/2013		100-0000-204.11-00	11,438.64	
				100-0000-204.08-00	106,548.16	
			Total for check: 44729		117,986.80	

AP Check Register **Check Date: 12/19/2013**

Date: 12/23/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WERNER ELECTRIC SUPPLY CO	44730	12/19/2013	S4033569.001	100-0501-522.24-03	240.90	Station 35 Apparatus Bay
			Total for check: 44730		240.90	
WEST BEND POLICE DEPARTMENT	44731	12/19/2013		100-0000-201.03-00	145.50	Bond Report #13-4087
			Total for check: 44731		145.50	
WINNEBAGO COUNTY TREASURER	44732	12/19/2013	LF120456	266-1027-543.25-01	457.00	November 2013 Recycling
		12/19/2013	LF120463	100-1016-543.25-01	11,761.28	November 2013 Direct to Outagamie
				100-1017-543.25-01	3,335.06	November 2013 Direct to Outagamie
			Total for check: 44732		15,553.34	
ZUPPAS	44733	12/19/2013	18793	100-0202-512.30-16	574.00	Wellness Luncheon
			Total for check: 44733		574.00	
					380,915.78	

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Date: 12/30/2013

<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>
JF AHERN CO	44734	12/26/2013	194286	100-0903-531.24-03	52.85	Extinguisher Maintenance
			Total for check: 44734		52.85	
AIRGAS USA LLC	44735	12/26/2013	9914273128	731-1022-541.21-06	101.25	Lease Cyl
		12/26/2013	9914526271	100-0801-521.24-03	9.22	AC Unit
				100-0501-522.24-03	6.15	AC Unit
		12/26/2013	9914526273	731-1022-541.21-06	171.40	Oxygen
			Total for check: 44735		288.02	
ASSOCIATED APPRAISAL CONSULTANTS	44736	12/26/2013	16342	100-0402-513.21-09	4,991.67	Professional Services
				100-0402-513.30-11	7.18	Postage
		12/26/2013	16343	100-0402-513.21-04	59.76	Internet Posting 6640 Parcels
			Total for check: 44736		5,058.61	
BAYCOM INC	44737	12/26/2013	82872	100-0801-521.29-04	76.00	Siren Face Plate Console Face Plate
			Total for check: 44737		76.00	
BUBRICK'S	44738	12/26/2013		100-0801-521.30-10	(42.77)	Credit
		12/26/2013	826832	100-0801-521.30-10	18.52	Supplies
		12/26/2013	835906	100-0801-521.30-10	85.50	Paper
			Total for check: 44738		61.25	
COMMUNITY FIRST CREDIT UNION	44739	12/26/2013	20131227	100-0000-202.05-00	10,674.00	PAYROLL SUMMARY
			Total for check: 44739		10,674.00	
GRAPHIC TICKETS & SYSTEMS	44740	12/26/2013	1898	100-0801-521.30-18	1,019.33	Parking Ticket Envelopes
			Total for check: 44740		1,019.33	

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GREEN BAY MUNICIPAL COURT	44741	12/26/2013		100-0000-201.03-00	1,098.00	Bond Report #13-4188
			Total for check: 44741		1,098.00	
GUNDERSON INC	44742	12/26/2013	139234	100-0801-521.30-13	35.38	Towels/Mats
			Total for check: 44742		35.38	
INDEPENDENT INSPECTIONS LTD	44743	12/26/2013	307872	100-0301-523.21-06	13,190.11	November Permits
		12/26/2013	307873	100-0301-523.21-06	110.50	November Permits
			Total for check: 44743		13,300.61	
DARLENE KRAUS	44744	12/26/2013	KRAUS	100-0801-521.19-03	129.57	Uniform
			Total for check: 44744		129.57	
KUNDINGER FLUID POWER INC	44745	12/26/2013	502652542	731-1022-541.38-03	621.03	Non-Spill QC
			Total for check: 44745		621.03	
LAKE PARK VILLAS HOMEOWNERS ASSN	44746	12/26/2013		501-0304-562.32-01	3,052.03	LP Villas Costs
			Total for check: 44746		3,052.03	
MATTHEWS TIRE & SERVICE CENTER	44747	12/26/2013	49627	731-1022-541.38-02	496.80	Tires
			Total for check: 44747		496.80	
MENASHA TREASURER	44748	12/26/2013	PWF	100-1018-543.30-11	46.00	Postage Reimbursement
			Total for check: 44748		46.00	
MENASHA UTILITIES	44749	12/26/2013		100-0000-212.00-00	129.44	348 Lisbon - S/B Utility
			Total for check: 44749		129.44	

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PERSONNEL EVALUATION INC	44750	12/26/2013	6905	100-0801-521.21-06	160.00	Pep Billing 11/1/13 - 11/30/13
			Total for check: 44750		160.00	
SUNGARD PUBLIC SECTOR INC	44751	12/26/2013	75062	743-0403-513.24-04	2,806.00	
			Total for check: 44751		2,806.00	
UNIFIRST CORPORATION	44752	12/26/2013	097 0152363	731-1022-541.20-01	112.65	Coveralls/Shirts/Towels
			Total for check: 44752		112.65	
UNITED WAY FOX CITIES	44753	12/26/2013	20131227	100-0000-202.09-00	30.25	PAYROLL SUMMARY
			Total for check: 44753		30.25	
US VENTURE	44754	12/26/2013	L48506	731-1022-541.21-06	12.00	Sample
			Total for check: 44754		12.00	
VAN ZEELAND'S AUTO CARE CENTER	44755	12/26/2013	2031139	100-0801-521.29-04	440.00	Tires
			Total for check: 44755		440.00	
VERIZON WIRELESS	44756	12/26/2013	9715980542	743-0403-513.29-01	109.04	
				743-0403-513.30-15	80.02	
				100-0304-562.22-01	33.25	
		12/26/2013	9715980543	100-0801-521.22-01	299.39	
				743-0403-513.24-04	399.90	
			Total for check: 44756		921.60	
WIL-KIL PEST CONTROL	44757	12/26/2013		100-1001-514.20-01	213.88	Prebill for 2014
				100-0703-553.24-03	261.90	Prebill for 2014
				100-0801-521.20-01	384.12	Prebill for 2014

