

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, May 5, 2014
6:00 PM
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

D. PUBLIC HEARING

1. [Proposed Resolution Vacating a Portion of Georgetown Place.](#)

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

Minutes to receive:

- a. [Board of Health, 3/12/14.](#)
- b. [Board of Public Works, 4/21/14](#)
- c. [City Hall Safety Committee, 3/6/14.](#)
- d. [Committee on Aging, 3/13/14.](#)
- e. [Library Board of Trustees, 4/17/14.](#)
- f. [NMFR Joint Finance & Personnel Committee, 4/22/14.](#)
- g. [Personnel Committee, 4/21/14.](#)
- h. [Public Works/Parks Safety Committee, 3/27/14.](#)

Communications:

- i. [Mayor Merkes, 5/1/14, Appointment of the Weed Commissioner.](#)
- j. [ASD Steeno, 5/1/14, Public Health Director Salary Range.](#)
- k. [Proclamation - National Police Week, 5/1/14.](#)
- l. [City Clerk Galeazzi, 5/1/14, City Business Cards.](#)
- m. [Fox Cities Regional Partnership, April 2014, Investor Relations Council Quarterly Update, First Quarter, 2014.](#)
- n. [Department of Transportation, 4/23/14, Racine Street Bridge.](#)
- o. [Menasha Historical Society News, April 2014.](#)
- p. [Spring Recycling Event Results, May 2014.](#)
- q. [Tri-County Expansion Business Meeting, April 2014.](#)
- r. [League of Wisconsin Municipalities, April 2014. New Officials Workshops.](#)
- s. [Valley Transit Onboard Survey 2014.](#)
- t. [WPPI Energy Member Dividend Report, March 2014.](#)
- u. [APPA - Menasha Utilities presented the Safety Award of Excellence for 2013.](#)
- v. [APPA – Menasha Utilities earned the Reliable Public Power Provider \(RP₃\) designation.](#)

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, 4/21/14.](#)

Board of Public Works, 4/21/14 - Recommends the Approval of:

2. [Street Use Application – Memorial Day Parade; Monday, May 26, 2014; 8:00 AM – 10:45 AM \(Twin City Vets\).](#)

3. [Recommendation to Award – Contract Unit No. 2014-01; New Street Construction; Gambsky Grove \(Harold Drive\) and First Addition to Southfield; Northeast Asphalt; \\$381,135.20.](#)
4. [Recommendation to Defer Special Assessment for Out Lot 3, Gambsky Grove Due to Unbuildable Status.](#)

Neenah-Menasha Fire Rescue, Joint Finance & Personnel, 4/22/14 – Recommends the Approval of:

5. [The City of Menasha Common Council formally recognizes funding for potential future liability claims for Neenah-Menasha Fire Rescue would be processed through the City of Neenah's Liability carrier, and once the claim has been finalized, the City of Menasha would pay their portion of the claim, as outlined in the current cost-sharing formula.](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 4/23/14 to 5/1/14 in the amount of \\$808,014.56.](#)
2. [Class "B" Liquor License Application of Menasha Athletic Association \(MAC\) to sell fermented malt beverages, Koslo Park Concession, May 6, 2014-October 31, 2014, Paul S. Johnson, agent.](#)
3. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)

J. ORDINANCES AND RESOLUTIONS

1. [R-8-14 Resolution Vacating a Portion of Georgetown Place. \(Introduced by Alderman Englebert\).](#)
2. [R- 13 -14 Resolution Continuing Appropriations \(2013 Fund Balance Reservations\) \(Introduced by Alderman Nichols\).](#)
3. [R-14-14 Resolution Transferring/Appropriating 2013 Budget Funds. \(Introduced by Alderman Nichols\).](#)
4. [R-15-14 All City Track and Field Wellness Day. \(Introduced by Alderman Keehan and Alderman Sevenich\).](#)

K. APPOINTMENTS

1. Reappointment of Marshall Spencer, 1237 Apple Court, Menasha, to Police Commission, for the term of May 2014-May 2019.
2. Appointment of Alison Fiebig, 400 ½ Broad Street, Menasha, to Landmarks Commission, for the term of May 2014-March 2017.

L. HELD OVER BUSINESS

1. [Parks and Recreation Board, 4/14/14, Recommends the Approval of:](#)
 - a. [Planting approximately 50 trees along sections of five new city streets \(Harold Drive, Grassy Plains Drive, Grassy Meadow Lane, Prairie View Court and Ridgecrest Lane\) per the city's existing terrace tree planting policy.](#)
2. [Authorization to send correspondence to Brendon Ribble regarding Development Agreement Between the City of Menasha and Ralph R. Ribble and Ruth L. Ribble Revocable Trust, dated April 18, 2000.](#)

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

**Monday, May 19, 2014 – 6:00 p.m.
Committee Meetings to Follow**

**City of Menasha
Public Hearing**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Common Council of the City of Menasha on May 5, 2014 at 6:00 PM in the City Hall Council Chambers, 140 Main Street. The purpose of the public hearing is the proposed Resolution Vacating A Portion of Georgetown Place.

The legal description of subject parcel is described as follows:

Located in part of the Southwest 1/4 of the Northeast 1/4 of Section 17, T20N, R18E, City of Menasha, Calumet County, Wisconsin, more particularly described as follows:

Commencing at the North 1/4 Corner of said Section 17; thence, along the East line of the Northeast 1/4 of said Section; S00°20'02"W 1343.16 feet; thence S89°39'58"E 725.34 feet to the Northwest corner of Lot 54 of Lake Park Villas, the point of beginning; thence N29°45'29"E 50.00 feet to a point on the Northerly right of way line of Georgetown Place; thence, 52.80 feet along an arc of a curve to the right, with a radius of 475.00 feet and a chord of 52.77 feet which bears S57°03'28"E; thence continuing along said Northerly right of way line, 45.55 feet along an arc of a curve to the left, with a radius of 30.00 feet and a chord of 41.30 feet which bears N82°37'48"E to a point on the Westerly right of way line of Fountain Way; thence, 124.52 feet along an arc of a curve to the left, with a radius of 80.00 feet and a chord of 112.32 feet which bears S05°57'16"E to a point on the Southerly right of way line of Georgetown Place; thence along said Southerly right of way line, 7.06 feet along the arc of a curve to the right, with a radius of 450.00 feet and a chord of 7.06 feet which bears N50°05'32"W; thence continuing along said Southerly line, 18.17 feet along the arc of a curve to the left, with a radius of 24.00 feet and a chord of 17.74 feet which bears N71°19'54"W; thence continuing along said Southerly line, 67.19 feet along the arc of a curve to the right, with a radius of 46.00 feet and a chord of 61.37 feet which bears N51°10'39"W; thence continuing along said Southerly line, 18.47 feet along the arc of a curve to the left, with a radius of 24.00 feet and a chord of 18.02 feet which bears N31°22'48"W; thence continuing along said Southerly line, 50.56 feet along the arc of a curve to the left, with a radius of 425.00 feet and a chord of 50.53 feet which bears N56°50'01"W to the point of beginning.

The Common Council will take action on the resolution at the Council meeting on Monday, May 5, 2014.

All interested citizens or organizations are invited to participate orally or in writing.

Deborah A. Galeazzi, WCMC
City Clerk

Run: April 14, April 21 and April 28, 2014

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

**CITY OF MENASHA
BOARD OF HEALTH
Minutes**

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

B. Present: Candyce Rusin, Lori Asmus, Dr. Teresa Rudolph, Ruth Neeck, Susan Nett

C. MINUTES TO APPROVE

1. Motion to approve minutes from February 12, 2014 meeting made by R. Neeck and seconded by L. Asmus. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. February Communicable Disease Report given by S. Nett. T. Rudolph had some questions regarding the blastomycosis and cryptosporidiosis cases. C. Rusin commented on Hepatitis C cases and wondered if they were diagnosed as part of the recommended testing for the late 50's and 60's age group. S. Nett replied that these were younger adult individuals and didn't know the particulars regarding the cases.
2. Pertussis Report (Jan./Feb. 2014) distributed. There was very little discussion other than S. Nett reported staff are still occasionally following up on suspect cases.
3. Meeting with the newly hired NE Regional PH Director is scheduled for March 31st at 1:30 PM. BOH members are invited to attend if available.
4. Local HD 140 Review is due in 2014. S. Nett will try and have as much of the material ready before leaving in May.
5. HD Staff Continuing Education/Training Budget is going to be over-budget this year as most of the trainings the newly hired staff need are out of the area and will require an overnite stay. Some have a registration fee that has increased in cost. Most of the trainings are scheduled for this spring. S. Nett explained these trainings are necessary to provide the proper training needed for the new nurses to do their jobs effectively.
6. Update on 60+ Wellness Screening given. The grant nurse is checking on availability and costs of other labs in the area since ThedaCare Labs increased their prices. ThedaCare will give a 60% discount but even with the discount the cost may be too high for some of the senior citizens to afford. In the interim, the Wellness Screening that was scheduled for April has been postponed to May.

E. ACTION ITEMS

1. Review and recommend to the common council for approval, weights/measures fees for licensing period July 1, 2014 through June 30, 2015. S. Nett reviewed with board members how this program is entirely fee funded and based on the projected expenditures for 2014 and what is needed as revenue, the fees won't need to be adjusted for the next licensing period. Motion made by L. Asmus and

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

Board of Health Members: Ruth Neeck, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Rudolph

- seconded by R. Neeck to make no changes to the current weights and measures fees for the licensing period July 1, 2014 through June 30, 2105. Motion carried.
2. Review and recommend to the common council for approval, manufactured home community fees for licensing period July 1, 2014 through June 30, 2016. S. Nett explained this is a 2 year license with a pass through fee to the state. The pass through fee is paid on an annual basis. S. Nett explained the current fee is sufficient to cover the cost of the yearly inspection and any follow-up that would need to be done. Motion to maintain current fees made by L. Asmus and seconded by R. Neeck. Motion carried.
 3. Review and recommend to the common council for approval, retail food licensing fees (DATCP) for licensing period July 1, 2014 through June 30, 2015. S. Nett explained the sanitarian spends approximately 45% of his time in the environmental health program doing inspections related to food. The total expenditures for 45% of personnel costs, utilities, and rent, and then looking at projected revenues, there is not a need to change the fee structure for the next licensing period. L. Asmus questioned if there shouldn't be a small increase this year just in case costs would increase greatly for the next licensing period and then we would be looking at increasing fees beyond what might be reasonable. S. Nett explained the agent programs only allow fees to be set that will cover projected costs. L. Asmus questioned if there were pass through fees for this program and S. Nett responded there were but those fees were already figured in the revenue and expenditure amounts. Motion then made by L. Asmus and seconded by T. Rudolph to keep fees the same for the licensing period July 1, 2014 through June 30, 2015. Motion carried.
 4. Review and recommend to the common council for approval, eating and drinking establishment licensing fees (DHS) for licensing period July 1, 2014 through June 30, 2015. S. Nett explained there are pass through fees for this agent contract and they too have been built into the expenditures and revenues. This is part of the food inspection program. Fees are adequate to cover expenses. Motion made by R. Neeck and seconded by L. Asmus to keep the fees as they are currently for the next licensing period July 1, 2014 through June 30, 2015. Motion carried.
 5. Review temporary not-for-profit food licensing fees for licensing period July 1, 2014 through June 30, 2015. S. Nett explained this food inspection program is not part of the agent contract so there is no pass through fee. The permit covers 3 events in a licensing period. The fee covers the cost of instruction and processing of the permit and is adequate. Motion made by T. Rudolph and seconded by R. Neeck to maintain the current fee for the next licensing period July 1, 2014 through June 30, 2015. Motion carried.
 6. Review and recommend to the common council for approval licensing fees for tattoo and body piercing establishments for licensing period 7-1-14 through 6-30-15. S. Nett explained this program is another DHS agent program and does have a pass through fee. Currently, there is only one establishment that does tattoos. S. Nett recommends leaving this fee as is for the next licensing period. Motion to keep the current fee for the licensing period July 1, 2014 through June 30, 2015 made by L. Asmus and seconded by T. Rudolph. Motion carried.
 7. Discuss management of Emergency Preparedness Grant (2014-2015). S. Nett explained there may be a need to contract with the City of Appleton's preparedness coordinator for the first 6 months of the next grant cycle pending the outcome of replacing the public health director. There will be grant objectives that will need to be completed and right now it doesn't appear that health department

staff will be able to do so unless they have some assistance. S. Nett explained this was just informational at this time and no action is needed for now.

8. Review of proposed bed bug ordinance addition. S. Nett explained that she and board member R. Neeck were at a regional meeting and one of the presenters discussed bedbugs. R. Neeck reviewed with the board the information presented on treatments and how difficult it is to abate them if not properly treated by a pest control agency with some expertise in bedbugs. L. Asmus questioned if there was anything learned that would necessitate a change to what already was being proposed. S. Nett explained no but did want board members to know that unless treated appropriately, it could take a multi-unit dwelling some time to rid the building of the bugs. Board members were in consensus that what was originally proposed should now go to the common council for approval, once the city attorney has reviewed the proposed language.

F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 9:22 AM made by R. Neeck and seconded by T. Rudolph. Motion carried. Next Meeting April 9, 2014.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
April 21, 2014
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:03 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, PHD Nett, Finance Manager Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [April 15, 2014](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – Memorial Day Parade; Monday, May 26, 2014; 8:00 AM – 10:45 AM \(Twin City Vets\)](#)

DPW Radtke reported the completed application and required documents are in order.

Moved by Ald. Nichols, seconded by Ald. Englebert to recommend to Common Council Street Use Application for Memorial Day Parade, Monday May 26, 2014, 8:00-10:45 AM (Twin City Vets)

Motion carried on voice vote.

2. [Recommendation to Award – Contract Unit No. 2014-01; New Street Construction; Gambsky Grove \(Harold Drive\) and First Addition to Southfield; Northeast Asphalt; \\$381,135.20](#)

DPW Radtke explained two competitive bids were received for this street project. The bids received are under the budgeted amount. Staff recommends awarding to Northeast Asphalt as they submitted the lowest bid.

Moved by Ald. Zelinski, seconded by Ald. Englebert to recommend to Common Council Recommendation to Award Contract Unit No. 2014-01, New Street Construction, Gambsky Grove (Harold Drive) and First Addition to Southfield to Northeast Asphalt in the amount of \$381,135.20

Motion carried on roll call 7-0.

3. [Recommendation to Defer Special Assessment for Out Lot 3, Gambsky Grove Due to Unbuildable Status](#)

DPW Radtke explained in accordance with Municipal Code the Common Council can declare a lot unbuildable and any special assessments can be deferred. Outlot 3 on Harold Drive is currently an unbuildable lot due to its shallow depth. If the lot would become buildable the special assessment shall become due and payable. Declaring this lot unbuildable will not change the special assessment for the street project.

Moved by Ald. Englebert, seconded by Ald. Zelinski to recommend to Common Council Recommendation to defer special assessment for Outlot 3, Gambsky Grove due to unbuildable status.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Langdon to adjourn at 7:11 p.m.

Motion carried on voice vote.

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



City Hall Safety Committee Meeting

March 6, 2014

Minutes

Meeting called to order at 1:35 PM.

Present: Adam Alix, Kristi Heim, Kate Clausing, Pam Captain, Sue Seffker, Sue Nett

Excused: Todd Drew, Vicki Lenz

A. Motion to approve minutes from January 14, 2014 meeting made by K. Clausing and seconded by K. Heim. Motion carried.

B. Old Business

1. **MSDS Computer Program – update.** Drew reported that the scanning of in-use chemicals was complete and the program would be on the intranet within a few days. Drew stated that an instructional sheet would be created and supplied.
2. **City Hall Security Audit – Progress** – As follow-up to review of City Hall Security Audit – basement back stair well has been maintained locked, all doors leading into 3rd floor offices are locked, dimensions and quotes have been requested for glass barriers at customer reception desks on 1st and 2nd floors.