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WIL-KIL PEST CONTROL...	44757...	12/26/2013...	...	100-0920-531.20-07	317.19	Prebill for 2014
			Total for check: 44757		1,177.09	
WISCONSIN DEPT OF JUSTICE	44758	12/26/2013	G3228	100-0202-512.32-02	4.00	
		12/26/2013	L7101T	100-0801-521.21-06	105.00	October Record Checks
			Total for check: 44758		109.00	
WISCONSIN SUPPORT COLLECTIONS	44759	12/26/2013	20131227	100-0000-202.03-00	955.49	PAYROLL SUMMARY
			Total for check: 44759		955.49	
					42,863.00	

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AMAZON	44761	12/30/2013	037814331114	100-0601-551.30-14	44.97	LIBRARY MATERIALS
		12/30/2013	037815676844	100-0601-551.30-14	18.99	LIBRARY MATERIALS
		12/30/2013	048010343465	100-0601-551.30-14	(4.97)	CREDIT
		12/30/2013	048011842720	100-0601-551.30-14	151.89	LIBRARY MATERIALS
		12/30/2013	048013258022	100-0601-551.30-14	(6.01)	CREDIT
		12/30/2013	048014810303	100-0601-551.30-14	(3.15)	CREDIT
		12/30/2013	048017101992	100-0601-551.30-14	57.87	LIBRARY MATERIALS
		12/30/2013	048019282363	100-0601-551.30-14	(0.03)	CREDIT
		12/30/2013	075203474181	100-0601-551.30-14	7.99	LIBRARY MATERIALS
		12/30/2013	075204398010	100-0601-551.30-14	14.26	LIBRARY MATERIALS
		12/30/2013	075206209274	100-0601-551.30-14	16.91	LIBRARY MATERIALS
		12/30/2013	075208334139	100-0601-551.30-14	32.98	LIBRARY MATERIALS
		12/30/2013	078521760342	100-0601-551.30-14	(3.00)	CREDIT
		12/30/2013	078526574940	100-0601-551.30-14	83.95	LIBRARY MATERIALS
		12/30/2013	227000740135	100-0601-551.30-14	53.97	LIBRARY MATERIALS
		12/30/2013	227003338424	100-0601-551.30-14	123.03	LIBRARY MATERIALS
		12/30/2013	227003813281	100-0601-551.30-14	(1.97)	CREDIT
		12/30/2013	227004472437	100-0601-551.30-14	69.85	LIBRARY MATERIALS
		12/30/2013	227005253315	100-0601-551.30-14	325.74	LIBRARY MATERIALS
		12/30/2013	227007551547	100-0601-551.30-14	5.13	LIBRARY MATERIALS
		12/30/2013	227008698648	100-0601-551.30-14	(1.00)	CREDIT
		12/30/2013	227008723585	100-0601-551.30-14	88.91	LIBRARY MATERIALS
		12/30/2013	227009105910	100-0601-551.30-14	11.20	LIBRARY MATERIALS
		12/30/2013	232671695304	100-0601-551.30-14	(9.00)	CREDIT
		12/30/2013	232673309642	100-0601-551.30-14	(8.33)	CREDIT
		12/30/2013	232674950871	100-0601-551.30-14	44.88	LIBRARY MATERIALS
		12/30/2013	232676167064	100-0601-551.30-14	129.27	LIBRARY MATERIALS
		Total for check: 44761			1,244.33	
BAKER & TAYLOR INC	44762	12/30/2013	2028739867	100-0601-551.30-14	1,038.91	LIBRARY MATERIALS
		12/30/2013	2028744455	100-0601-551.30-14	875.05	LIBRARY MATERIALS
		12/30/2013	2028748378	100-0601-551.30-14	353.14	LIBRARY MATERIALS
		12/30/2013	2028753722	100-0601-551.30-14	268.98	LIBRARY MATERIALS
		12/30/2013	2028767203	100-0601-551.30-14	1,067.49	LIBRARY MATERIALS

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BAKER & TAYLOR INC...	44762...	12/30/2013	2028771652	100-0601-551.30-14	436.45	LIBRARY MATERIALS
		12/30/2013	2028787972	100-0601-551.30-14	1,606.75	LIBRARY MATERIALS
		12/30/2013	2028789370	100-0601-551.30-14	149.32	LIBRARY MATERIALS
		12/30/2013	2028810318	100-0601-551.30-14	601.01	LIBRARY MATERIALS
		12/30/2013	5012850147	100-0601-551.30-14	47.00	LIBRARY MATERIALS
		12/30/2013	5012873987	100-0601-551.30-14	68.88	LIBRARY MATERIALS
		12/30/2013	M27609290	100-0601-551.30-14	64.77	LIBRARY MATERIALS
Total for check: 44762				6,577.75		
BECK ELECTRIC INC	44763	12/30/2013	D0913-COM-PL2	100-0601-551.24-03	280.78	BLDG REPAIRS & MAINTANCE
		12/30/2013	D1213-COM-PL3	100-0601-551.24-03	244.66	BLDG REPAIRS & MAINTANCE
		Total for check: 44763				525.44
BLACKSTONE AUDIO INC	44764	12/30/2013	686226	100-0601-551.30-14	50.00	LIBRARY MATERIALS
		Total for check: 44764				50.00
CDW GOVERNMENT INC	44765	12/30/2013	HK65252	100-0601-551.30-10	68.24	OFFICE SUPPLIES
		Total for check: 44765				68.24
CENTER POINT LARGE PRINT	44766	12/30/2013	1139911	100-0601-551.30-14	133.02	LIBRARY MATERIALS
		Total for check: 44766				133.02
CRESCENT ELECTRIC SUPPLY COMPANY	44767	12/30/2013	087-474087-01	100-0601-551.24-03	126.15	BLDG REPAIRS & MAINTANCE
		Total for check: 44767				126.15
ENERGY CONTROL & DESIGN INC	44768	12/30/2013	0069804-IN	100-0601-551.24-03	1,704.97	BLDG REPAIRS & MAINTANCE
		Total for check: 44768				1,704.97
FINDAWAY WORLD LLC	44769	12/30/2013	112328	100-0601-551.30-14	517.93	LIBRARY MATERIALS