C. New Business

1. **Monthly Safety Topic** – distributed and discussed. Copies provided to be posted.
2. **Injury Review** No reports.
4. **Building Emergency Response Plan Template** - T. Drew provided template for security plan. S. Nett stated that the majority of items were already covered in the current City Emergency plan with the exception of procedures related to lock down, Warning System to inform employees in the building of an emergency issue and emergency procedures related to an active shooter or similar/ immediate active threat.
5. **New items for discussion** None

D. Training

- 1. Hearing Screening – Spring 2014 Hearing** screenings are scheduled for April 8th. A schedule will be circulated for employees to sign up.
- 2. Annual Refresher Training** - Annual refresher trainings will be updated. CVMIC E-learning will also be incorporated into this year's refresher training. Additional training will be provided on the use of the computer based MSDS access system. T. Drew requested that all MSDS sheets be forwarded to the Health Department Office – updates will be made to the system as needed.
- 3. New Training Issues for discussion** - None

E. Motion to adjourn at 2:15 PM made by K. Heim and seconded by K. Clausing.

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

**CITY OF MENASHA
COMMITTEE ON AGING
Minutes
March 13, 2014**

A. Meeting called to order at 7:52 AM by Chairman Joyce Klundt.

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

C. MINUTES TO APPROVE

1. Motion to approve minutes from February 13, 2014 meeting made by M. Lueke and seconded by S. Steffen. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Senior Center Older Adult Director J. Wollerman presented information on activities at the center: many individuals have been taking advantage of the tax help; forty attended the Mexican Fiesta (food catered in by Mario's from Menasha) on Tuesday; Zounds did a presentation on hearing loss; Bingo which is usually very popular had a small attendance of 27; and the YMCA Adult Volunteer of the Year is Brenda Marx, who volunteers at the senior center (described by J. Wollerman as a real asset to have volunteering). Future activities include a rummage sale in April and the annual spring banquet in May. J. Wollerman reported participation is increasing now that the weather is changing and becoming warmer. Total number of visits for February was 1,315 which is an increase of 300 from January. Total number of documented calls in 2013 to the senior center was 1,262. The majority of the calls were for miscellaneous information such as use of the shredder, use of the Wii, employment or volunteering opportunities, and information on activities occurring at the senior center.
2. Public Health Director S. Nett reported the wellness screening has been postponed to May due to possibly changing laboratories. The labs have changed their coding systems for the tests they perform at the senior center, so many of the tests had an increased cost. Staff are now researching other labs that perform the same testing for their costs and will do a comparison. S. Nett also reported the foot care clinics performed by the health department have shown a sudden increase in number of participants

E. New Business

1. None

F. HELD OVER BUSINESS

1. Renovation Project Update. S. Nett provided an update to committee members. The agreement for the architectural design work was received. K. Homan in the Community Development department is currently reviewing the contract and will add any missing language. The city attorney then needs to approve the contract.
2. Fund Raising for renovation project – Update and discussion on where the center is in regards to fund raising efforts so far. To date, the senior center has raised

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approximately \$17,000. The DOA requests the full commitment of funds prior to construction and wants a copy of the bank statement showing the local match amount. S. Nett reminded committee members that city employees can't fund raise. J. Wollerman told the committee that Mary Fulton is no longer able to assist with the fund raising efforts due to other commitments in the community. J. Wollerman volunteered to take over the fund raising in Mary's place. The YMCA's marketing department developed a banner to use for awareness. Committee members offered to assist J. Wollerman when needed.

- G. Motion to adjourn the meeting at 1:40 PM made by M. Lueke and seconded by L. Murphy. Motion carried. Next meeting April 10, 2014

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library
April 17, 2014

Call to order at 4:00 p.m. by President Murray.

Present: Crawmer, Eisen, Golz, Kiley, Murray, Nichols, VanderHeyden, Harvey (teen rep), Wicihowski

Absent: None

Also Present: Director Lenz, K. Beson (Head of Children's Services), K. Dreyer (Administrative Assistant)

Public Comment/Communication

- Former board member Pat Galloway passed away. A card was sent on behalf of the board.
- Crawmer, on behalf of the board, brought treats and organized a guessing game for library staff during National Library Week.
- The Fox Cities Book Festival had wonderful authors and was well attended.
- Murray will be gone for the May and June board meetings; Crawmer will be taking his place.

Consent Business

The following Consent Business item was presented for the Board's consideration:

Motion to approve Library Board meeting minutes from March 20, 2014, made by Nichols and seconded by Golz. Nichols inquired about a copy of the revised organization chart and Golz asked about the mentioned update to the strategic plan. Motion carried unanimously.

Authorization of Bills

Clarification was needed for: Kone (annual building contract). The heat bill was not posted to the city's general ledger activity listing this month. The WALs bill for \$940.72 was to replace a staff computer and add Windows 8 Pro and Office 2013 Pro. Motion to authorize payment of the April list of bills from the 2014 budget made by Golz and seconded by Wicihowski. Motion carried unanimously.

Director's Report/Information Items

1. March Statistics. Lenz reported that circulation was down 1.5% in March compared to last March; overall, it is down 3.1% this year. Meeting room use is up 6.3% this year compared to last year. Program attendance is up this month, and this year, by about 12%. Dreyer is working with Reference Librarian Pattie Stanislawski to keep track of volunteer hours and provide recognition/incentives. They are also working with Winnefox to develop a volunteer database.
2. National Library Week. About \$1,500-\$2,000 in fines will be forgiven for Food for Fines which will benefit the Double Portion Soup Kitchen at St. Thomas Episcopal Church. Dennis Hawk played Native American music in the Fireplace Room on Wednesday evening. There were treats and drawings for book bags for patrons.
3. Budget Updates 2013 & 2014: Lenz has received word from Director of Administrative Services Peggy Steeno that the 2013 budget is nearly closed with \$31,110 in library funds left, which will cover the recent retirement payout and chair upholstery. Twenty five percent of 2014 is past and 26% of the budget is spent. The excess spent for promotional (program supplies) was due to a charge put on the city credit card which will be

reimbursed by the endowment.

4. Staff Reports. Lenz said that the library collected many items during Help the Homeless drive.
Building Supervisor Adam Alix was able to fix the roof over the teen area, but the old part of the roof that leaked during last year's thaw leaked again on Saturday over the magazine area.
Beson reported that 190 babies were signed up for the Happy Birthday Club. There are 125 new families signed up for the 1,000 Books Before Kindergarten program (205 altogether). Twenty percent finish each year and a graduation ceremony is held. Eisen cited the value of the 1,000 Book Before Kindergarten program.

Member of the public Loren Ganzel joined the meeting at 4:15 p.m. and had some comments about the roof.
5. Nominating Committee Report. Murray reported that Crawmer's, Harvey's, and Murray's terms are up June 30, 2014. Murray and Crawmer are willing to serve another three-year term. The teen representative is limited to one year. Lenz received an inquiry last year from someone interested in serving as the teen representative and will follow-up. The following slate of officers will be recommended for the board's consideration at the July board meeting: Patrick Murray – President, Mary Crawmer – Vice President and Kathy Wicichowski – Secretary, with the option for other nominations at that time.

Discussion/Action Items

6. Life Insurance. Lenz reported that non-represented full-time city staff have the benefit of paid life insurance worth one year of their salary; library staff do not. HR Manager Mike Brunn estimates that the cost for a similar benefit for library staff would be \$135/month. A motion was made by Eisen to transfer \$944 from Premium Pay to Employer Contribution – Life in the library's 2014 budget and authorize the city to pay the basic portion of life insurance for full-time library staff, seconded by Wicichowski. Motion carried unanimously.
7. Endowment Report and Future Spending. Lenz reviewed the current endowment report. She recommended spending endowment funds for volunteer recognition/incentives (Friends - \$500), for a wireless printing network for patrons (General Fund - \$1,600), and increasing the large print collection (Friends - \$2,000). Motion to approve this recommendation was made by Golz and seconded by VanderHeyden. Motion carried unanimously.
8. Review of Trustee Essentials Chapter 17. VanderHeyden summarized this chapter, which focuses on library systems.

Adjournment

Motion to adjourn the meeting at 4:38 p.m. was made by Kiley and seconded by Crawmer. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting
April 22, 2014 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Ald. Englebert, Ramos, Kunz and Bates.

Excused: Ald. Benner and Taylor.

Also Present: Chief Auxier, Deputy Director Sassman and Office Manager Theisen.

Ald. Ramos called the meeting to order at 5:30 p.m.

Public Forum: No members of the public were present.

Election of Chair: **MSC Bates/Kunz to nominate Ald. Ramos as Chair of Neenah-Menasha Fire Rescue's Joint Finance and Personnel Committee, all voting aye.**

Election of Vice-Chair: **MSC Bates/Ramos to nominate Ald. Englebert as Vice-Chair of Neenah-Menasha Fire Rescue's Joint Finance and Personnel Committee, all voting aye.**

Meeting Minutes: The Committee reviewed the meeting minutes from February 25, 2014. **MSC Englebert/Bates to approve the meeting minutes from February 25, 2014, all voting aye.**

Monthly Budget Report: The Committee reviewed the March 2014 budget report. Ald. Bates questioned the maintenance of motor vehicles account. Chief Auxier explained the issues we've had with our different engines. Some of the mechanical issues are due to the colder than usually weather this winter and some of it is due to the age of the vehicles. Ald. Bates asked for information of all the vehicles in our fleet. Chief Auxier will email this information to everyone. Ald. Bates asked about the Dive Team budget and how it is funded. Chief Auxier explained it is funded with monies raised through fundraising and placed in the trust fund. He noted that there is a budget put together for the dive team to show expenditures. We continue to fundraise for this trust, however, at some point we may not be able to raise more donations and there has been discussions with this Committee that this may need to be funded through our normal budget. He also noted the trust is overseen by the City of Neenah Finance Department. **MSC Bates/Englebert accept the March 2014 monthly budget and place on file, all voting aye.**

Monthly Activity/Automatic Aid Report: The Committee reviewed the March activity and automatic aid reports. Chief Auxier noted while the new MDC and Premier 1 CAD system was installed in all vehicles there was no automatic aid between the two Departments until the new system was installed and up and running. It only lasted a couple of weeks. Ald. Bates questioned the automatic aid reports, how it works for dispatching calls and why both Departments respond to some of the same addresses. Chief Auxier explained the mapping system, AVL, if one engine company is busy, or out of district, the next closest unit will be dispatched and that is why we both go to some of the same areas/addresses. **MSC Englebert/Bates to accept the March activity and automatic reports, and place on file, all voting aye.**

Funding of Liability Claims: Chief Auxier reviewed the discussion history with the previous Committee members and both Cities Finance Directors regarding funding potential future liability claims. Ald. Ramos explained it didn't make sense to try to fund something in the budget, as there are too many variables with deciding upon what amount, etc. Any future claims would be handled by the City of Neenah and after the claim has been processed and finalized, the City of Menasha would reimburse the City of Neenah their portion of the claim as outlined in the cost sharing formula. The previous Committee felt it was important that both Common

Councils recognize any future claims would be handled the same as all other Departments within the Cities. Ald. Bates asked how the funding of premiums was handled for the liability insurance for NMFR's portion. Chief Auxier explained NMFR's entire budget is compiled and then funded by both Cities, per the cost sharing formula. **MSC Bates/Englebert recommend the City of Neenah and City of Menasha Common Councils formally recognize funding for potential future liability claims for Neenah-Menasha Fire Rescue would be processed through the City of Neenah's Liability carrier, and once the claim has been finalized, the City of Menasha would pay their portion of the claim, as outlined in the current cost-sharing formula, all voting aye.**

Discussion of Fiscal Impact of 26 versus 27 pay dates in 2014: This will be postponed for discussion at our May 27, 2014 due to CA Godlewski and Finance Director Easker not being available for this meeting.

Response Calls on Highway 41: Chief Auxier reviewed how calls are currently dispatched on Highway from Breezewood/Bell interchange to County Highway 76. Our Department, Town of Neenah and Town of Vinland Fire Departments have different areas of jurisdiction along this stretch of highway. With the reconstruction of Highway 41 a key turn around area was removed and two lanes of traffic were added. This makes responses in this area difficult to reach, dangerous and can result in a longer response time due to our units having to go all the way down to Highway 76 to turn around and head back in the northbound lanes of traffic to reach any accidents in this area.

Chief Auxier, Chief King (Town of Neenah) and Chief Schmoker (Town of Vinland) all met to discuss the issues all three Departments have when responding to calls and to see if there were any changes they could make to improve response times and make the environment safer for personnel. All three Chiefs have ideas on how to change things. They would also include Winnebago County Dispatch and Sheriff's Department to discuss potential dispatch changes. He noted Mayor Merkes, and former Mayor Scherck, were in support of these discussions. He will update Mayor Kaufert with the discussions and look for his support. The intent of the three Chiefs is to have some kind of formal automatic aid agreement between the three of them for calls and Chief Auxier is looking for support from the Committee before proceeding any further.

Ald. Kunz asked what type of formal agreement would be discussed and would it include compensation for calls that we cover for the townships. He expressed his concern with our two Cities supplementing services both townships are to provide, especially with some of the recent things that have happened between the City of Neenah and the Town of Neenah. He questioned what benefit do we have for picking up the extra calls and having the extra risk associated with equipment breaking, personnel being hurt, etc. Chief Auxier said these are valid concerns and further explained both townships' annual calls in this area are between 5-8 calls per year. Our calls are much higher than the other two Departments and all three Departments have areas that are hard to reach and one of other two departments can get to these areas easier.

Ald. Bates asked about the liability for covering calls. Chief Auxier said in the Winnebago County Mutual Aid Agreement each Department is responsible for covering their own costs associated with equipment and personnel. Ald. Englebert asked how mutual aid works. Chief Auxier explained there is a county-wide mutual aid agreement so all departments can be called if another department needs help. Ald. Englebert asked the language in the agreement, between the three departments be clearly defined on what all three Departments agreed upon.

Chief Auxier confirmed there would be clearly, defined language in the agreement. The Committee supported Chief Auxier moving forward with these discussions.

Public Education Grant: Chief Auxier explained our Department is part of a regional public education committee. Members of this committee also include Green Bay Fire Department, Town of Grand Chute Fire Department and Town of Menasha Fire Department. This committee has been successful with applying for a regional smoke detector grant. The FEMA grant applications opened and all four departments applied for a

regional fire prevention grant. We have asked for monument signs (digit board for the stations) and billboard wraps for public education messages. NMFR's anticipated cost for our portion of the grant match is estimated to be around \$4,000. If we are awarded this grant, we will look at covering our portion of the grant with budgeted department funds. Office Manager Theisen explained there is not a regular time period to apply for these grants. This year we had a very short time period to apply and we never know when decisions will be made for acceptance or rejection of the grants. There have been times we are notified within a couple of months and other times it has taken up to a year. If we are awarded the grant, it will come to this Committee to review, approve and send to council before acceptance of the grant is given to FEMA. The Committee was supportive of applying for the grant and asked to keep them updated of the status. Chief Auxier said he would send information out about the grant.

Painting at Station 31: The Committee reviewed the information for painting Station 31. Two quotes were received and Chief Auxier is recommending approving the quote from Van Eperen. Chief Auxier explained, under the merger agreement, this is a City of Neenah expense. Both Cities are responsible for the costs associated with maintaining the two fire stations within their City. The current lease agreement with Fox Valley Technical College does include maintenance expenses and they will need to pay 1/3 share of this expense. He did notify Jeremy Hanson about the project and they do not have issues with moving forward with the painting. Ald. Kunz asked how the building at Station 31 is designed. Chief Auxier explained the layout and noted this project has been looked at for the past three years, however, due to budget constraints it was deferred. We are now to the point that we cannot put the painting off any longer. Ald. Kunz asked about the future of the building once FVTC vacates the space and that we be pro-active on things that may need to be fixed. Chief Auxier said he has been working with City of Neenah officials for the future of this space; however, FVTC has not given formal notice that they will vacate the building at the end of their lease, which is May 2015. Definite plans for use of the building cannot be made until we receive formal notice. He has also been working with Jeremy Hanson to see find out what items may be left behind once they vacate the property, as we have to obtain costs for possible remediation of the property. The lease does state they have to fix any issues before they vacate their space. Ald. Ramos asked when the building was last painted. Chief Auxier said it's the original paint from when the building was built 20 years ago and Van Eperen was the original painter. He feels confident in their service has their work has held up for the past 20 years. **MSC Bates/Kunz recommends the City of Neenah Common Council approve the painting at Station 31, and accept the bid from Van Eperen Painting. FVTC will pay one-third of the cost, as outlined in their lease agreement, of \$4,539.00, the City of Neenah's will pay \$9,215.00 for a grand total of \$13,754.00, all voting aye.**

Overtime/Staffing Update: Chief Auxier updated the committee on recent FMLA requests, employee injuries and future FMLA requests. Due to this we are currently ahead of usage of our overtime budget compared to last year. Ald. Kunz asked if these leaves would reduce the salaries paid out. Chief Auxier noted it would not as they have the option of using their paid sick and/or vacation accruals it will not reduce the wages the Department pays. The Committee thanked Chief Auxier for the updated.

MSC Englebert/Kunz to adjourn at 6:25 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
April 21, 2014
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:12 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Benner

ALSO PRESENT: CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, PHD Nett, Finance Manager Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 4/15/14](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. [Approve Updated Education Requirements – Public Health Director](#)

Chairman Englebert and CA/HRD Captain explained updating the language to the education requirements, change the requirement of experience in the field of public health, the removal of the requirement as a registered nurse and requirement to be certified as a public health nurse by the State will open the field of qualified candidates. The changes are in line with Wisconsin State Statute and will allow the City to remain a Level III Health Department.

PHD Nett explained the requirements for a Level III Health Department and the type of grant funding received.

General discussion ensued on the salary range for this position and education requirements.

Moved by Ald. Taylor, seconded by Ald. Sevenich to approve changes in the position requirements as noted in memo dated April 21, 2014 and to advertise position without salary range.

Motion failed on roll call 3-5.

Ald. Taylor, Sevenich, Zelinski voted yes.

Ald. Nichols, Langdon, Keehan, Englebert, Mayor Merkes voted no.

Moved by Ald. Sevenich, seconded by Ald. Taylor to approve changes in the position requirements as noted in memo dated April 21, 2014.

Motion carried on roll call 8-0.

Chairman Englebert stated he will ask ASD Steeno to provide salary comparison used to set salary range for this position.

E. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Langdon to adjourn at 8:01 p.m.

Motion carried on voice vote.

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



Public Works / Parks Safety Committee
March 27, 2014
Minutes

Meeting called to order at 9:05 AM.

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

Approval of February 25, 2014 meeting minutes - motion M. Radtke second R. Losselyong – motion passed

B. Old Business

1. **Work Zone Safety/ MPD Enforcement** – C. Gordon reported on the meeting with Menasha Utilities and Menasha Police Department regarding work zone safety issues in the coming work season. Gordon reported that the meeting was positive and that it was agreed that more communication and preplanning would be done along with an increase police presence.
2. **Cold Storage Mezzanine Capacity** – Corrections to be completed 3/27 Corrections were being completed per recommendations from McMahon Engineering. The mezzanine would be marked rated 40 lbs/square foot. Following the completion of work on the decks the stairs and railings would also be redone.
3. **MSDS Sheets- update** - T. Drew reported that the computer based MSDS system was up and running and accessible to employees on the face page of the intranet. Drew requested that any problems be reported. Drew also stated that an inventory of chemicals would have to be made in the remote Parks areas so that books could be maintained in those areas. Drew also requested that future sheets be forwarded to Health Department office.

C. New Business

1. **Monthly Safety Topic** – distributed and discussed. Requested to be posted in appropriate departments.

2. **Injury Review.** 1 Injury reported – employee was struck in the knee by a tire which had slipped and fallen. No loss time or medical attention required. Recommendation was to look into possible mechanical assist to support tires when being removed.
3. **Use of hi-vis t-shirts vs. vests** – T. Drew researched the use of T-shirts and found that the main issue is that the ANSI rating is only for up to 20 washes. The shirts are also polyester blend and are not considered cool or comfortable. The t-shirts do meet ANSI and their use would be at the discretion of the departments providing they are replaced when they surpass 20 washes.
4. **Employees wearing shorts** – T. Drew will check regarding a current policy interpretation. Issues to address include having to change if task changes, equity among employees, what tasks would allow shorts to be worn.
5. **Additional items for discussion** – T. Drew to revise the list of mandatory respirator use tasks – revised to include sandblasting as a mandatory use.

D. Training

1. **Annual Refresher Trainings** – T. Drew will try to incorporate the use of CVMIC elearning into this year's refreshers. Report back in April.
2. **Hearing Screening April 8, 2014** – sign up completed report to HD front entrance.
3. **Respirator Fit Testing** – T. Drew reported that half of the employees had been fit tested and the remaining employees would be tested on March 31 @ 7:00AM.
4. **Summer Help Training** – T. Drew will provide a link to summer help to complete training. A. Alix, J. Nieland and Vince Maas would have to determine how much summer help would be compensated for completing training materials.
5. **Other Training Issues** – V. Maas stated that Aerial Lift Rescue training was available and recommended. 2 Parks employees will be attending. J. Nieland stated that DPW would also send employee(s). Cost for the training is \$175.00/per. T. Drew will inquire with B. Rank – CVMIC regarding requirements.

Drew also reported that a 1 hour Excavation Safety Training would be held at the library on May6 @ 7:30am.

E. Motion to adjourn at 10:10 AM made by A. Alix and seconded by C. Gordon.



TO: Members of the Common Council
FROM: Donald Merkes, Mayor *DM*
DATE: 1 May 2014
RE: Appointment of the Weed Commissioner

As per City Ordinance SEC. 8-1-6, Destruction of Noxious Weeds, The Weed Commissioner shall be appointed by the Mayor on or before May 15 in each year and shall have the powers and duties enumerated in this SEC. 8-1-6 and in Section 66.0517, Wis. Stats., except that the person shall receive no compensation for his or her services other than his or her regular salary.

I have appointed Jeff Nieland, Public Works Superintendent, as the Weed Commissioner for 2014.



MEMORANDUM

TO: City of Menasha Common Council

From: Peggy Steeno, ^{PS}Administrative Services Director

Date: May 5, 2014

RE: Public Health Director Salary Range

As requested at the Council Meeting on April 21, 2014, please find attached the analysis that was completed to verify that the existing salary range for the Public Health Director position continues to be valid.

During the review of the position descriptions for the positions listed in the analysis, to ensure the comparability of those positions to that of the Menasha position, I did note that there are duties in the Menasha position that were not included in the duties for the majority of the comparable positions. Those duties include:

- The management of the School Health Program,
- The management of the Senior Center Operations, and
- The oversight of the City's Safety Program.

Please let me know if you have questions or would like additional information on this item.

Public Health Director Comparable Pay
3/1/2014

Employer	Position Title	Pay Range	
City of Menasha	Public Health Director	\$72,500	\$88,600
Bayfield County	Health Director	\$50,642	\$57,915
City of Cudahy	Health Officer	\$55,000	\$69,000
Rock County	Public Health Nursing Director	\$61,492	\$74,771
Racine County	Director of Nursing	\$65,000	\$93,000
City of Racine	Community Health Director	\$70,865	\$70,865
City of DePere	Public Health Director	\$70,928	\$97,261
St. Croix County	Public Health Supervisor	\$77,000	\$77,000
City of Appleton	Public Health Officer	\$79,664	\$119,475
City of Madison and Dane County	Public Health Division Director	\$84,136	\$109,762
Waukesha County	Public Health Manager	\$84,406	\$121,555
City of Eau Claire	Health Department Director	\$91,339	\$115,508
Average		\$71,861	\$91,465
State of Wisconsin	Public Health Nursing Consultant	\$52,262	\$76,408

PROCLAMATION

National Police Week - May 11-May 17, 2014

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the City of Menasha Police Department; and

WHEREAS, the Menasha Police Department continuously provides a vital public service, protecting our community; and

WHEREAS, the Congress and President of the United States have designated the week May 11 - May 17, 2014 as National Police week; and

WHEREAS, members of our community honor their duty to serve the people by safeguarding life and property, by protecting citizens against violence, disorder, and deception and by protecting the weak against oppression; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the First Annual Candlelight Vigil hosted by the Menasha Police Department, on the evening of Tuesday, May 13, 2014 in Smith Park; and

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Menasha with the Mayor concurring proclaim May 11 through May 17, 2014 to be;

NATIONAL POLICE WEEK in the City of Menasha

BE IT FURTHER RESOLVED that May 15th, 2014 is observed as

PEACE OFFICERS MEMORIAL DAY

in the City of Menasha, in honor of those law enforcement officers throughout our nation, who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of those fallen heroes.

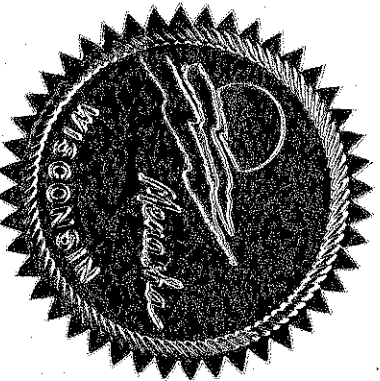


PHOTO COURTESY OF AERIAL PHOTOS OF AMERICA

Dated this 1st day of May, 2014

Donald Merkes, Mayor





MEMO

TO: Common Council

FROM: Debbie Galeazzi, City Clerk

SUBJECT: City Business Cards

DATE: May 1, 2014

I will be placing an order for business cards. If anyone is interested in placing an order, please let me know by Friday May 9. The cards will be the standard business cards that are ordered for City department heads. It will include your home address, home phone number and City e-mail address.

Thanks.



INVESTOR RELATIONS COUNCIL QUARTERLY UPDATE FIRST QUARTER, 2014

FOX CITIES 
REGIONAL
PARTNERSHIP

A Wisconsin Business Powerhouse

MADE BETTER HERE

CLIENT REPORT

Client Number	Referral Source	Project Type	Description/update
13012	Municipal Partner	Attraction	Plastics blow molder (Poly Flex) with headquarters in Waiworth, WI looking to expand into Fox Cities. Purchased lot in Kaukauna Industrial Park, and plans to break ground in April on 59,000 square foot new facility. Regional Partnership provided general community marketing support, assistance with Kaukauna Industrial Development Board, incentive packaging and construction of media announcement. 40 jobs projected
14001	Direct (company)	Expansion	Calumet County manufacturing and environmental consulting company approached Regional Partnership in connection with securing innovative financing for project-specific expansion that will yield 38 new jobs. Company has since abandoned plans for initial funding source.
14002	Municipal Partner	Attraction	Wisconsin food processing company with proven and patented snack food line seeks to expand significantly, and is pursuing purchase of City of Menasha steam power plant. Regional Partnership working with City staff to define and meet company's needs. Provided economic impact analysis for City Council's review. 80 jobs projected

14003	Direct (company)	Retention/business assistance	Neenah metal fabrication firm contacted Regional Partnership with several needs. Company has recently emerged from bankruptcy, and expressed the need for financial resources, assistance with identifying candidates for new positions, and assistance with manufacturing process efficiencies. Referrals made to Department of Vocational Rehabilitation, Workforce Board, WMEP. 30 existing jobs
14004	Municipal Partner	Expansion/attraction	Kaukauna food processing company target of acquisition by another Wisconsin food processor looking to consolidate operations from around Wisconsin and four other states into Kaukauna. Regional Partnership is assisting with incentive packaging. 100-150 jobs projected. April update: Company has completed acquisition, and received approval of loan from Kaukauna Redevelopment Authority.
14005	Direct (company)	Expansion	Medical equipment repair and rehab company (Technical Prospects) expressed interest in Prosperity Fund (new Outagamie County RLF) during course of Regional Partnership existing industry visit. \$70k loan secured, which will aid in significant company expansion. 38 new jobs projected

14006	Direct (company)	Expansion	Hortonville manufacturer anticipates major expansion if successful in securing new contract. Expansion will include new facilities, establishment of new trucking company. Regional Partnership working to facilitate local and state incentive packaging. 50 new jobs projected.
14007	Direct (company)	Retention/Expansion	Appleton business services company requires workforce expansion. Concerned that local market may have reached saturation, requiring company to seek new facility outside Fox Cities. Regional Partnership currently involved in facilitating super-regional transit study in order to assess transit-related solutions for workforce expansion locally.
14008	Direct (company)	Retention/ business assistance	New Holstein manufacturer hard hit during recession requested Regional Partnership assistance with referral to succession planning resource, possible RLF funding for new capital acquisition, and energy efficiencies associated with company conversion from propane to natural gas.
14009	Consultant	Attraction	Company is looking for minimum of 10,000 sq. ft. of class B office space in which to establish health care claims office. Company is considering locations throughout NE Wisconsin, availability of appropriately-skilled workers, parking and

			telecom infrastructure being important. Cost of lease is a secondary consideration. Company looking to be operational within six months, depending on success in securing contracts. Would begin with staff of 25, growing to 100-120 over time.
14010	Direct (company)	Expansion	Growing Neenah distribution firm wishes to purchase 20+ site for expansion project. Access to Highway 41 is important
14011	Direct (company)	Start up assistance	Hortonville industrial sanding, painting and heat treating company looks to establish operations in response to growth opportunity of one of its customers. Company will construct 45,000 sq. ft. building and create 26 jobs. Company contacted Regional Partnership requesting assistance with initial financing.

EXISTING INDUSTRY REPORT

The first quarter of 2014 saw a slow start for the FIRE UP Business Retention Program, but we are picking up speed. Initially, significant effort went in to planning, strategic realignment, and broad-based outreach. Those efforts are beginning to bear fruit in the second quarter. To date (4/23/14) we have conducted 25 visits with local primary employers. A higher proportion of these visits are leading to tangible follow-up tasks, which make the contacts both more meaningful and more labor intensive.

In addition to following up with several of the employers we visited in 2013, we are working hard to expand our reach and connect with more primary employers throughout the region. To this end, we have asked our municipal and business partners to utilize their existing relationships to schedule retention visits. While some

effort and time was required to establish expectations and revise procedures, this new strategy is bearing fruit. We have also seen some limited early success with a repeat of the direct mail effort using an endorsement letter from Rollie Stephenson sent to local company leaders. The follow-up to these letters continues. One topic that has emerged as a relevant need for several employers in the area is public transportation. Both in the central urban core and in outlying areas, employers are asking for more extensive bus service. Staff has worked closely with Valley Transit to explore the possible solutions to identified problems, and will participate in a strategic planning effort to bring the voice of employers into the process. Valley Transit is also planning a major study to weigh the feasibility of extending commuter service lines into Green Bay and Fond du Lac, in addition to the existing service from Oshkosh.

FIRE UP BUSINESS RETENTION HIGHLIGHTS, 1ST QUARTER 2014

Business Type (Location)	Nature of Activity	Description/update
Foundry (Brillion)	Government Connections	Located within a residential neighborhood, we facilitated connections to City, County, and State officials to discuss creating an alternate truck route to the plant to limit heavy truck traffic through downtown and the residential surroundings.
Food Ingredients (Hilbert)	Expansion Needs	Exploring local facilities that could meet food-grade storage standards and reduce shipping costs by bringing warehousing closer to their production facility.
Business Services - Call Center (Appleton)	Workforce Transportation	To support continued expansion in the Fox Cities Region a more extensive network of commuter transit is needed; initiated conversation with Valley Transit to explore possible solutions.
Manufacturer (New Holstein)	Financing for expansion	Supported strategic planning and exploratory phase of a new financing mechanism offered through the state; after detailed discussions the company determined that other funding sources would be better for the planned growth.
Manufacturer (Hortonville)	Financing for expansion	A pending contract would require significant growth of the facility and purchase of additional equipment; explored opportunities to leverage public

		incentives to make the expansion more profitable.
Manufacturer (Chilton)	Utilities, Financing, Succession Planning	Wide-ranging discussion identified several areas for assistance; made connections to County RLF and municipal utility contacts; referred to a local succession planning firm.
Food Processor (Hilbert)	Workforce	Concerns about their ability to support future growth with new workers as long-time employees begin to retire; looking for suggestions about knowledge transfer and sources of young talent.
Food Processor (Little Chute)	New Mgmt; Youth Programs	Shared information about local finance and training programs; learned about their On-Site Management Training program and how to plug into local young professional networks.
Manufacturer (Neenah)	Financing	After exiting bankruptcy they seek new funding opportunities; providing some financial analysis to advise on resources.
Manufacturer (Neenah)	Workforce, Municipal Issues	Interested in conversations with Valley Transit about expanded service and commuter options in the region; discussed street/walkway issues with City, will continue to explore feasible options to enhance safety.
Manufacturer (New London)	Workforce, Financing	Stabilizing growth and seeking sources for young workers and low-cost financing; sending information about local resources.
Business Services (Grand Chute)	Workforce Transportation	Initial conversation about need for more workers; want to participate in Valley Transit study to expand commuter options bringing more workers into the Fox Cities Region.