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FINDAWAY WORLD LLC...	44769...	12/30/2013	113103	100-0601-551.30-14	184.98	LIBRARY MATERIALS
			Total for check: 44769		702.91	
GALE	44770	12/30/2013	50782664	100-0601-551.30-14	38.92	LIBRARY MATERIALS
		12/30/2013	50838872	100-0601-551.30-14	419.84	LIBRARY MATERIALS
		12/30/2013	50848440	100-0601-551.30-14	27.99	LIBRARY MATERIALS
		12/30/2013	50854835	100-0601-551.30-14	50.38	LIBRARY MATERIALS
		12/30/2013	50859407	100-0601-551.30-14	41.58	LIBRARY MATERIALS
			Total for check: 44770		578.71	
KITZ & PFEIL INC	44771	12/30/2013	10 25 140083	100-0601-551.30-13	19.78	HOUSEKEEPING SUPPLIES
		12/30/2013	10-25-140009	100-0601-551.24-03	5.17	BLDG REPAIRS & MAINTANCE
			Total for check: 44771		24.95	
MADER NEWS AGENCY INC	44772	12/30/2013	17437	100-0601-551.30-14	90.67	LIBRARY MATERIALS
			Total for check: 44772		90.67	
MANDERFIELD BAKERY	44773	12/30/2013	447263	100-0601-551.30-16	49.25	PROGRAM SUPPLIES
		12/30/2013	447860	100-0601-551.30-16	49.25	PROGRAM SUPPLIES
			Total for check: 44773		98.50	
MIDWEST TAPE	44774	12/30/2013	91384114	100-0601-551.30-14	499.73	LIBRARY MATERIALS
		12/30/2013	91402908	100-0601-551.30-14	125.92	LIBRARY MATERIALS
		12/30/2013	91422762	100-0601-551.30-14	25.98	LIBRARY MATERIALS
		12/30/2013	91439849	100-0601-551.30-14	34.98	LIBRARY MATERIALS
			Total for check: 44774		686.61	
PIGGLY WIGGLY MIDWEST LLC	44775	12/30/2013	9258159	100-0601-551.30-16	49.18	PROGRAM SUPPLIES
			Total for check: 44775		49.18	

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RANDOM HOUSE INC	44776	12/30/2013	1088549807	100-0601-551.30-14	26.25	LIBRARY MATERIALS
		12/30/2013	1088597751	100-0601-551.30-14	24.00	LIBRARY MATERIALS
		Total for check: 44776			50.25	
RHYME BUSINESS PRODUCTS	44777	12/30/2013	55240 1	100-0601-551.30-10	25.06	OFFICE SUPPLIES
		Total for check: 44777			25.06	
KRISTIN SEEFELDT	44778	12/30/2013	12192013	100-0601-551.33-01	19.60	MILEAGE REIMBURSEMENT
		Total for check: 44778			19.60	
SERVICEMASTER BUILDING MAINTENANCE	44779	12/30/2013	10653	100-0601-551.20-01	1,425.00	JANITORIAL SERVICES
		Total for check: 44779			1,425.00	
PATTIE STANISLAWSKI	44780	12/30/2013	12192013	100-0601-551.30-16	33.33	PROGRAM SUPPLIES
		Total for check: 44780			33.33	
STAPLES ADVANTAGE	44781	12/30/2013	8027721493	100-0601-551.30-10	39.84	OFFICE SUPPLIES
		12/30/2013	8027721493DUP	100-0601-551.30-18	104.95	DEPT SUPPLIES
		Total for check: 44781			144.79	
UNIQUE BOOKS INC	44782	12/30/2013	361567	100-0601-551.30-14	124.79	LIBRARY MATERIALS
		12/30/2013	361568	100-0601-551.30-14	169.31	LIBRARY MATERIALS
		12/30/2013	361569	100-0601-551.30-14	106.04	LIBRARY MATERIALS
		Total for check: 44782			400.14	
UNIQUE MANAGEMENT SERVICES INC	44783	12/30/2013	249248	100-0000-441.19-00	214.80	COLLECTION AGENCY FEE
		Total for check: 44783			214.80	

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UPSTART	44784	12/30/2013	5140936	100-0601-551.30-16	30.45	PROGRAM SUPPLIES
			Total for check: 44784		30.45	
WIL-KIL PEST CONTROL	44785	12/30/2013	15261714	100-0601-551.24-03	369.57	BLDG REPAIRS & MAINTANCE
			Total for check: 44785		369.57	
WISCONSIN DEPT OF JUSTICE	44786	12/30/2013	G3228DEC	100-0601-551.21-06	14.00	MGMT PROF SERVICES
			Total for check: 44786		14.00	
					15,388.42	