CALUMET COUNTY JOB FAIR

Fox Cities Regional Partnership served as a sponsor of the January 22 Calumet County Job Fair, held at the Chilton campus of Fox Valley Technical College. Thirty-six companies from around the area marketing their employment opportunities to the estimated 175 job seekers who attended the fair. The event was a collaboration of the Fox Valley Workforce Development Board, Fox Cities Workforce Development Board, Fox Valley Technical College, City of Chilton, Calumet County, Wisconsin Job Center, and Fox Cities Regional Partnership.

Another Job Fair is currently scheduled for September 30.

SITE SELECTOR OUTREACH

A continuing priority for the Regional Partnership is to establish brand awareness of the Fox Cities Region in the national and international markets as a critical component of our industry attraction initiative. An important element of this marketing effort is the establishment and development of relationships with site selection consultants—those professionals who work with primary employer clients with expansion and relocation projects. A primary role of the site selector is to research and assess multiple communities as they relate to the location factors identified as key by their clients. It stands to reason that if our community is unknown to the site selection community, it will not receive consideration for these job creation projects.

The Regional Partnership's 2014 work plan stipulates that we make person-to-person marketing contacts with a minimum of 25 site selectors over the course of the year—contacts made in conjunction with structured site selector conferences held in various parts of the country. In addition, the work plan calls for marketing visits to a minimum of site selector offices.

During the first quarter, Regional Partnership representatives have completed the following:

- Participated in the Site Selectors Guild Annual Conference, February 24-26. This conference was attended by 36 site selectors from around the U.S. and locations in Europe and Asia.
- Attended the Consultant Connect event, March 26 and 27 in Dallas. The conference was led by four site selectors from Cleveland, Atlanta and Chicago.
- While in Dallas, staff met with ten site selectors at six Dallas offices

REGIONAL PARTNERSHIP WEBSITE TRAFFIC NUMBERS TAKE SIGNIFICANT JUMP

A comparison of website activity during the 1st quarter of 2014 with that of the 4th quarter of 2013 shows dramatic increases in several key activity measures. Site visits, new visits, unique visitors and visits originating from outside NE Wisconsin all increased by at least 70% over the two quarters, with page views and page views from outside NE Wisconsin increasing by more than 50%.

While traffic to the website cannot be directly correlated with productive activity translating into projects and new jobs, the fact that the trend line is moving in a positive direction certainly would suggest that increased traffic should indicate increased awareness of the area.

	4 th qtr 2013	1 st qtr 2014	change
Visits	1,921	3,355	75%
New visits	1,253	2,133	70%
Unique Visitors	1,278	2,266	77%
Page Views	5,065	7,928	57%
Pages/Visit	2.64	2.36	-11%
Page views from outside NE Wisconsin	1,807	2,833	57%
Visits from outside NE Wisconsin	695	1,228	77%
Tools for Business Success	122	167	37%

REGIONAL PARTNERSHIP PARTICIPATES IN DEPARTMENT OF DEFENSE OSHKOSH INDUSTRY DIVERSIFICATION INITIATIVE

The Department of Defense Office of Economic Adjustment awarded an \$837,315 federal grant to East Central Wisconsin Regional Planning Commission to assist in the growth and expansion of new industry clusters which are less reliant on federal defense contracts. This grant was awarded in response to announced layoffs of an expected loss of 1,437 total jobs within the Oshkosh-Neenah MSA, resulting from announced layoffs of more than 1,200 employees by Oshkosh Corporation. Layoffs are expected to have a negative economic impact of over \$91 million.

Goals associated with the Initiative include:

- Align current economic development plans and update them with diversification strategies
- Promote the growth of new and existing businesses in target industries through workforce and supply chain initiatives
- Map the regional defense industry supply chain and provide technical assistance to Oshkosh Corporation suppliers in order to re-engage them in other industry sectors
- Identify emerging aerospace industry opportunities for the region and build upon advanced manufacturing assets

A 16 month timeline has been established in conjunction with the Project. Regional Partnership staff is co-chairing the collaboration charrette, which is to be the first action item associated with the Project.

2014 INVESTOR RELATIONS COUNCIL MEETINGS

- July 23: 12:00 noon
- October 29: 12:00 noon

FOX CITIES REGIONAL PARTNERSHIP

A Wisconsin Business Powerhouse

INVESTORS

GOVERNORS CIRCLE



LEADERSHIP CIRCLE



INVESTORS CIRCLE



SUPPORTERS CIRCLE

American National Bank Fox Cities
Business Lending Group
CopperLeaf Boutique Hotel and Spa
First National Bank Fox Valley

Garrow Oil Corp.
Great Northern Corporation
Landmark Staffing Resources
Nordon Business Environments

Martenson & Eisele
OMNNI Associates
Prospera Credit Union
Town of Buchanan

Town of Clayton
Town of Greenville
Town of Menasha
Town of Neenah
Winnebago County



Division of Transportation
System Development
Northeast Regional Office
944 Vanderperren Way
Green Bay, WI 54304

Scott Walker, Governor
Mark Gottlieb, Secretary
Internet web site: www.dot.wisconsin.gov

Telephone: (920)492-5643
Facsimile (FAX): (920)492-5640
E-mail: greenbay.dtd@dot.wi.gov

April 23, 2014

Donald Merkes, Mayor
City of Menasha Mayor's Office
140 Main St
Menasha, WI 54952

Re: Project ID 4992-03-00
Racine Street Bridge, City of Menasha
Fox River Bridge and Approaches

Dear Donald Merkes:

The Wisconsin Department of Transportation (WisDOT) is working with local stakeholders on a proposed improvement to the Racine Street Bridge over the Fox River in downtown Menasha. The Racine Street Bridge was constructed in 1952. It has reached its service life and is need of either a major rehabilitation or complete replacement.

WisDOT has contracted with URS Corporation to lead the environmental study and design effort. Environmental studies and associated preliminary design activities will begin in 2014 and the associated bridge improvement has been tentatively scheduled for 2020.

As a local official in the vicinity of the bridge, you are receiving this letter because our design team will be conducting field investigations in this area within the next couple weeks to update the topographical survey. It is likely that survey crews will need to enter on private property to complete a portion of this work. Property owners will be receiving a letter notifying them of the field investigation. The survey crew will first try to inform a resident of the need to walk around the property.

Please note survey crews will be carrying appropriate identification available upon request. All work will be completed in a professional manner in an effort to cause as little inconvenience as possible.

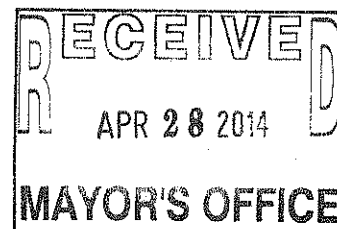
A public information meeting will be held in the summer of 2014 to discuss the project. A letter with meeting notification, including date, time and location, will be mailed to all area local officials and property owners in advance of this meeting.

Please contact me at 920-492-5708 with any concerns about the upcoming survey work or wish to be present when field staff is on your property. You can also contact me with general questions regarding the Racine Street Bridge design project.

Sincerely,

Bill Bertrand

Bill Bertrand, P.E.
Project Manager
Wisconsin Department of Transportation



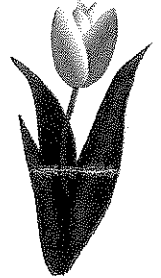
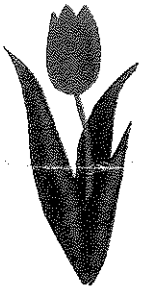
MENASHA HISTORICAL SOCIETY NEWS

April 2014

A special thank you to our 3 board members (Bob Smarzinski, Dick Loehning, Nancy Barker) who presented a very interesting April program on "Disasters In/Around Menasha". Now mark your calendars for our year-end tour. We are holding it on a Saturday, rather than during the week, to include all of our working people.

Saturday, May 10

TOUR WINNECONNE'S (5) HISTORICAL SITES
(All within walking distance at East end of Marble Park.
Each building will have a narrator)
9:30 a.m.-Meet at Memorial Bldg. (carpool if desired)
Cost: \$5.00/person to tour sites followed by (on your own)
lunch at the Fin & Feather
RSVP by May 8 to Dolores 722-3635



IMPORTANT NOTICE

Our few regular volunteers are getting "burned out" by having to be open EVERY Monday; therefore, we will be shortening the hours that we are open to the public to Monday's 9:30-11:30 a.m. through May 19. On a trial basis, we will be open Saturdays 1:00-3:00 p.m., June, July, August. We will continue to be open by appointment. We hope that some of you working people would be able to fit just 2 hrs. during the summer to fill those time slots. In addition, we are always looking for additional volunteers to "work" so we can continue Moving Forward with new technology. We would adjust those times with your schedules. All you need to do is call 725-0250 or email jchew2366@yahoo.com.

UPCOMING EVENTS

With May rapidly approaching that includes the annual downtown Memorial Day parade. Be sure to wave to us as we promote your Menasha Historical Society in the car driven by President Bob Smarzinski. Check out who else might be riding!! We will be open May 17, 1:00-3:00 p.m. in conjunction with an Armed Forces Day tribute to be held at the Isle of Valor site behind the Memorial Bldg.

The Park & Recreation Dept. has asked us to participate in their summer program "Tour Smith Park" to be held July 15. We will be supplying narrators at several sites including the Effigy Mounds, Caboose, Jean Nicolet monument plus interesting information how the Memorial Building's usage has changed over the years. If interested in being a participant please call or email us.

The Landmarks Commission has informed us they will be reopening the Tayco Street Bridge Tower Museum in May in conjunction with Wisconsin Preservation month. More information as to the exact date for reopening will be forthcoming. This museum is located in the NE tower as you cross the bridge. It has been closed for many years due to much needed repair and refurbishment. Thankfully, there were several volunteers, with renewed interest and willingness, to restore this unique site. This provides yet another structure to keep Menasha's heritage alive. Your historical society is contributing a plaque which will be "permanently-on-loan" for inclusion. Stop in this summer and check it out.

NEW MEMBER

Ed Engelman – FACEBOOK Administrator (along with Bob & Jean) on our newly acquired page. He has been inviting many to visit and join our site as that gives us more exposure to the general public. He continues to post our society's information along with pictures of Menasha's past. Check us out. Welcome and thank you, Ed.

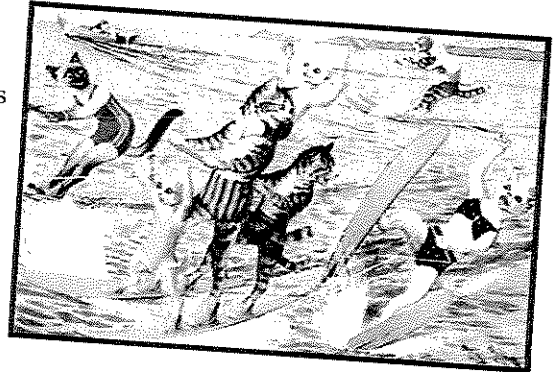
With summer just around the corner???? this will be the last newsletter until August.

AND YOU THOUGHT YOU KNEW EVERYTHING

Butterflies taste with their feet
A crocodile cannot stick out its tongue
A shark is the only fish that can blink with both eyes
A snail can sleep for three years
A cat has 32 muscles in each ear
A dragonfly has a life span of 24 hours
A goldfish has a memory span of three seconds
An ostrich's eye is bigger than its brain
Al Capone's business card says he was a used furniture dealer!!



vintage postcards



Have a Happy & Safe Summer. See you in September.

RESOURCE CENTER & MUSEUM

(Located at 640 Keyes Street)
P.O. Box 255
Menasha, WI 54952
jchew2366@yahoo.com
menashahistorical@yahoo.com
www.menashahistorical.webs.com

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VICE-PRESIDENT

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Kathy Humski

Dick Loehning

Bob Smarzinski

Jean Chew

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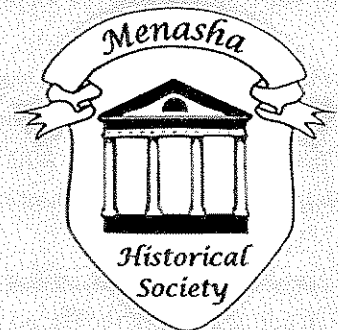
Nick Jevne

Paul Brunette

Stacey Hockstra

Tom Konetzke

Nancy Ropella





TO: Members of the Common Council
FROM: Donald Merkes, Mayor
DATE: 1 May 2014
RE: Spring 2014 Electronics and Household Goods Recycling

Our spring electronics recycling event held April 26th was highly successful keeping 16,910lbs of waste out of the landfill. Residents welcomed the addition of our partnership with St. Vincent de Paul to help recycle household goods, with donations filling half of their truck. The event was staffed with volunteers from our Sustainability Board including: Linda Stoll, Kathy Thunes, and Roger Kanitz; as well as volunteers from Menasha Utilities including: Melanie Krause, and Scott Mauer.

The Sustainability Board is planning another recycling event in October with Recycle that Stuff and St. Vincent de Paul.



CERTIFICATE OF RECYCLING

•All Computers & Electronics Will Be Recycled For Their Metal, Glass, & Plastic•

**Received From: City of Menasha
Menasha Utilities Department
321 Milwaukee St
Menasha, WI 54952**

Materials Recycled: 3898 lbs. of TVs, 2232 lbs. of Freon, 1420 lbs. of CRT Monitors, 1663 lbs. of CPUs, 2427 lbs. of Small Electronics, 142 lbs. of Copper Wire, 3940 lbs. of Appliances, 176 lbs. of Copper, 85 lbs. of Ballasts, 410 Bulbs 4' or less, 462 Compact Bulbs, 37 HID Bulbs, 8 Mirrored Spotlights, 6 Incandescent Bulbs, 4 Bulbs 5' or over

Total Weight Recycled: 16,910 lbs.

This is to certify that the above items received by **Recycle That Stuff** in **Appleton, WI** will be recycled in accordance with all applicable Federal, State and local Regulations and ***will not be landfilled***, or otherwise improperly disposed of.

April 26th, 2014



**E-Cycle Wisconsin
Registered Collector
& Recycler**

**ISO 14001:2004 Certified #R102908
Wis. DNR License 12843**

121 N. Linwood Ave. – Appleton, WI 54914



Business Meeting

You are invited to a business meeting for the WIS 441 Tri-County Project

WHEN *and* WHERE

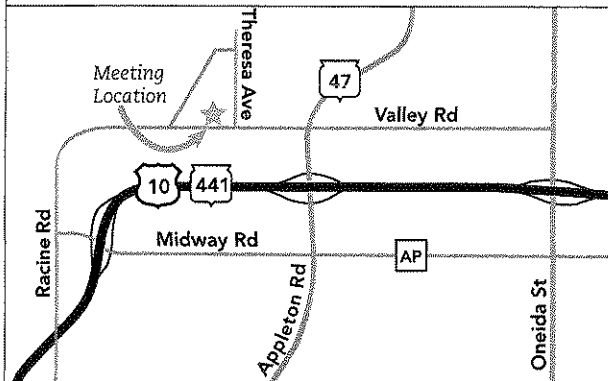
**Tuesday
May 6, 2014**

7:30 to 9:30 a.m.

**Town of Menasha
Community Center**

**1000 Valley Road
Menasha, WI**

Presentation at 7:45 a.m.



The meeting will provide a corridor-wide project update on a variety of topics, including:

- Short-term and long-term construction schedules, beginning in Summer 2014
- WIS 47 (Appleton Road) interchange closure for reconstruction in 2015
- US 10 (Oneida Street) diverging diamond interchange scheduled for construction in 2017
- Vermillion Street design plans
- Community coordination and outreach efforts

In the evening, there will be a public involvement meeting at Butte des Morts Elementary School between 5 and 7 p.m. with a presentation at 5:15 p.m. You are invited to attend either meeting.

CONTACT INFORMATION

For questions about the meeting, contact:



(920) 492-2240
Scott Ebel, P.E.