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ACC PLANNED SERVICE INC	44787	1/2/2014	11723	100-0801-521.24-03	536.25	25 Ton Unit Repiping
				100-0501-522.24-03	357.50	25 Ton Unit Repiping
				Total for check: 44787	893.75	
ACCURATE	44788	1/2/2014	1317587	731-1022-541.38-03	522.80	Springs
			1317628	731-1022-541.30-18	32.08	Fuse/Bulb/Ties
			1317722	731-1022-541.30-18	32.40	Bolt
			1317855	731-1022-541.30-18	36.97	Washer/Nut/Bolt
			Total for check: 44788		624.25	
JF AHERN CO	44789	1/2/2014	194274	100-0704-552.24-03	155.80	Extinguisher Maintenance
			194275	207-0707-552.24-03	98.80	Extinguisher Maintenance
			194276	100-0703-553.24-03	55.60	Extinguisher Maintenance
			194278	100-0703-553.24-03	106.80	Extinguisher Maintenance
			194279	100-0703-553.24-03	105.75	Extinguisher Maintenance
			194282	100-0703-553.24-03	52.85	Extinguisher Maintenance
			194283	100-1019-552.21-06	94.55	Extinguisher Maintenance
			194284	100-0703-553.24-03	52.85	Extinguisher Maintenance
			194285	100-0703-553.24-03	106.10	Extinguisher Maintenance
			194287	100-0703-553.24-03	59.80	Extinguisher Maintenance
			194288	100-0701-533.24-03	52.85	Extinguisher Maintenance
			194289	100-0703-553.24-03	52.85	Extinguisher Maintenance
			Total for check: 44789		994.60	
ALL PARTITIONS AND PARTS	44790	1/2/2014	9197	100-0703-553.24-03	6,898.00	Bathroom Partitions
				Total for check: 44790	6,898.00	
ALLIED GLOVE & SAFETY PRODUCTS	44791	1/2/2014	1/019190	731-1022-541.30-18	179.50	Gloves
				Total for check: 44791	179.50	

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ARBOR DAY FOUNDATION	44792	1/2/2014		100-0703-553.32-01	15.00	Dues
			Total for check: 44792		15.00	
ASCAP	44793	1/2/2014		100-0702-552.32-01	330.00	ASCAP Fee
			Total for check: 44793		330.00	
ATLAS CUSTOM GRINDING LLC	44794	1/2/2014	29	266-1028-543.21-06	12,250.00	Grinding
			Total for check: 44794		12,250.00	
ENNIS INC	44795	1/2/2014	45142725	100-1016-543.29-01	1,157.25	Overflow Bulky Labels
			Total for check: 44795		1,157.25	
BAYCOM INC	44796	1/2/2014	83542-00	100-0801-521.29-04	678.00	
			Total for check: 44796		678.00	
BRAZEE ACE HARDWARE	44797	1/2/2014	24673	267-0102-581.30-18	9.99	
			Total for check: 44797		9.99	
CALUMET COUNTY CLERK OF COURTS	44798	1/2/2014		100-0201-512.30-10	144.50	
			Total for check: 44798		144.50	
CARDMEMBER SERVICE	44801	1/2/2014		100-0601-551.30-13	(167.14)	Lib Bulbs
				100-0601-551.24-03	299.94	Lib 18W
				100-1001-514.30-15	229.35	Flags
				100-0601-551.24-03	22.00	Bluejay Comp Grommets
				100-0801-521.30-13	18.00	Water Right
				731-1022-541.30-13	18.00	Water Right
				100-1001-514.20-01	54.00	Water Right
				100-0601-551.30-13	62.53	Lib 18W Bulbs
				100-0703-553.30-15	404.84	Beacon Athletics

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CARDMEMBER SERVICE...	44801...	1/2/2014...	...	100-0703-553.30-18	236.90	Propet Distributors Litter Bags
				100-0201-512.34-02	447.00	Fred Pryor
				100-0202-512.34-02	219.00	Business & Legal
				100-0903-531.30-18	41.15	Brevis Corporation
				100-0601-551.30-14	39.95	Scout.com
				100-0601-551.34-02	16.00	WI Lib Assoc
				100-0601-551.32-01	177.00	WI Lib Assoc
				743-0403-513.30-15	157.47	Amazon/Gas Duster
				100-0204-512.30-11	43.53	Office Max Ship Voting Machine
				100-0801-521.30-15	55.99	Office Max/Flash Drives
				743-0403-513.30-15	179.99	Newegg.com/TV
				743-0403-513.30-15	199.98	Office Max/Monitor
				743-0403-513.30-15	199.98	Office Max/Monitor
				743-0403-513.30-11	5.80	USPS
				100-0801-521.30-10	60.89	Amazon
				100-0801-521.32-01	3.25	TLO
				100-0801-521.19-03	120.12	Military Gear
				100-0801-521.30-11	122.95	Lynn Card
				100-0801-521.34-03	21.98	Pick N Save
				100-0702-552.30-18	18.32	Fleet Farm Supplies
				100-0702-552.30-18	108.74	Bulk Priced Food Supplies
				100-0702-552.30-18	25.74	Piggly Wiggly Supplies
				100-0702-552.34-03	43.93	Stone Toad Supplies
				100-0803-521.34-03	75.00	American Assoc
				100-0801-521.30-15	271.40	Taser International
				100-0801-521.29-04	106.62	Del City
				100-0801-521.29-04	139.67	Del City
				100-0801-521.29-04	39.94	Innovative Products
				100-0801-521.30-15	89.99	Newegg
				100-0801-521.30-15	24.82	Rock Your Glock
Total for check: 44801					4,234.62	
CASPERS TRUCK EQUIPMENT INC	44802	1/2/2014	70746	731-1022-541.38-03	502.20	Motor

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<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>
CASPERS TRUCK EQUIPMENT INC...	44802...	1/2/2014	70990	731-1022-541.38-03	527.16	Kit Da Ram 2 x 10
			Total for check: 44802		1,029.36	
SCOTT M DAY	44803	1/2/2014		100-0801-521.21-05	422.50	July - Dec
			Total for check: 44803		422.50	
DUMKE & ASSOCIATES &	44804	1/2/2014	316 RACINE RENT	100-0903-531.29-06	2,077.50	316 Racine St
			Total for check: 44804		2,077.50	
EJ ARENA SPORTS	44805	1/2/2014	87412	100-0702-552.30-18	58.00	Skates
			Total for check: 44805		58.00	
FACTORY MOTOR PARTS CO	44806	1/2/2014	18-1278387	731-1022-541.38-03	164.42	Battery
		1/2/2014	18-1279919	731-1022-541.30-18	133.20	Cleaner
		1/2/2014	48-316024	100-0703-553.24-02	51.18	Trail Sled
			Total for check: 44806		348.80	
FERRELLGAS	44807	1/2/2014	1079484408	266-1027-543.21-06	123.92	Fuel
			Total for check: 44807		123.92	
FOX VALLEY TECHNICAL COLLEGE	44808	1/2/2014	TPB0000203970	100-0801-521.34-02	235.00	
			Total for check: 44808		235.00	
FUN PROS LLC	44809	1/2/2014	2013-683	100-0000-201.15-00	250.00	Kiddiepillar
			Total for check: 44809		250.00	
ARTHUR J GALLAGHER & CO INS BROKERS	44810	1/2/2014	745865	733-0206-512.51-11	3,880.00	Underground Storage Tanks12/31/13 - 12/31/14