(920) 492-4153
Mark Kantola

For general project information:



www.US41wisconsin.gov/wis441

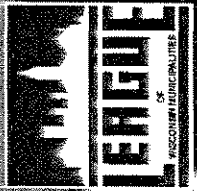
E-MAIL CONTACT LIST

To receive project updates and notices of future meetings related to the WIS 441 Tri-County Project via e-mail, please submit your e-mail address to Melissa Kok at Melissa.Kok@dot.wi.gov



Aldermen: If interested in attending please contact me.

thanks
Debbie



2014 New Municipal Officials Workshops

The League of Wisconsin Municipalities, is holding a one-day workshop for new city and village officials.

This Workshop provides a basic course on local government for officials who assume office this spring. Other city and village officials who wish to brush up on their knowledge of local government or missed the previous annual workshops may also find the meetings beneficial.

Registration information will be mailed to clerks in mid-March and available at <www.lwm-info.org>.

WORKSHOP LOCATIONS

Madison
Friday, May 9, 2014
Crowne Plaza
4402 E. Washington Ave.

Eau Claire
Friday, May 30, 2014
Holiday Inn Campus, 2703 Craig Rd.

Pewaukee
Friday, June 6, 2014
Country Springs Hotel, 2810 Golf Rd.

Green Bay
Friday, June 13, 2014
Tundra Lodge, 865 Lombardi Ave.

NEW Officials Workshops

At Four Locations

- ◆ Madison
- ◆ Eau Claire
- ◆ Pewaukee
- ◆ Green Bay

Agenda

2014 New Municipal Officials Workshops Registration

8:30 Registration - Coffee

9:00 Welcome

Curt Witynski, Assistant Executive Director,
League of Wisconsin Municipalities

Framework of Wisconsin Local

Government

Curt Witynski

Powers of City Councils and Village

Boards

Claire Silverman, Legal Counsel, or Daniel
Olson, Assistant Legal Counsel, League of
Wisconsin Municipalities

Recognizing and Avoiding Conflicts of

Interest

Claire Silverman, Legal Counsel, or Daniel
Olson, Assistant Legal Counsel, League of
Wisconsin Municipalities

10:45 Break

11:00 Budgeting & Financial Oversight

Tom Hoff, MBA, Financial Service Mgr.,
Eau Claire

Noon Lunch (included)

1:00 Procedures for Local Government

Meetings

Larry Larmer, Professor Emeritus, Local
Government Center, UW-Madison

2:15 Break

2:30 Managing Public Works Activities

Ben Jordan, Department of Engineering
Professional Development, UW-Madison

Open Discussion

3:45 Adjournment

Please make the following reservation for the New Municipal Officials Workshop at

- ☐ Madison, Crowne Plaza Hotel, May 9, 2014
- ☐ Eau Claire, Holiday Inn Campus, 2703 Craig Rd., May 30, 2014
- ☐ Pewaukee, Country Springs Hotel, 2810 Golf Rd., June 6, 2014
- ☐ Green Bay, Tundra Lodge, 865 Lombardi Ave., June 13, 2014

Name (please type or print) _____

Position _____

Contact Person _____

(for questions regarding this registration)

Address _____

Municipality _____

Zip _____

E-mail _____

Payment Method

☐ Credit Card or ☐ Check

Card type _____

(Master Card, Visa, or Discover)

Number _____

Exp _____

Vcode _____

Name on Card _____

Please enclose registration fee of \$60 (member) or \$85 (non-member) per person. Make checks payable to the League of Wisconsin Municipalities. Return this form no later than five days prior to your chosen seminar. Registration by phone cannot be accepted.

Mail to: League of Wisconsin Municipalities, 122 W. Washington Ave., Suite 300, Madison, WI 53703
Fax: (608) 267-0645; On-Line: www.lwmm-info.org

Registration fees, less the \$10 processing fee, are refundable if the League receives the cancellation not later than three days before the institute. Refunds are not available for cancellations made within three days of the institute.



☐ Please place an "X" through the box if you need an accommodation regarding a disability. We will contact you to make the necessary arrangements.

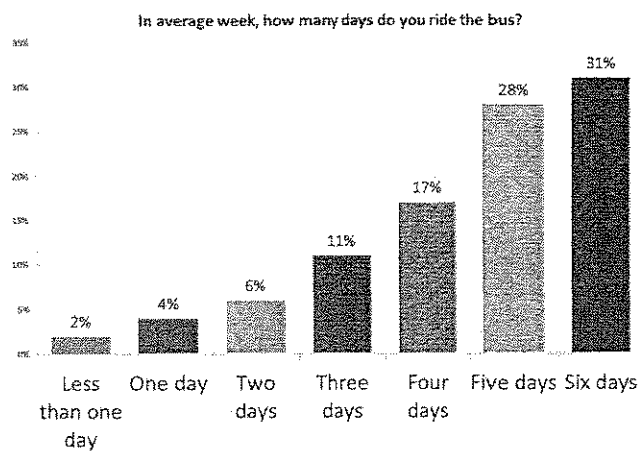
Valley Transit

Onboard Survey 2014

Highlights: Rider Profile

- Valley Transit is heavily used by its riders: 59% ride five or six days a week. (#3)
- Like most transit systems in the United States, Valley Transit experiences substantial turnover of customers annually: 28% have been riding for one year or less. (#4)
- Many Valley Transit riders are fairly long-term customers: 35% have ridden for five or more years. (#4)

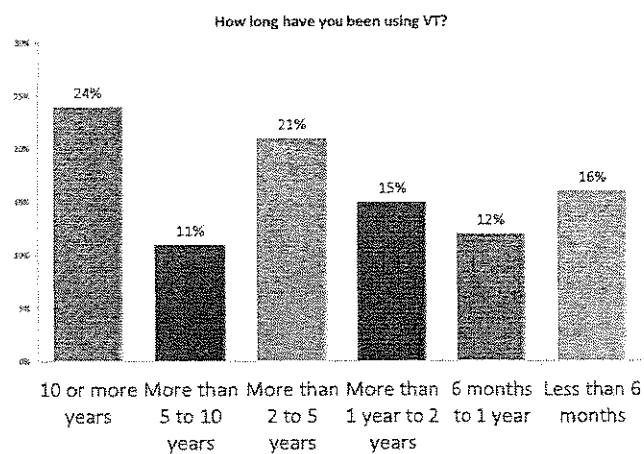
Weekly Frequency of Using Valley Transit



Valley Transit Passenger Survey, 2014

3

Duration of Using Valley Transit



Valley Transit Passenger Survey, 2014

4

Highlights: Rider Profile

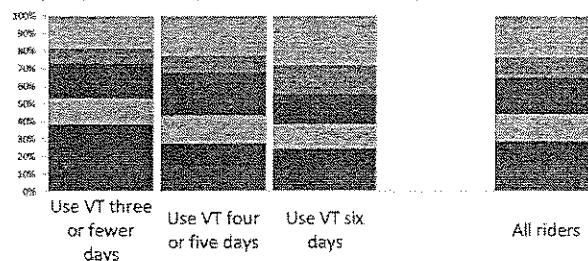
- Those riders who use Valley Transit most intensively (6 days a week) are more likely to be long-term riders. (#6)
- That is, of those riders who use Valley Transit six days a week, 45% have used it for five or more years compared to only 28% of those who use it three or fewer days each week. (#6)
- In other words, your most intensive users are also your long-term users. This is not unusual.

Valley Transit Passenger Survey, 2014

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Duration of Using Valley Transit by Frequency of Using Valley Transit

Q2 Weekly frequency of using VT, by Q1 duration of using it



Valley Transit Passenger Survey, 2014

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Highlights: Rider Profile

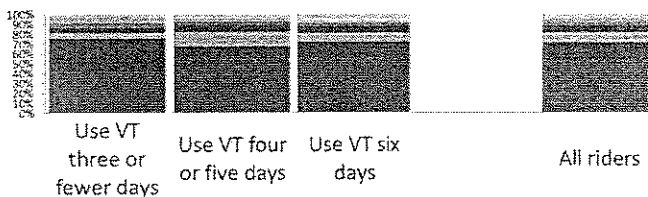
- Most Valley Transit riders use it to get to work (54%) or to school (15%). Another 17% use it for shopping. This means there is significant current and future economic impact of the service. (#8)
- The time of day cited by more riders than any other as a time of day when they use Valley Transit is from 3:01 PM to 5:00 PM (41%). (#9)

Valley Transit Passenger Survey, 2014

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Trip Purpose

Q5 Trip purpose, by Q2 frequency of using VT



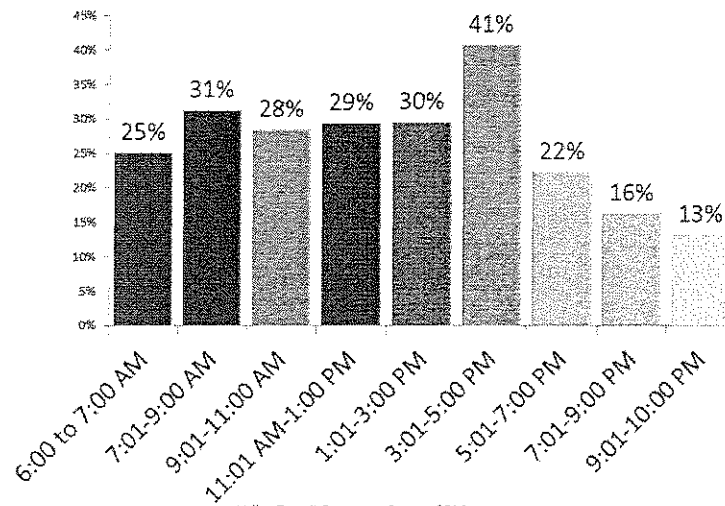
Valley Transit Passenger Survey, 2014

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Times of Day People Ride

(Multiple times of day were accepted)

Times of day riders use VT



Valley Transit Passenger Survey, 2014

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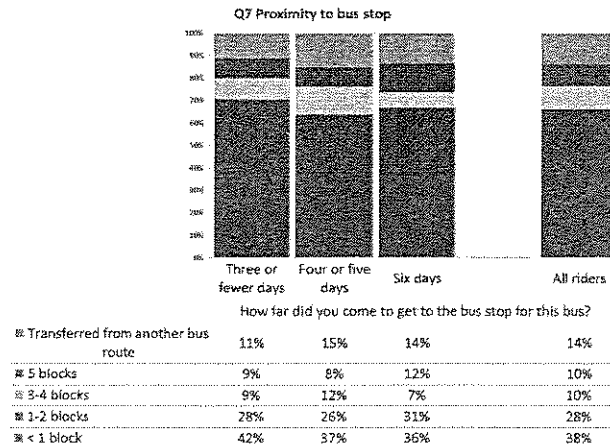
Highlights: Rider Profile

- Most riders, 66%, live within one or two blocks of the bus stop they used the day of the survey, while another 20% came from three to five blocks. And 14% transferred from another bus – quite a low rate of transferring compared to larger systems. (#11)
- If Valley Transit were unavailable, a fourth of riders (25%) said they would not have made the trip at all. However the balance, 75%, said they would have found another mode. Only 11% for the latter group, however, said they would drive. The reason is that very few have a vehicle. (#12 and #18)

Valley Transit Passenger Survey, 2014

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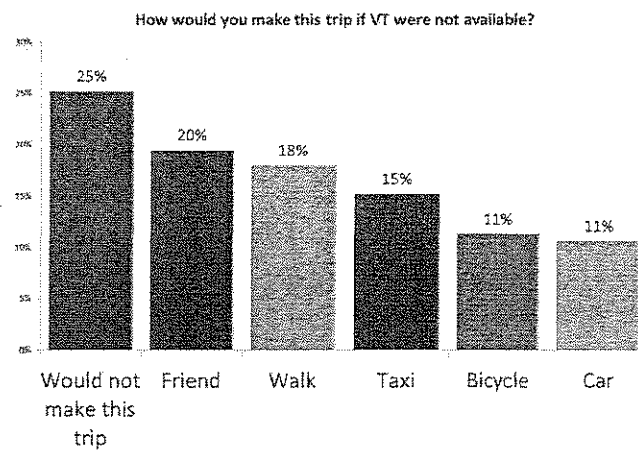
Proximity to the Bus Stop



Valley Transit Passenger Survey, 2014

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If Valley Transit Were Not Available



Valley Transit Passenger Survey, 2014

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Highlights: Paying the Fare

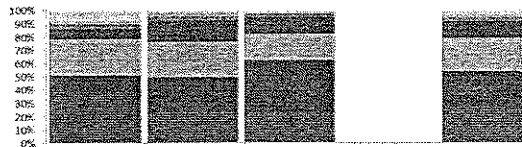
- Most riders pay the fare with cash (27%) or a thirty day pass (26%) or a ten ride ticket (25%), while another 13% use an AASD Student ID. (#9)
- As one would expect, the six-day-per-week riders are the most likely to use a thirty day pass (40%). The least frequent riders, as one would expect, are least likely (11%) to use a thirty day pass and most likely to use cash (40%). (#9)

Valley Transit Passenger Survey, 2014

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Paying the Fare

Q9 How did you pay your fare on this bus today?



Three or fewer days Four or five days Six days All riders

How will you pay your fare on this bus today?

Free ride ticket	2%	1%	1%	1%
Single ride ticket	6%	1%	1%	2%
Transferred from other bus	2%	3%	1%	2%
Day pass	3%	3%	2%	3%
AASD Student ID	8%	16%	13%	13%
10 ride ticket	27%	27%	20%	25%
30 day pass	11%	25%	40%	26%
Cash	40%	24%	22%	27%

Valley Transit Passenger Survey, 2014

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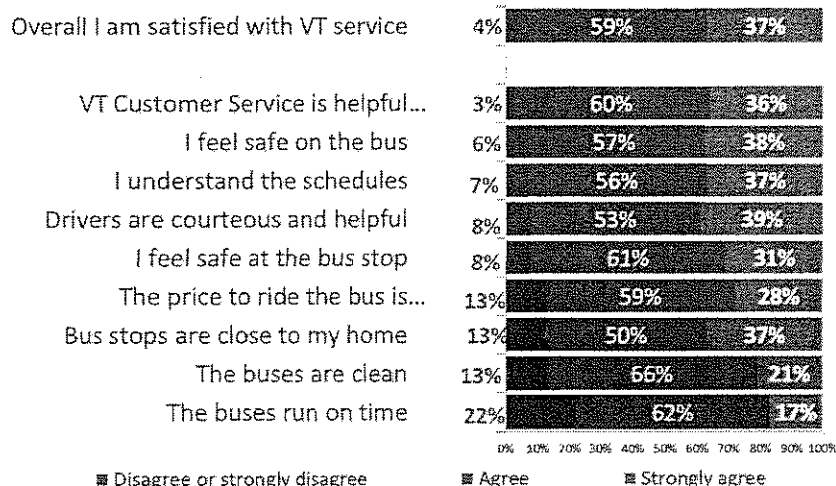
Highlights: Service Ratings

- Service ratings are positive on all elements of service. Asked how strongly they agreed or disagreed with the statement that "Overall I am satisfied with Valley Transit service," the overall rating of Valley Transit is positive, with 37% saying they "strongly agree" and another 59% saying simply that they "agree" with that statement for a total of 96% indicating satisfaction. (#16)
- Driver helpfulness and courtesy was similarly rated well with a total of 92% agreeing or agreeing strongly that "Drivers are courteous and helpful." (#16)
- As with virtually all systems that use only buses, on-time performance had a positive rating, but a rating that was lowest score among all aspects of service rated, with 79% agreeing that "The buses run on time." Given traffic, weather, human mis-perception of timeliness, and other factors, this is virtually always the lowest scoring item when passenger surveys are conducted in an all-bus system. (#16)

Valley Transit Passenger Survey, 2014

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Customer Service Ratings



Valley Transit Passenger Survey, 2014

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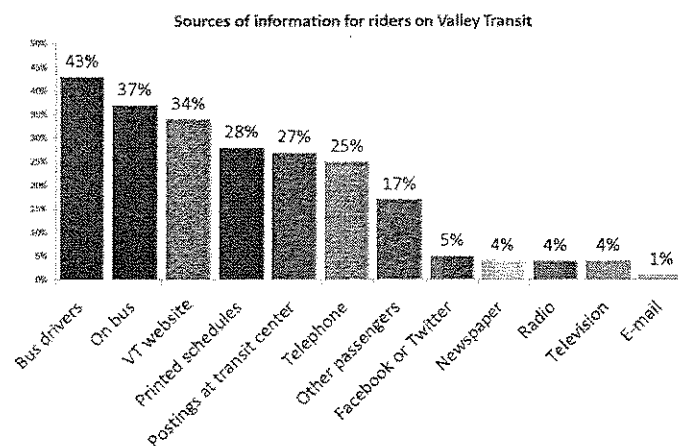
Highlights: Information Sources

- Even in this era of electronic communication, a great many Valley Transit riders say that they get their information in traditional ways. For example, 43% say they get information from their bus driver, and another 37% say they get information on the bus. (#18)
- Similarly, 28% indicate they use printed schedules, and 27% postings at the transit center. (#18)
- On the other hand, approximately 1/3 (34%) say they obtain their information from the Valley Transit website, and if you say they rely on Facebook or twitter (5%). (#18)

Valley Transit Passenger Survey, 2014

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Sources of Information



Valley Transit Passenger Survey, 2014

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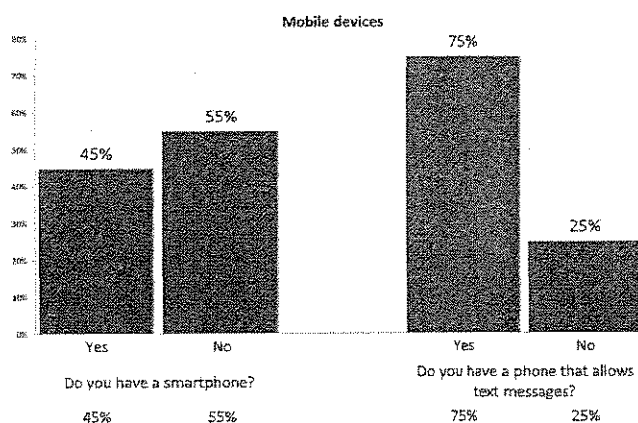
Highlights: Mobile Phones

- While we can assume that most riders today have a mobile phone, 45% say they have a smartphone, while 55% said they do not have a smartphone. (#20)
- On the other hand, 75% indicate that they have a phone that allows text messages, an indication that the Valley Transit ridership is ready to receive information by text, although not yet entirely ready to obtain information by a mobile device from a website. (#20)

Valley Transit Passenger Survey, 2014

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Mobile Phones



Valley Transit Passenger Survey, 2014

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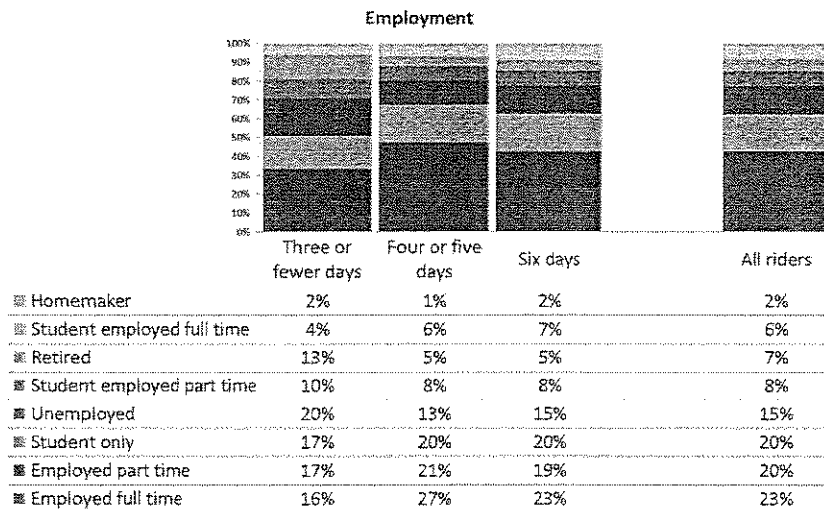
Highlights: Employment/Transit Dependence

- Most riders are employed full-time (23%) or part-time (20%) or are students-only, not also employed (20%). Some are students who are also employed full-time (6%) or part-time (8%). (#22)
- Thus, of all Valley Transit riders, 77% are employed at least part-time. (#22)
- Most Valley Transit riders (58%) are transit-dependent in the sense that they have neither a vehicle nor license to drive. Another 25% indicate they have a license, but no vehicle available. The latter situation often arises among students, and among homemakers. (#23).

Valley Transit Passenger Survey, 2014

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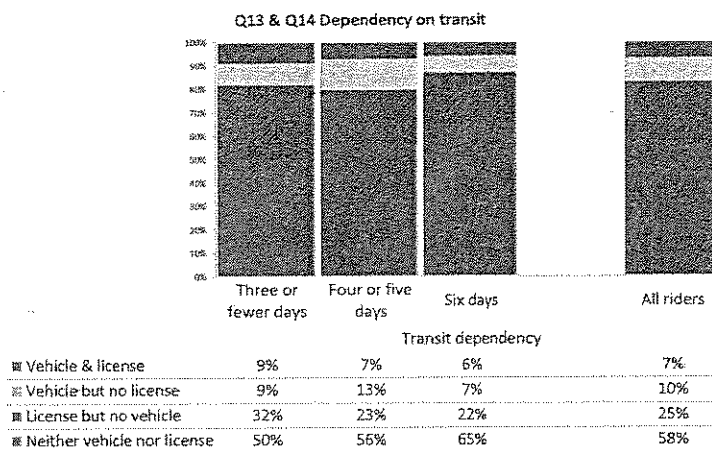
Employment



Valley Transit Passenger Survey, 2014

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Transit Dependency



Valley Transit Passenger Survey, 2014

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Highlights: Demographics

- Unlike riders of most transit systems, more riders are men (55%) than women (45%). (#25). The more common tendency is for more women than men to use public transit.
- The average age of the Valley Transit rider is 36 years old. Many riders are 30 years old or younger (46%). However, a substantial contingent (22%) is over the age of 50. (#25)
- Many of the Valley Transit riders live alone(37%), but a substantial number (27%) live in rather large households of four persons or more. (#25)
- As with riders in most transit systems riders using Valley Transit tend to have low incomes. 43% indicate that their combined household incomes are less than \$10,000 a year, and another 27% indicate that their combined household incomes are below \$20,000. Only 3% report that their incomes are \$75,000 or more. (#25)

Valley Transit Passenger Survey, 2014

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Demographics

Rider Demographics

		<u>Frequency of riding Valley Transit</u>			<u>All riders</u>
		<u>Three or fewer days</u>	<u>Four or five days</u>	<u>Six days</u>	
Gender	Male	55%	56%	53%	55%
	Female	45%	44%	47%	45%
Age group	11 to 23	31%	32%	28%	30%
	24 to 30	16%	14%	18%	16%
	31 to 43	20%	20%	21%	20%
	44 to 50	8%	13%	14%	12%
	51 or older	25%	20%	20%	22%
Number of people living in the household	One	40%	33%	38%	37%
	Two	27%	21%	22%	23%
	Three	10%	16%	13%	14%
	Four or more	23%	30%	26%	27%
What is your household's (combined) annual income?	< \$10,000	37%	39%	54%	43%
	\$10,000 - \$14,999	17%	8%	10%	11%
	\$15,000-\$19,999	13%	17%	16%	16%
	\$20,000 - \$24,999	6%	9%	6%	7%
	\$25,000-\$34,999	10%	12%	7%	10%
	\$35,000-\$49,999	6%	6%	3%	5%
	\$50,000-\$74,999	5%	5%	3%	5%
	\$75,000 or more	5%	4%	0%	3%

Valley Transit Passenger Survey, 2014

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Highlights: Demographics

- In terms of ethnicity and race, almost three fourths of riders (72%) identify themselves as "white," while another 12% identify themselves as African-American. (#27)
- Of all Valley Transit riders, 12% identify themselves as Hispanic. (#27)
- Of all riders, only 9% indicate that English is not their primary language. (#27)
- Of the small group who indicated that English is not their primary language, 94% indicated that they speak English very well or well. (#27)

Valley Transit Passenger Survey, 2014

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Demographics

Rider Demographics

		<u>Frequency of riding Valley Transit</u>			<u>All riders</u>
		<u>Three or fewer days</u>	<u>Four or five days</u>	<u>Six days</u>	
Do you consider yourself (please select one)	White	73%	73%	70%	72%
	African American	9%	13%	12%	12%
	Asian	5%	3%	2%	3%
	Native American	3%	2%	5%	3%
	Multiple race	7%	6%	8%	7%
	Other	3%	3%	4%	3%
Are you Hispanic?	Yes	10%	13%	11%	12%
	No	90%	87%	89%	88%
Is English your primary language?	Yes	92%	92%	89%	91%
	No	8%	8%	11%	9%
If English is not your primary language, how well do you understand the English language?	Very well	82%	84%	74%	80%
	Well	12%	11%	20%	14%
	Not well	3%	4%	4%	3%
	Not at all	3%	1%	2%	2%

Valley Transit Passenger Survey, 2014

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1425 Corporate Center Drive
Sun Prairie, WI 53590
P: 608.834.4500 F: 608.837.0274
www.wppienergy.org

March 2014

Melanie Krause
Menasha Utilities
321 Milwaukee St.
Menasha, WI 54952

Dear Melanie:

Menasha Utilities has been a member of WPPI Energy since 1981, adding value to both organizations in many ways.

We believe that each member utility, and the community it serves, is more secure through our collective strength. The involvement of all 51 of our member utilities generates benefits for each. On a broad level, these benefits include owning generation facilities and transmission assets to meet your customers' energy needs reliably and competitively; keeping up with changing technology; offering a variety of cost-saving programs to your customers; and advocating for sound energy policy decisions.

On a day-to-day basis, your participation in WPPI Energy offers assistance with the increasing complexities facing your utility. Through joint action, you're directly connected with 50 other utility managers who can serve as valuable resources. In addition, you have immediate access to our staff, whose expertise can complement that of your staff.

Thank you for your participation on the Finance & Audit Committee, the Rates & Delivery Service Advisory Group, the Benefit Plan Trust Board, and your input in the business plan process. We also appreciate the participation of Paula Maurer on the Energy Services Advisory Group, John Teale on the Information Technology Advisory Group, Lonnie Pichler on the Distribution Services Advisory Group, and Steve Grenell on the Metering & Billing Best Practices Task Force. It was good to see Mayor Merkes at the APPA Legislative Rally again this year.

In 2013, WPPI Energy worked with Menasha Utilities to:

- Complete a benchmark study, EIA 861 filing, five-year cost projection, typical bill comparison, PCAC adjustment filing, retail bill corrections, electric rate adjustment, alternative rate discussions with large customers, and individual large customer bill comparisons.
- Upgrade to the latest version of NorthStar and expand service capabilities.
- Set up, design a bill template, educate customers and go live with outsourced retail billing.
- Train staff at the Metering & Billing Best Practices Workshops.
- Provide support for NERC compliance.
- Provide staff support through Peggy Jesion for working with key accounts.

- Approve a \$32,576 matching incentive through the Utility and Municipal Buildings program for the wastewater treatment plan aeration and blower upgrade.
- Deliver energy efficiency programs that reduced your customers' energy usage by 9,737 megawatt-hours, saving a total of \$832,058. Lisa's customer service efforts helped maintain positive and productive relationships.
- Fund community donations, high school scholarships, economic development contributions and value of public power messaging to help maintain a solid connection with customers. In 2013 your utility distributed the maximum \$5,000 in Community Relations Funds and utilized \$27,087 in Wholesale Commitment to Community dollars.

The enclosed Member Dividend Report highlights many other joint action benefits that WPPI Energy delivered in 2013.

As we carry out the priorities outlined in the 2014-16 WPPI Energy Business Plan, we will rely upon your continued support. Part of being better together is making sure that your customers, governing body officials, and other key opinion leaders in your communities understand why Menasha is a member of WPPI Energy and what value that ownership brings.

I hope you'll share this mailing with your governing body. We'll follow up with you to see if you may be interested in a customized presentation in your community by a member of our senior staff or me.


I look forward to seeing you at our next Board of Directors meeting on May 16 at WPPI and at the Regional Power Dinner on June 26 in Green Bay.

Sincerely,



Mike Peters
President/CEO

Enclosure

*Thanks Melanie
I look forward to
seeing you at the next
board meeting.*




MEMBER DIVIDEND REPORT FOR 2013

As a not-for-profit power supplier, WPPI Energy secures and maintains a reliable and flexible power supply portfolio to meet the needs of 51 diverse communities. By having members rather than shareholders, our joint action organization can offer economies of scale to make it easier to keep up with technological advancements in the industry; jointly owned generation resources and grid investments that help offset rising transmission costs; and services and staff support to navigate increasing regulatory burdens and changing customer expectations. The many "dividends" that go back to members and their customers are proof that through joint action, we're stronger together.

Governance

As a joint action agency, WPPI Energy was organized so that all members have the opportunity to participate fully in decision-making regarding the organization.

75

Individuals from member communities who serve on the Board of Directors, the Executive Committee, other committees and advisory groups

Power Supply

WPPI Energy members rely upon a steady supply of reliable, affordable electricity each day. A diverse, up-to-date fleet of owned generation assets, combined with our purchased power resources, position WPPI and members well for the many proposed environmental regulations to address clean air, water and carbon emissions initiatives.

31

Percentage decrease in our carbon emissions since 2005

14

Percentage of our power supply that comes from renewable energy

15

Percentage of our power supply that comes from nuclear energy

106

Megawatts of baseload generation we own at Elm Road Generating Station, one of the cleanest and most efficient coal-fired power plants in the U.S.

\$180 million

Bonds sold to raise money for required environmental upgrades at the Boswell 4 plant, our investment in the CapX2020 La Crosse transmission line and refunding approximately \$67 million in outstanding bonds. The result is affordable baseload power, a way to offset transmission costs, and lower future debt service costs.

Member Services

WPPI Energy makes available an array of services and staff support aimed at helping members continue to operate successfully in a changing industry and to enhance the value of member utilities and WPPI Energy in their communities.

4,336

Requests for technical support or assistance fulfilled by WPPI Energy's Business & Technology Solutions staff

18

WPPI Energy staff members - 17 energy services representatives and one key account manager - working in member communities to support customer services

228

Individuals from member and non-member utilities who attended the WPPI Energy Metering & Billing Best Practices Workshops

1,200

Items available in the WPPI Energy joint purchasing catalog, which members use to lower costs, improve lead times and reduce inventories of items on hand

42

Members who used the joint purchasing catalog in 2013

5

Members currently using the new Request for Quote (RFQ) module for joint purchasing, with more to be added in 2014

228

Members' large power customers whose meters are read by WPPI Energy

39

Members who use one of two WPPI Energy partner billing systems

6

Members who are using shared meter data management (MDM) services for advanced metering

Customer Programs

Retail customer programs provide the technical support and financial incentives to members and their customers to make energy efficiency projects accessible to all homes and businesses. When combined with incentives from other programs such as Focus on Energy and Efficiency United, these programs help local businesses stay competitive, reduce overall demand on the WPPI Energy system and drive down future costs.

\$5.9 million

Dollars returned to members' customers for investments in energy efficiency

\$6.5 million

Dollars in electricity costs collectively saved by members' customers through their energy efficiency efforts in 2013 - money that remained within local economies

\$339,410

Dollars in low-interest Shared Savings financing for 17 efficiency projects in 12 member communities

Government Relations

Advocacy for member interests continues to grow in importance as the utility industry faces increasing challenges. Through joint action and in coordination with our national and state associations, members develop stronger relationships with elected officials at the state and federal levels.

43

Local leaders from member communities who attended the APPA Legislative Rally in Washington, D.C.

30+

State and federal legislative advocacy meetings conducted by members with WPPI Energy's support.

31

Number of Wisconsin representatives and senators who co-sponsored state legislation (Act 25) to proactively protect the privacy of municipal utility customers, signed into law July 2013

Community Relations & Education

A strong network of support maintains an important connection between members and their communities. Marketing and communications materials help utilities promote local programs available to residential and commercial customers and showcase the value of public power.