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<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>
ARTHUR J GALLAGHER & CO INS BROKERS...	44810...	1/2/2014	757760	733-0206-512.51-12	330.30	Volunteers Accident Prem 1/1/14 - 1/115
			Total for check: 44810		4,210.30	
GOVERNMENT FINANCE OFFICERS	44811	1/2/2014	0123004	100-0401-513.32-01	190.00	Membership 135223004 12/1/13 - 11/30/14
			Total for check: 44811		190.00	
HEWLETT-PACKARD COMPANY	44812	1/2/2014	53654468	743-0403-513.24-04	4,462.26	HP 12-port Gig-T
		1/2/2014	53656645	743-0403-513.24-04	7,680.42	HP 2920-48G-POE
		1/2/2014	53658379	743-0403-513.24-04	5,926.42	HP E5406/Switch
			Total for check: 44812		18,069.10	
JOHN DEERE FINANCIAL	44813	1/2/2014		100-0701-533.30-18	620.00	
				100-0703-553.30-18	1,160.00	
			Total for check: 44813		1,780.00	
JX ENTERPRISES INC	44814	1/2/2014	G-233110021	731-1022-541.38-03	234.30	Cushion
			Total for check: 44814		234.30	
KJ WASTE SYSTEMS INC	44815	1/2/2014		266-1027-543.21-06	670.40	Cardboard/Co-ming Landfill/Rental
			Total for check: 44815		670.40	
LEAGUE OF WISCONSIN MUNICIPALITIES	44816	1/2/2014	DUES	100-0405-513.32-01	3,991.53	2014 Dues
			Total for check: 44816		3,991.53	
MCNEILUS TRUCK & MFG COMPANY	44817	1/2/2014	2373095	731-1022-541.38-03	75.50	Cover, Fabric
			Total for check: 44817		75.50	
MENARDS-APPLETON EAST	44818	1/2/2014	35881	100-1006-541.30-18	23.75	Bushing/Pipe/Union
		1/2/2014	35941	100-1006-541.30-18	15.25	Elbow/Valve

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<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>
MENARDS-APPLETON EAST...	44818...	1/2/2014	36154	100-0703-553.30-18	(14.99) Credit	
			Total for check: 44818		24.01	
MENASHA NEENAH MUNICIPAL COURT	44819	1/2/2014		100-0000-201.03-00	139.00 Bond	Report #13-4251
			Total for check: 44819		139.00	
MENASHA TREASURER	44820	1/2/2014	TAX COLLECT	100-0401-513.30-10	256.98 Tax Collection Checks	
			Total for check: 44820		256.98	
MENASHA UTILITIES	44822	1/2/2014		100-1008-541.22-03	349.85 Electric	
				100-0000-123.00-00	21.16 Electric	
				100-1012-541.22-03	105.12 Electric	
				100-0304-562.22-03	30.49 Electric	
				625-0304-562.22-03	8.20 Electric	
				100-1013-541.22-03	57.08 Electric	
				100-1013-541.22-06	277.51 Storm	
				207-0707-552.22-03	48.14 Electric	
				207-0707-552.22-05	45.42 Water	
				207-0707-552.22-06	25.63 Storm	
				100-0703-553.22-03	440.01 Electric	
				100-0703-553.22-05	133.40 Water	
				100-0703-553.22-06	341.27 Storm	
				100-1001-514.22-03	1,328.09 Electric	
				100-1001-514.22-05	462.60 Water	
				743-0403-513.21-04	3,856.37 Ouside 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	248.47 Electric	
				100-1019-552.22-05	82.42 Water	
				601-1020-543.22-03	29.72 Electric	
				207-0707-552.22-03	70.53 13 Center Street	Marina
				207-0707-552.22-06	23.13 13 Center Street	Marina

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<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 UTILITIES...	44822...	1/2/2014	4206	601-0401-513.25-02	17,272.93	Sewer Charge November 2013
		1/2/2014	4207	625-0401-513.25-01	1,974.52	Storm Water November 2013
	Total for check: 44822				27,300.19	
MODERN BUSINESS MACHINES	44823	1/2/2014	26329663	743-0403-513.29-01	298.70	Contract 1/1/14-12/31/14
		1/2/2014	26329679	743-0403-513.29-01	588.41	Contract 1/1/14-12/31/14
		1/2/2014	26330145	743-0403-513.29-01	243.10	Contract 1/1/14 - 1/31/14
		1/2/2014	26330432	743-0403-513.29-01	46.10	
	Total for check: 44823				1,176.31	
MORTON SAFETY	44824	1/2/2014	840021	731-1022-541.30-18	19.80	Eyewear
					19.80	
N&M AUTO SUPPLY	44825	1/2/2014	467161	731-1022-541.38-03	75.34	Pump/Core Deposit
		1/2/2014	467291	731-1022-541.38-03	17.70	Bulb
		1/2/2014	467717	731-1022-541.38-03	33.25	Oil Filter/Headlamp
		1/2/2014	467834	731-1022-541.38-03	80.74	Ring Com
		1/2/2014	467949	731-1022-541.30-18	6.90	Lubriplate Assmbly Grease
	Total for check: 44825				213.93	
CITY OF NEENAH	44826	1/2/2014	NM FIRE SVCS	100-0501-522.25-01	259,083.00	Fire/Rescue Services
					259,083.00	
NETMOTION WIRELESS INC	44827	1/2/2014	I0019725	743-0403-513.24-04	2,205.00	NM Stand Maintenance 1/21/14 - 1/20/16
					2,205.00	
NETWORK HEALTH SYSTEM INC	44828	1/2/2014	310291	100-0202-512.21-05	333.00	Screen/Test
					333.00	