\$243,084

Dollars administered in WPPI Energy-funded Community Relations Funds that members contributed back to their communities for college and technical school scholarships, economic development, local charitable contributions and public power events

10

WPPI Energy scholarships available for member employees to attend various American Public Power Association (APPA) conferences for training and professional development

200+

Marketing pieces such as bill inserts and advertisements available to members, customized with logos and local photos

271

Local news articles about member utilities and/or WPPI Energy or resulting from WPPI Energy media relations support

Rate Design & Financial Modeling

Driven by the need to help members keep retail rates competitive, WPPI Energy offers support in the development of revenue requirement studies, cost-of-service analyses and innovative rate designs.

12

Rate cases prepared at no additional cost to members

51

Operational and financial benchmark studies prepared for members

44

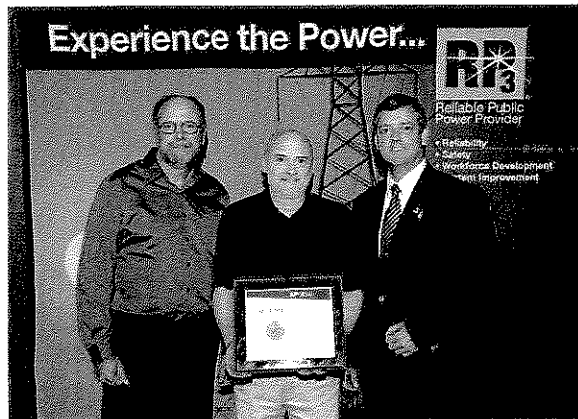
Five-year revenue and purchased power projections completed at members' request

125+

Large customer rate comparisons that WPPI Energy analyzes to help members evaluate their competitive position

For information: Michael J. Hyland, P.E., APPA, 202/467-2986

**MENASHA UTILITIES HONORED WITH NATIONAL AWARD
FOR OUTSTANDING SAFETY PRACTICES**



Menasha Utilities Safety award winner pictured with Marlin Bales, chair of the APPA Safety Committee and supervisor, Colorado Springs Utilities, (left) Lonnie Pichler, Menasha Utilities, Electric and Water Supervisor and Mike Hyland, APPA senior vice president of engineering and operations (right).

WASHINGTON, D.C., APRIL 7, 2014 – Menasha Utilities has earned the American Public Power Association’s Safety Award of Excellence for safe operating practices in 2013. The utility earned a first place award in the category for utilities with 40,720 worker-hours of annual worker exposure. Marlin Bales, chair of the APPA Safety Committee and supervisor, Colorado Springs Utilities, in Colorado Springs, Colorado, presented the award on April 7, during the association’s annual Engineering & Operations Technical Conference, held in Oklahoma City, Okla.

“In our line of work, safety is the top priority,” said Bales. “Without safety, we can’t serve our customers to the best of our abilities. This award recognizes utilities that have their priorities straight.”

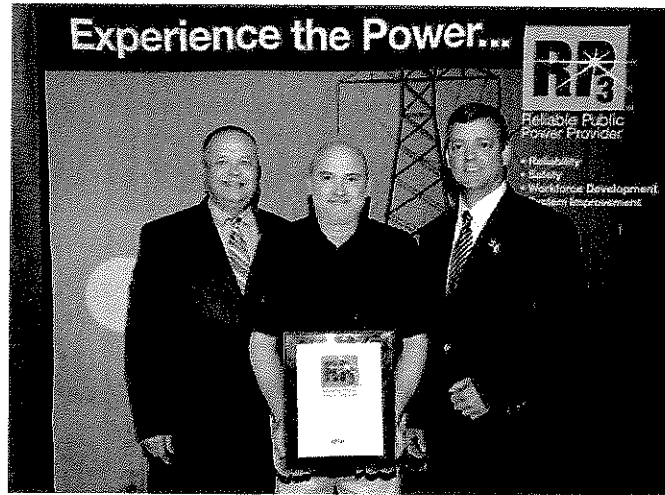
More than 285 utilities entered the annual Safety Awards, which is the highest number of entrants in the history of the program. Entrants were placed in categories according to their number of worker hours and ranked based on the most incident-free records during 2013. The incidence rate, used to judge entries, is based on the number of work-related reportable injuries or illnesses and the number of worker-hours during 2013, as defined by the Occupational Safety and Health Administration (OSHA).

“We at Menasha Utilities are proud of the service we provide to our customers,” said Melanie Krause, General Manager of Menasha Utilities. “But above all else, we are proud of our safety record—proud that we do everything we can to send our people home to their families each and every night.”

The Safety Awards have been held annually for the last 54 years. APPA is the national organization representing more than 2,000 not-for-profit, community- and state- owned electric utilities.

For information: Tobias Sellier, APPA, 202/467-2927

MENASHA UTILITIES RECEIVES NATIONAL RECOGNITION FOR RELIABLE ELECTRIC OPERATIONS



RP3 designees are pictured with Brent McKinney, manager, electric transmission and distribution at City Utilities of Springfield, Mo., and chair of APPA's RP3 Review Panel (left), Lonnie Pichler, Menasha Utilities, Electric and Water Distribution Supervisor and Mike Hyland, APPA senior vice president of engineering and operations (right).

WASHINGTON, D.C., April 7, 2014— Menasha Utilities is one of 184 of the nation's more than 2,000 public power utilities to earn the Reliable Public Power Provider (RP₃®) designation from the American Public Power Association for providing consumers with the highest degree of reliable and safe electric service. Brent McKinney, manager, electric transmission and distribution at City Utilities of Springfield, Mo., and chair of APPA's RP₃ Review Panel, presented the designees on April 7 during the association's annual Engineering & Operations Technical Conference held in Oklahoma City, Okla.

The RP₃ designation recognizes public power utilities that demonstrate proficiency in four key disciplines: reliability, safety, workforce development and system improvement. Criteria within each category are based on sound business practices and represent a utility-wide commitment to safe and reliable delivery of electricity. The RP₃ designation now lasts for three years (up from two), so the 94 utilities that earned the designation this year join the 90 that received it last year.

"RP₃ utilities are providing a high level of service to communities all over the country," said McKinney, "These 94 designees stand out as models of safe, reliable and forward-thinking utility operations."

"We're honored to receive the RP₃ designation," said Melanie Krause, General Manager of Menasha Utilities. "Our utility staff puts in a lot of hard work to serve this community. RP₃ represents a much appreciated recognition of this hard work."

This is the ninth year that RP₃ recognition has been offered. APPA is the national organization representing more than 2,000 not-for-profit, community- and state- owned electric utilities. It is located in Washington, D.C.

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, April 21, 2014
MINUTES**

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

A moment of silence was observed for Audrey Sevenich (Alderman Sevenich's mother) and John Galeazzi (Clerk Galeazzi's father-in-law) who recently passed away.

C. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, PRD Tungate, PHD Nett, LD Lenz, Finance Manager Sassman, GM Krause and Steve Grenell (Utilities), Clerk Galeazzi

D. PUBLIC HEARING

1. Proposed Resolution Vacating a Portion of Canal Street.

CDD Keil gave a brief explanation for the vacating of a portion of Canal Street.

No one spoke.

Mayor Merkes called the public hearing to a close.

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

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

Brendan Ribble, 1308 Oneida Street, Menasha. Development Agreement between City of Menasha and Ribble Trust.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. [Administration Committee, 4/15/14.](#)
- b. [Board of Public Works, 4/15/14.](#)
- c. [Parks and Recreation Board, 4/14/14.](#)
- d. [Personnel Committee, 4/15/14.](#)

Communications:

- e. [Neenah-Menasha Sewerage Commission minutes, 3/25/14.](#)

Moved by Ald. Sevenich, seconded by Ald. Langdon to receive Minutes and Communications A-E.

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, 4/7/14.](#)
2. [Common Council Sine Die, 4/15/14.](#)
3. [New Common Council, 4/15/14.](#)

Parks and Recreation Board, 4/14/14 - Recommends the Approval of:

4. [Planting approximately 50 trees along sections of five new city streets \(Harold Drive, Grassy Plains Drive, Grassy Meadow Lane, Prairie View Court and Ridgcrest Lane per the city's existing tree planting policy.](#)

Ald. Sevenich requested to remove from Consent Agenda item 4 (Planting approx. 50 trees along sections of 5 new city streets, Harold Dr, Grassy Plains Dr, Grassy Meadow Ln, Prairie View Ct & Ridgecrest Ln per the City's existing tree planting policy)

Moved by Ald. Sevenich, seconded by Ald. Zelinski to approve Consent Agenda items 1-3.
Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Englebert, seconded by Ald. Keehan to approve Consent Agenda item 4, Planting approx. 50 trees along sections of 5 new city streets, Harold Dr, Grassy Plains Dr, Grassy Meadow Ln, Prairie View Ct & Ridgecrest Ln per the City's existing tree planting policy.

General discussion ensued on funding and purchase of trees.

Moved by Ald. Zelinski, seconded by Ald. Taylor to hold this item.
Item held.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 4/10/14 to 4/17/14 in the amount of \\$2,744,621.22.](#)

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

General discussion ensued on expenditures.

Motion carried on roll call 7-0.

2. [Authorization to send correspondence to Brendon Ribble regarding Development Agreement Between the City of Menasha and Ralph R. Ribble and Ruth L. Ribble Revocable Trust, dated April 18, 2000.](#)

Moved by Ald. Zelinski, seconded by Ald. Keehan to authorize sending correspondence to Brendon Ribble regarding Development Agreement between City of Menasha and Ralph R. Ribble and Ruth L. Ribble Revocable Trust dated April 18, 2000.

General discussion ensued on development agreement, include owners of adjacent properties in discussion, amending letter to Mr. Ribble.

Moved by Ald. Englebert, seconded by Ald. Taylor to hold item.
Item held.

3. [Authorization to record Bicycle, Pedestrian, Landscape and Utility Easement for 198 River Street \(Steam Plant\).](#)

Moved by Ald. Nichols, seconded by Ald. Taylor to authorize the recording of Bicycle, Pedestrian, Landscape and Utility Easement for 198 River Street (Steam Plant).

Motion carried on roll call 7-0.

4. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)

Moved by Ald. Nichols, seconded by Ald. Keehan to beverage operator's license application as per memo of April 17, 2014.

Motion carried on roll call 7-0.

J. ORDINANCES AND RESOLUTIONS

1. [R-6-14 Resolution Vacating a Portion of Canal Street.](#)

Moved by Ald. Langdon, seconded by Ald. Taylor to adopt R-6-14 Resolution Vacating a Portion of Canal Street.

Motion carried on roll call 7-0.

2. [R-11-14 Resolution Transferring Funds.](#)

Moved by Ald. Keehan, seconded by Ald. Langdon to adopt R-11-14 Resolution Transferring Funds. CA/HRD Captain explained funds are needed to remove GE equipment from Steam Plant.

Motion carried on roll call 7-0.

3. [R-12-14 Resolution Authorizing Submission of a Community Development Investment Grant Application.](#)

Moved by Ald. Nichols, seconded by Ald. Keehan to adopt R-12-14 Resolution Authorizing Submission of a Community Development Investment Grant Application.

CDD Keil explained the resolution authorizes staff to file a grant application with Wisconsin Economic Development Corp for a grocery store at 205 Milwaukee Street.

Motion carried on roll call 7-0.

K. APPOINTMENTS

1. Reappointment of Gretchen DeCoster, 370 Lake Road, Menasha, to Plan Commission, May 2014-May 2017.

Moved by Ald. Nichols, seconded by Ald. Langdon to approve reappointment of Gretchen DeCoster to Plan Commission

Motion carried on voice vote.

2. Reappointment of Marshall Spencer, 1237 Apple Court, Menasha, to Police Commission, May 2014-May 2019.

No action.

3. Reappointment of Lori Asmus, 1155 Fieldview Drive, Menasha, to Board of Health, May 2014-May 2017.

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve reappointment of Lori Asmus to Board of Health.

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)

No one spoke.

O. RECESS TO BOARD OF PUBLIC WORKS AND PERSONNEL COMMITTEE.

Moved by Ald. Englebert, seconded by Ald. Keehan to recess at 6:55 p.m.

Motion carried on voice vote.

Reconvened at 8:04 p.m.

P. ACTION ITEMS

1. Purchase and Development Agreement for Sale of 198 River Street Power Plant (Steam Plant).

CA/HRD Captain provided a draft copy of the Purchase and Development Agreement with Aeris Energy, LLC and discussed the recommended changes. There are a few more items to be finalized before the sale of the property is complete. Aeris Energy will be leasing the property to Simply Incredible Foods.

General discussion ensued on the agreement and sale.

Moved by Ald. Sevenich, seconded by Ald. Keehan to approve Purchase and Development Agreement for sale of 198 River Street Power Plant (Steam Plant).

Motion carried on roll call 7-0.

2. Possible adjournment into Closed Session Pursuant to Wisconsin Statute § 19.85(1)(e) and (f), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; Considering financial information of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data. (Purchase and Development Agreement for Sale of 198 River Street Power Plant (Steam Plant)).
No Action.
3. May reconvene into Open Session to act on what was discussed in Closed Session.
No Action.

Q. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Langdon to adjourn at 8:50 p.m.
Motion carried on voice vote.

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

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting
April 22, 2014 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Ald. Englebert, Ramos, Kunz and Bates.

Excused: Ald. Benner and Taylor.

Also Present: Chief Auxier, Deputy Director Sassman and Office Manager Theisen.

Ald. Ramos called the meeting to order at 5:30 p.m.

Public Forum: No members of the public were present.

Election of Chair: **MSC Bates/Kunz to nominate Ald. Ramos as Chair of Neenah-Menasha Fire Rescue's Joint Finance and Personnel Committee, all voting aye.**

Election of Vice-Chair: **MSC Bates/Ramos to nominate Ald. Englebert as Vice-Chair of Neenah-Menasha Fire Rescue's Joint Finance and Personnel Committee, all voting aye.**

Meeting Minutes: The Committee reviewed the meeting minutes from February 25, 2014. **MSC Englebert/Bates to approve the meeting minutes from February 25, 2014, all voting aye.**

Monthly Budget Report: The Committee reviewed the March 2014 budget report. Ald. Bates questioned the maintenance of motor vehicles account. Chief Auxier explained the issues we've had with our different engines. Some of the mechanical issues are due to the colder than usually weather this winter and some of it is due to the age of the vehicles. Ald. Bates asked for information of all the vehicles in our fleet. Chief Auxier will email this information to everyone. Ald. Bates asked about the Dive Team budget and how it is funded. Chief Auxier explained it is funded with monies raised through fundraising and placed in the trust fund. He noted that there is a budget put together for the dive team to show expenditures. We continue to fundraise for this trust, however, at some point we may not be able to raise more donations and there has been discussions with this Committee that this may need to be funded through our normal budget. He also noted the trust is overseen by the City of Neenah Finance Department. **MSC Bates/Englebert accept the March 2014 monthly budget and place on file, all voting aye.**

Monthly Activity/Automatic Aid Report: The Committee reviewed the March activity and automatic aid reports. Chief Auxier noted while the new MDC and Premier 1 CAD system was installed in all vehicles there was no automatic aid between the two Departments until the new system was installed and up and running. It only lasted a couple of weeks. Ald. Bates questioned the automatic aid reports, how it works for dispatching calls and why both Departments respond to some of the same addresses. Chief Auxier explained the mapping system, AVL, if one engine company is busy, or out of district, the next closest unit will be dispatched and that is why we both go to some of the same areas/addresses. **MSC Englebert/Bates to accept the March activity and automatic reports, and place on file, all voting aye.**

Funding of Liability Claims: Chief Auxier reviewed the discussion history with the previous Committee members and both Cities Finance Directors regarding funding potential future liability claims. Ald. Ramos explained it didn't make sense to try to fund something in the budget, as there are too many variables with deciding upon what amount, etc. Any future claims would be handled by the City of Neenah and after the claim has been processed and finalized, the City of Menasha would reimburse the City of Neenah their portion of the claim as outlined in the cost sharing formula. The previous Committee felt it was important that both Common

Councils recognize any future claims would be handled the same as all other Departments within the Cities. Ald. Bates asked how the funding of premiums was handled for the liability insurance for NMFR's portion. Chief Auxier explained NMFR's entire budget is compiled and then funded by both Cities, per the cost sharing formula. **MSC Bates/Englebert recommend the City of Neenah and City of Menasha Common Councils formally recognize funding for potential future liability claims for Neenah-Menasha Fire Rescue would be processed through the City of Neenah's Liability carrier, and once the claim has been finalized, the City of Menasha would pay their portion of the claim, as outlined in the current cost-sharing formula, all voting aye.**

Discussion of Fiscal Impact of 26 versus 27 pay dates in 2014: This will be postponed for discussion at our May 27, 2014 due to CA Godlewski and Finance Director Easker not being available for this meeting.