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<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>
NIELSON COMMUNICATIONS	44829	1/2/2014	FV13-28925	731-1022-541.38-03	134.40	Mirror Mount
			Total for check: 44829		134.40	
OSHKOSH TENT & AWNING CO INC	44830	1/2/2014	48172	100-0703-553.30-18	699.30	Letters/Parks
			Total for check: 44830		699.30	
PACKER CITY INTERNATIONAL	44831	1/2/2014	3-233390051	731-1022-541.38-03	22.36	Part
		1/2/2014	3-233430016	731-1022-541.38-03	82.50	Strobe
				731-1022-541.24-06	46.50	Strobe
		1/2/2014	3-233440057	731-1022-541.38-03	256.00	1/2" Tuff
		1/2/2014	3-233450047	731-1022-541.38-03	176.22	Filters
		1/2/2014	3-233470041	731-1022-541.38-03	82.50	Strobe
		1/2/2014	3-233520070	731-1022-541.38-03	258.83	Filters/Lamps/Mirrors
			Total for check: 44831		924.91	
PITNEY BOWES	44832	1/2/2014	4842044-DC13	100-1001-514.24-04	277.65	Rental
			Total for check: 44832		277.65	
RICK'S AUTO GLASS INC	44833	1/2/2014	I108955	731-1022-541.29-04	63.00	Repair Rear Defrost PD Car
			Total for check: 44833		63.00	
ROAD EQUIPMENT	44834	1/2/2014	WA570106	731-1022-541.38-03	650.52	Brake Drum Core
			Total for check: 44834		650.52	
DR TERESA RUDOLPH	44835	1/2/2014		100-0903-531.21-05	150.00	City Physician
			Total for check: 44835		150.00	
SAM'S CLUB/GEORGE	44836	1/2/2014	6505	100-0000-123.00-00	14.17	Soda

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<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>
SAM'S CLUB/GEGRB...	44836...	1/2/2014	8821	100-0702-552.30-18	25.54 Coffee	Program Supplies
			Total for check: 44836		39.71	
JENNIFER SASSMAN	44837	1/2/2014	SASSMAN	100-0401-513.33-01	9.00 December Mileage	
			Total for check: 44837		9.00	
DIANE SCHABACH	44838	1/2/2014		207-0707-552.30-11	98.10 Postage	
				207-0707-552.30-18	55.44 Supplies	
			Total for check: 44838		153.54	
SNAP-ON TOOLS	44839	1/2/2014	1209139984	731-1022-541.30-15	206.10 Pulley Puller	Saw
			Total for check: 44839		206.10	
STAPLES ADVANTAGE	44840	1/2/2014	3217013189	100-0702-552.30-10	45.86 Supplies	
				100-0304-562.30-10	11.87 Supplies	
		1/2/2014	3217013200	601-1020-543.30-18	10.63 Office Supplies	
				731-1022-541.30-10	42.67 Office Supplies	
				100-0703-553.30-10	30.72 Office Supplies	
		1/2/2014	3217013208	100-0201-512.30-10	8.54 Supplies	
				100-0202-512.30-10	8.54 Supplies	
				100-0203-512.30-10	8.55 Supplies	
			Total for check: 44840		167.38	
STREICHER'S INC	44841	1/2/2014	11065043	100-0801-521.19-03	38.99 Battery	
			Total for check: 44841		38.99	
SUPERIOR CHEMICAL CORP	44842	1/2/2014	46133	100-0000-132.00-00	223.56 Degreaser	
		1/2/2014	46134	601-1020-543.30-18	452.97 Degreaser	
			Total for check: 44842		676.53	

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<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>
THEDACARE	44843	1/2/2014	9200844973	100-0801-521.21-05	58.90	Venipuncture
			Total for check: 44843		58.90	
UNIFIRST CORPORATION	44844	1/2/2014	097 0152862	731-1022-541.20-01	113.15	Coveralls/Shirts/Towels
			Total for check: 44844		113.15	
UR WASHINSTUFF INC	44845	1/2/2014	10065	100-0801-521.29-04	51.39	October Car Washes
		1/2/2014	10066	100-0801-521.29-04	45.68	November Car Washes
			Total for check: 44845		97.07	
VALLEY POPCORN CO INC	44846	1/2/2014	142886	100-0702-552.30-18	25.75	Popcorn
			Total for check: 44846		25.75	
VARITECH INDUSTRIES INC	44847	1/2/2014	IN060-1001147	100-1006-541.30-18	120.62	Salt Brine
			Total for check: 44847		120.62	
WE ENERGIES	44848	1/2/2014		100-0000-123.00-00	375.32	N-M Fire
				100-1001-514.22-04	1,022.23	City Hall
				100-0801-521.22-04	518.29	PD
				100-0920-531.22-04	225.91	Sen Ctr
				100-0601-551.22-04	1,564.24	Library
				100-0703-553.22-04	603.76	Parks
				100-0704-552.22-04	140.96	Pool
				207-0707-552.22-04	50.61	Marina
				731-1022-541.22-04	1,105.03	Garage
				100-1012-541.22-03	2,255.33	Street Lights
			Total for check: 44848		7,861.68	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WERNER ELECTRIC SUPPLY CO	44849	1/2/2014	S4041129.001	267-0102-581.30-18	122.81	Washer/Channel/Rod
			Total for check: 44849		122.81	
WINNEBAGO COUNTY CLERK OF COURTS	44850	1/2/2014		100-0000-201.03-00	650.00	Bond Report #13-4132
			Total for check: 44850		650.00	
WISCONSIN DEPT OF TRANSPORTATION	44851	1/2/2014	L28372	100-1003-541.21-02	89.98	Project #4065-1221
				100-1003-541.21-02	89.98	Project #4065-1221
		1/2/2014	L28373	100-1003-541.21-02	201.11	Project #4065-13-21
		1/2/2014	L28460	485-0304-562.21-02	42.56	Province Terrace Trail State Proj 4992-02-00
			Total for check: 44851		423.63	
WISCONSIN PARK & RECREATION ASSN	44852	1/2/2014	1077-14	100-0702-552.32-01	130.00	2014 Membership
		1/2/2014	540-14	100-0703-553.32-01	130.00	2014 Membership
			Total for check: 44852		260.00	
WISCONSIN STATE LAB OF HYGIENE	44853	1/2/2014		100-0801-521.24-03	102.00	PD Air Tests
				100-0801-521.24-03	15.00	PD Air Test Supplies
			Total for check: 44853		117.00	
ZEP SALES & SERVICE	44854	1/2/2014	9000660754	731-1022-541.30-18	379.90	Degreaser/Big Orange
			Total for check: 44854		379.90	
					367,348.43	



January 2, 2014

To: Common Council

From: Debbie Galeazzi, Clerk *DG*

Subject: Change of Agent for the Kwik Trip, 1870 USH 10/STH 114, Menasha

A change of agent from Jessica A. Hartjes to Lori Duj has been requested by the Kwik Trip, Inc, 1870 USH 10/STH 114, Menasha. The request is being made as Ms. Hartjes is no longer the manager of the store. All proper paperwork has been filed with the Clerk's office. A check of municipal and state criminal records on Ms. Duj was completed by the Police Dept. Based on the information received there is no objection to the new agent appointment.

**SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT
ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town City of Menasha County of Calumet
☐ Village of _____
☐ City _____

The undersigned duly authorized officer(s)/members/managers of Kwik Trip, Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Kwik Trip #743

(trade name)

located at 1870 USH 10/STH 114, Menasha, WI 54952

appoints Lori Duj
(name of appointed agent)

944 Marquette St., Menasha, WI 54952

(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Agent of Kwik Trip 359 in Town of Grand Chute until new agent appointment approved.

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No Since July 1988

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? _____

Place of residence last year 944 Marquette St., Menasha, WI 54952

For: Kwik Trip, Inc.
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: [Signature]
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Lori Duj, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Lori A. Duj 12-5-13 Agent's age [Redacted]
(signature of agent) (date)
944 Marquette St., Menasha, WI 54952 Date of birth [Redacted]
(home address of agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 12/16/13 by Ronald Bouchard Title Police Dept.
(date) (signature of proper local official) (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print)		(first name)	(middle name)	
Duj		Lori	Ann	
Home Address (street/route)	Post Office	City	State	Zip Code
944 Marquette St.	Menasha		WI	54952
Home Phone Number	Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ **Agent** of **Kwik Trip, Inc.**
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? Since July 1988
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☒ Yes ☐ No
If yes, identify. Agent of Kwik Trip 359 on the Town Grand Chute until new agent appointed.
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Waverly 76 Station	Hwy 10-114, Menasha, WI	6/94	2/95
Shopko	1000 Northland Ave, Appleton, WI	5/90	4/94

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 5th day of December, 20 13

Rosemarie K. Thompson
(Notary Public)

My commission expires Jan 15, 2014

Lori Ann Duj
(Signature of Named Individual)



Printed on
Recycled Paper

Wisconsin Department of Revenue

AT-103 (R. 8-11)



To: Menasha Common Council

From: Jenny Groeschel and Ginger Tralongo, Police Records

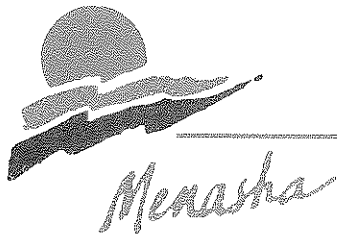
RE: Beverage Operator License (Bartender) Applicants

Date: December 30, 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:

Corinne Lamia

cc: chief via email



MEMORANDUM

To: City of Menasha Common Council

From: ^{ps} Peggy Steeno, Director of Administrative Services

Date: January 6, 2014

RE: RESOLUTION R-1-14 – Resolution Authorizing the Redemption of General Obligation Promissory Notes, Dated June 15, 2005, and General Obligation Promissory Notes, Series 2006C, Dated August 1, 2006

BACKGROUND

In conjunction with the recently approved State Trust Fund Loan, the above noted loans will be refinanced in 2014. With the required final payments for these loans being due on September 1, 2014, there is an opportunity to pay them off early and save some interest costs. In order to complete the redemption of the old debt in advance of the payment due date, it must be approved by Council.

ANALYSIS

The sole reason for this request to proceed with the redemption of the existing debt in advance of the September 1, 2014 due date is interest savings. The State Trust Fund Loan draw for the new loan will happen just in time to complete the redemption on the next payment date, March 1, 2014, for the loans being refinanced. And, the interest rate on the new loan is 3.75% compared to the interest rates of 3.83% and 4.61% on the old loans.

FISCAL IMPACT

The fiscal impact of this resolution is that the City will achieve interest savings, net of the cost of completing the early redemption, which includes minimizing the amount of time that both the new and the old loans will be on the City's books.

RECOMMENDATION

Staff recommends adoption of the above noted resolution.

Resolution No. R-1-14

RESOLUTION AUTHORIZING THE REDEMPTION OF
GENERAL OBLIGATION PROMISSORY NOTES, DATED JUNE 15, 2005 AND GENERAL
OBLIGATION PROMISSORY NOTES, SERIES 2006C, DATED AUGUST 1, 2006

Introduced by Mayor Merkes:

WHEREAS, the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City") has issued its General Obligation Promissory Notes, dated June 15, 2005 (the "2005 Notes") and General Obligation Promissory Notes, Series 2006C, dated August 1, 2006 (the "2006 Notes");

WHEREAS, the 2005 Notes and 2006 Notes are callable on March 1, 2014;

WHEREAS, the City has secured State Trust Fund Loans to refund the 2005 Notes and 2006 Notes on March 1, 2014; and

WHEREAS, the Common Council of the City hereby finds and determines that it is necessary, desirable and in the best interest of the City to call the 2005 Notes and 2006 Notes for redemption on March 1, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Menasha, Calumet and Winnebago Counties, Wisconsin, that:

Section 1. Call of the 2005 Notes. The 2005 Notes which mature on September 1, 2014 shall be called for redemption on March 1, 2014, at the price of par plus accrued interest to the date of redemption.