Response Calls on Highway 41: Chief Auxier reviewed how calls are currently dispatched on Highway from Breezewood/Bell interchange to County Highway 76. Our Department, Town of Neenah and Town of Vinland Fire Departments have different areas of jurisdiction along this stretch of highway. With the reconstruction of Highway 41 a key turn around area was removed and two lanes of traffic were added. This makes responses in this area difficult to reach, dangerous and can result in a longer response time due to our units having to go all the way down to Highway 76 to turn around and head back in the northbound lanes of traffic to reach any accidents in this area.

Chief Auxier, Chief King (Town of Neenah) and Chief Schmoker (Town of Vinland) all met to discuss the issues all three Departments have when responding to calls and to see if there were any changes they could make to improve response times and make the environment safer for personnel. All three Chiefs have ideas on how to change things. They would also include Winnebago County Dispatch and Sheriff's Department to discuss potential dispatch changes. He noted Mayor Merkes, and former Mayor Scherck, were in support of these discussions. He will update Mayor Kaufert with the discussions and look for his support. The intent of the three Chiefs is to have some kind of formal automatic aid agreement between the three of them for calls and Chief Auxier is looking for support from the Committee before proceeding any further.

Ald. Kunz asked what type of formal agreement would be discussed and would it include compensation for calls that we cover for the townships. He expressed his concern with our two Cities supplementing services both townships are to provide, especially with some of the recent things that have happened between the City of Neenah and the Town of Neenah. He questioned what benefit do we have for picking up the extra calls and having the extra risk associated with equipment breaking, personnel being hurt, etc. Chief Auxier said these are valid concerns and further explained both townships' annual calls in this area are between 5-8 calls per year. Our calls are much higher than the other two Departments and all three Departments have areas that are hard to reach and one of other two departments can get to these areas easier.

Ald. Bates asked about the liability for covering calls. Chief Auxier said in the Winnebago County Mutual Aid Agreement each Department is responsible for covering their own costs associated with equipment and personnel. Ald. Englebert asked how mutual aid works. Chief Auxier explained there is a county-wide mutual aid agreement so all departments can be called if another department needs help. Ald. Englebert asked the language in the agreement, between the three departments be clearly defined on what all three Departments agreed upon.

Chief Auxier confirmed there would be clearly, defined language in the agreement. The Committee supported Chief Auxier moving forward with these discussions.

Public Education Grant: Chief Auxier explained our Department is part of a regional public education committee. Members of this committee also include Green Bay Fire Department, Town of Grand Chute Fire Department and Town of Menasha Fire Department. This committee has been successful with applying for a regional smoke detector grant. The FEMA grant applications opened and all four departments applied for a

regional fire prevention grant. We have asked for monument signs (digit board for the stations) and billboard wraps for public education messages. NMFR's anticipated cost for our portion of the grant match is estimated to be around \$4,000. If we are awarded this grant, we will look at covering our portion of the grant with budgeted department funds. Office Manager Theisen explained there is not a regular time period to apply for these grants. This year we had a very short time period to apply and we never know when decisions will be made for acceptance or rejection of the grants. There have been times we are notified within a couple of months and other times it has taken up to a year. If we are awarded the grant, it will come to this Committee to review, approve and send to council before acceptance of the grant is given to FEMA. The Committee was supportive of applying for the grant and asked to keep them updated of the status. Chief Auxier said he would send information out about the grant.

Painting at Station 31: The Committee reviewed the information for painting Station 31. Two quotes were received and Chief Auxier is recommending approving the quote from Van Eperen. Chief Auxier explained, under the merger agreement, this is a City of Neenah expense. Both Cities are responsible for the costs associated with maintaining the two fire stations within their City. The current lease agreement with Fox Valley Technical College does include maintenance expenses and they will need to pay 1/3 share of this expense. He did notify Jeremy Hanson about the project and they do not have issues with moving forward with the painting. Ald. Kunz asked how the building at Station 31 is designed. Chief Auxier explained the layout and noted this project has been looked at for the past three years, however, due to budget constraints it was deferred. We are now to the point that we cannot put the painting off any longer. Ald. Kunz asked about the future of the building once FVTC vacates the space and that we be pro-active on things that may need to be fixed. Chief Auxier said he has been working with City of Neenah officials for the future of this space; however, FVTC has not given formal notice that they will vacate the building at the end of their lease, which is May 2015. Definite plans for use of the building cannot be made until we receive formal notice. He has also been working with Jeremy Hanson to see find out what items may be left behind once they vacate the property, as we have to obtain costs for possible remediation of the property. The lease does state they have to fix any issues before they vacate their space. Ald. Ramos asked when the building was last painted. Chief Auxier said it's the original paint from when the building was built 20 years ago and Van Eperen was the original painter. He feels confident in their service has their work has held up for the past 20 years. **MSC Bates/Kunz recommends the City of Neenah Common Council approve the painting at Station 31, and accept the bid from Van Eperen Painting. FVTC will pay one-third of the cost, as outlined in their lease agreement, of \$4,539.00, the City of Neenah's will pay \$9,215.00 for a grand total of \$13,754.00, all voting aye.**

Overtime/Staffing Update: Chief Auxier updated the committee on recent FMLA requests, employee injuries and future FMLA requests. Due to this we are currently ahead of usage of our overtime budget compared to last year. Ald. Kunz asked if these leaves would reduce the salaries paid out. Chief Auxier noted it would not as they have the option of using their paid sick and/or vacation accruals it will not reduce the wages the Department pays. The Committee thanked Chief Auxier for the updated.

MSC Englebert/Kunz to adjourn at 6:25 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

City of Menasha Disbursements

Weekly Accounts Payable	4/23/14-5/1/14	\$	423,377.22
	Checks # 45942-46089		

Bi-Weekly Payroll	5/1/14	\$	165,103.48
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Additional Regular Cycle Accounts Payables -Paid Electronically

Nationwide-Deferred Compensation	4/18/14	\$	11,206.50
BMO Harris-Flex Spending	4/18/14	\$	3,790.74
Advanced Disposal-Broad St Recycling	4/22/14	\$	105.60
Delta Dental	4/23/14	\$	2,962.40
Pitney Bowes-Postage Machine Refill	4/23/14	\$	1,500.00
Federal Tax Withholding	4/23/14	\$	64,875.02
State Tax Withholding	4/29/14	\$	24,036.55
State Sales Tax	4/30/14	\$	687.98
Employee Trust Funds-Retirement	4/30/14	\$	109,023.17
Delta Dental	4/30/14	\$	1,345.90
			<u>\$ 219,533.86</u>
Total			<u>\$ 808,014.56</u>

Items included on this list have been properly audited and certified by the City Comptroller and are being presented for approval by the Common Council.

Peggy Steeno 5/1/14
Peggy Steeno Date
Administrative Services Director

Notes:

- 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
- Gaps in check numbers indicate that more invoices being paid than fit on one check stub
(The last check stub used is the check number that will appear on the check register)

AP Check Register Check Date: 4/23/2014

Date: 4/25/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAKER & TAYLOR INC	45943	4/23/2014	2029143779	100-0601-551.30-14	220.35	Library Materials
		4/23/2014	2029146631	100-0601-551.30-14	505.37	Library Materials
		4/23/2014	2029155701	100-0601-551.30-14	231.44	Library Materials
		4/23/2014	2029166531	100-0601-551.30-14	132.32	Library Materials
		4/23/2014	2029174391	100-0601-551.30-14	940.25	Library Materials
		4/23/2014	2029178167	100-0601-551.30-14	272.89	Library Materials
		4/23/2014	2029190017	100-0601-551.30-14	280.67	Library Materials
		4/23/2014	2029198834	100-0601-551.30-14	946.66	Library Materials
		4/23/2014	2029202635	100-0601-551.30-14	827.84	Library Materials
		4/23/2014	2029222477	100-0601-551.30-14	720.92	Library Materials
		4/23/2014	2029226582	100-0601-551.30-14	496.93	Library Materials
		4/23/2014	2029228414	100-0601-551.30-14	170.14	Library Materials
		4/23/2014	5013028339	100-0601-551.30-14	246.17	Library Materials
		4/23/2014	5013051038	100-0601-551.30-14	22.56	Library Materials
BLACKSTONE AUDIO INC	45944	4/23/2014	700017	100-0601-551.30-14	147.99	Library Materials
	Total for check: 45944				147.99	
	Total for check: 45943				6,376.41	
BOOK FARM INC	45945	4/23/2014	MTBWEB2720	100-0601-551.30-14	2,401.93	Library Materials
	Total for check: 45945				2,401.93	
	Total for check: 45946				138.87	
CDW GOVERNMENT INC	45946	4/23/2014	KV81000	100-0601-551.30-10	138.87	Toner
	Total for check: 45947				133.02	
	Total for check: 45947				133.02	
CENTER POINT LARGE PRINT	45947	4/23/2014	1157957	100-0601-551.30-14	133.02	Library Materials
	Total for check: 45947				133.02	
	Total for check: 45947				133.02	

AP Check Register Check Date: 4/23/2014

Date: 4/25/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DENCO INC	45948	4/23/2014	5248568	100-0601-551.30-18	430.35	Supplies
			Total for check: 45948		430.35	
FOX STAMP SIGN & SPECIALTY	45949	4/23/2014	OE-26865	100-0601-551.30-10	230.85	Name Tags
		4/23/2014	OE-27596	100-0601-551.30-10	17.00	Sign
			Total for check: 45949		247.85	
GALE	45950	4/23/2014	51786006	100-0601-551.30-14	519.03	Library Materials
		4/23/2014	51796026	100-0601-551.30-14	47.18	Library Materials
		4/23/2014	51799960	100-0601-551.30-14	38.92	Library Materials
		4/23/2014	51809463	100-0601-551.30-14	83.97	Library Materials
		4/23/2014	51820979	100-0601-551.30-14	38.38	Library Materials
		4/23/2014	51874485	100-0601-551.30-14	394.28	Library Materials
		4/23/2014	51892386	100-0601-551.30-14	27.99	Library Materials
		4/23/2014	51892619	100-0601-551.30-14	28.79	Library Materials
		4/23/2014	51897782	100-0601-551.30-14	19.99	Library Materials
			Total for check: 45950		1,198.53	
GAYLORD BROS INC	45951	4/23/2014	2261324	100-0601-551.30-10	37.70	Tape/Label
			Total for check: 45951		37.70	
GEORBIAMAZON	45953	4/23/2014	159141811741	100-0601-551.30-14	50.97	Library Materials
		4/23/2014	166860571871	100-0601-551.30-14	66.17	Library Materials
		4/23/2014	166868914306	100-0601-551.30-14	886.92	Library Materials
		4/23/2014	204821828750	100-0601-551.30-14	98.85	Library Materials
		4/23/2014	204823157221	100-0601-551.30-14	9.96	Library Materials
		4/23/2014	204826909984	100-0601-551.30-14	55.04	Library Materials
		4/23/2014	204827254665	100-0601-551.30-14	275.66	Library Materials
		4/23/2014	2057370554455	100-0601-551.30-14	54.87	Library Materials
		4/23/2014	210370704648	100-0601-551.30-14	234.73	Library Materials
		4/23/2014	210375773113	100-0601-551.30-14	12.96	Library Materials
		4/23/2014	210376519833	100-0601-551.30-14	102.94	Library Materials

AP Check Register Check Date: 4/23/2014

Date: 4/25/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GEORBIAMAZON...	45953...	4/23/2014	25861578629	100-0601-551.30-14	68.97	Library Materials
		4/23/2014	25863828517	100-0601-551.30-14	(5.00)	Library Materials
		4/23/2014	25866987373	100-0601-551.30-14	34.99	Library Materials
		4/23/2014	25868432372	100-0601-551.30-14	112.81	Library Materials
		4/23/2014	25869703731	100-0601-551.30-14	38.88	Library Materials
		4/23/2014	280790827357	100-0601-551.30-14	29.88	Library Materials
		4/23/2014	280793045669	100-0601-551.30-14	104.85	Library Materials
		4/23/2014	280794760676	100-0601-551.30-14	(5.91)	Library Materials
		4/23/2014	280794803400	100-0601-551.30-14	93.88	Library Materials
		4/23/2014	280798496440	100-0601-551.30-14	324.36	Library Materials
		4/23/2014	280799478379	100-0601-551.30-14	315.12	Library Materials
		4/23/2014	293686049568	100-0601-551.30-14	53.97	Library Materials
		4/23/2014	35057481742	100-0601-551.30-14	62.45	Library Materials
	Total for check: 45953				3,078.33	
TOM HANNAH	45954	4/23/2014	HANNAH	100-0601-551.30-14	15.00	Library Materials
	Total for check: 45954				15.00	
KITZ & PEEL INC	45955	4/23/2014	03-07-140060	100-0601-551.24-03	7.64	Cover
		4/23/2014	03-20-140121	100-0601-551.24-03	16.19	Bulb
	Total for check: 45955				23.83	
KONE INC	45956	4/23/2014	221432967	100-0601-551.24-03	924.00	Annual Maintenance
	Total for check: 45956				924.00	
TANA KRUEGER	45957	4/23/2014	KRUEGER	100-0601-551.30-14	65.00	Book on CD
	Total for check: 45957				65.00	
MADER NEWS AGENCY INC	45958	4/23/2014	24250	100-0601-551.30-14	91.61	Newspapers
	Total for check: 45958				91.61	

AP Check Register Check Date: 4/23/2014

Date: 4/25/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MANDERFIELD BAKERY	45959	4/23/2014	450995	100-0601-551.30-16	20.85	Cookies
			Total for check: 45959		20.85	
MENARDS-APPLETON EAST	45960	4/23/2014	42539	100-0601-551.24-03	54.94	Patch Kit
			Total for check: 45960		54.94	
MIDWEST TAPE	45961	4/23/2014	91661072	100-0601-551.30-14	114.95	Library Materials
		4/23/2014	91680238	100-0601-551.30-14	199.96	Library Materials
		4/23/2014	91692932	100-0601-551.30-14	32.99	Library Materials
		4/23/2014	91693920	100-0601-551.30-14	22.99	Library Materials
		4/23/2014	91714306	100-0601-551.30-14	358.79	Library Materials
		4/23/2014	91737732	100-0601-551.30-14	72.94	Library Materials
			Total for check: 45961		802.62	
MODERN BUSINESS MACHINES	45962	4/23/2014	26341310	100-0601-551.24-04	965.00	Annual Contract
			Total for check: 45962		965.00	
MOTION PICTURE LICENSING CORP	45963	4/23/2014	503892906	100-0601-551.32-01	174.22	License
			Total for check: 45963		174.22	
PROQUEST LLC	45964	4/23/2014		100-0601-551.30-14	1,605.00	Post Crescent Online
			Total for check: 45964		1,605.00	
KIM SCHROTH	45965	4/23/2014	SCHROTH	100-0601-551.30-14	22.94	Refund
			Total for check: 45965		22.94	
SERVICEMASTER BUILDING MAINTENANCE	45966	4/23/2014	11883	100-0601-551.20-01	1,425.00	Janitorial Service
			Total for check: 45966		1,425.00	

AP Check Register Check Date: 4/23/2014

Date: 4/25/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SHERWIN WILLIAMS CO	45967	4/23/2014	2892-7	100-0601-551.24-03	38.29	Paint
			Total for check: 45967		38.29	
UNIQUE BOOKS INC	45968	4/23/2014	361930.2	100-0601-551.30-14	19.90	Library Materials
		4/23/2014	362028.2	100-0601-551.30-14	66.16	Library Materials
		4/23/2014	362029.2	100-0601-551.30-14	27.39	Library Materials
		4/23/2014	362030.2	100-0601-551.30-14	45.31	Library Materials
			Total for check: 45968		158.76	
UNIQUE MANAGEMENT SERVICES INC	45969	4/23/2014	254232	100-0000-441.19-00	223.75	Collections Fee
			Total for check: 45969		223.75	
UNITED PAPER CORPORATION	45970	4/23/2014	