Section 2. Call of the 2006 Notes. The 2006 Notes which mature on September 1, 2014 shall be called for redemption on March 1, 2014, at the price of par plus accrued interest to the date of redemption.

Section 3. Call Notices to Depository. The City Clerk, in conjunction with Wisconsin Public Finance Professionals, LLC ("WPFP"), shall cause timely notice of the call of the 2005 Notes and 2006 Notes to be redeemed to be given by providing notices thereof, in substantially the forms attached hereto as Exhibits A-1 and A-2, to be given to The Depository Trust Company, New York, New York, not less than 30 days nor more than 60 days prior to March 1, 2014.

Section 4. Additional Call Notice. In addition to the official notices of redemption provided for in Section 3, the City Clerk, in conjunction with WPFP, shall cause further notice of the redemption of the 2005 Notes and 2006 Notes to be provided to the Municipal Securities Rulemaking Board through its Electronic Municipal Market Access System. Further notices of redemption shall contain the information set forth in the Notices of Call provided on Exhibits A-1 and A-2 and shall be provided to the parties described therein.

Adopted, approved and recorded this 6th day of January, 2014.

Donald Merkes
Mayor

ATTEST:

Deborah A. Galeazzi
City Clerk

(SEAL)

EXHIBIT A-1

NOTICE OF FULL CALL*

Regarding

CITY OF MENASHA
CALUMET AND WINNEBAGO COUNTIES, WISCONSIN
GENERAL OBLIGATION PROMISSORY NOTES
DATED JUNE 15, 2005

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have a CUSIP No. as set forth below have been called by the City for prior payment on March 1, 2014 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
09/01/2014	\$2,490,000	4.00%	586464YR4

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before March 1, 2014.

Said Notes will cease to bear interest on March 1, 2014.

By Order of the
Common Council
City of Menasha
City Clerk

Dated _____

* To be provided by facsimile transmission, registered or certified mail, or overnight express delivery to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to March 1, 2014 and to the MSRB. Notice shall also be provided to Ambac Assurance Corporation, or any successor, the bond insurer of the Notes.

In addition, if the Notes are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

EXHIBIT A-2

NOTICE OF FULL CALL*

Regarding

CITY OF MENASHA
CALUMET AND WINNEBAGO COUNTIES, WISCONSIN
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2006C
DATED AUGUST 1, 2006

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have a CUSIP No. as set forth below have been called by the City for prior payment on March 1, 2014 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
09/01/2014	\$1,685,000	5.00%	586464ZR3

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before March 1, 2014.

Said Notes will cease to bear interest on March 1, 2014.

By Order of the
Common Council
City of Menasha
City Clerk

Dated _____

* To be provided by facsimile transmission, registered or certified mail, overnight express delivery or electronic transmission to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to March 1, 2014 and to the MSRB.

In addition, if the Notes are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.



MEMORANDUM

To: City of Menasha Common Council

From: ^{PS} Peggy Steend, Director of Administrative Services

Date: January 6, 2014

RE: RESOLUTION R-2-14 – Resolution Approving a Partial Property Tax Rescission / Refund

BACKGROUND

Per Wisconsin State Statutes, the removal of Property Taxes needs to be authorized by the Common Council. Statutes enumerate specific conditions under which a rescission/refund is appropriate and necessary. There is currently one property that, due to an error in the legal description, was incorrectly charged for the 2012 tax year. Therefore, the taxes that were overcharged need to be rescinded and refunded.

ANALYSIS

Below are the details and reason that this property is being presented for partial rescission and refund. In addition, the specific condition as outlined by State Statutes is included:

Parcel #1-00549-00 / Dawn Gooding / 637 Milwaukee Street - \$73.37 – (*State Statute 74.33 (a) – A clerical error has been made in the description of the property or in the computation of the tax.*) – the legal description for the property was not correct, resulting in a higher than actual overall property value; however, the City was not notified in a timely manner. Therefore, our records were not correct. This has been verified by the Assessor and the correction has been made.

FISCAL IMPACT

The impact of the above rescission/refund is likely a bad debt expense for the City in the amount of \$73.37. While there is a formal process that would allow the City to notify the Department of Revenue (DOR) of the rescission later this year, there are rules in place that cause small amounts such as this to be funded by the taxing entity (the City of Menasha). However, if there are other rescissions throughout the year, and the statutory dollar threshold is met (\$500 or more per any single property or a total of \$5,000 or more for the entire tax district), we will complete the statutory submittal and make the request to be reimbursed by the other taxing entities for their prorated shares.

RECOMMENDATION

Staff recommends that Council authorize this resolution to partially rescind and refund the above noted taxes as outlined.

RESOLUTION R-2-14

Resolution Approving a Partial Property Tax Rescission / Refund

Introduced by Mayor Merkes

Whereas, the following property taxes were assessed improperly, per Wisconsin State Statutes §74.33 (1) (a), and partial rescission and refund of the tax due is appropriate:

Dawn Gooding
637 Milwaukee Street
Menasha, WI 54952
(ID #1-00549-00)

\$73.37

THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Menasha that the proper City Officials are hereby authorized and directed to rescind and refund the sum of \$73.37.

BE IT FURTHER RESOLVED that the proper City Officials are authorized and directed to seek compensation from the other taxing entities, if applicable, per Wisconsin State Statutes §74.41.

Passed and approved this _____ day of January, 2014

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk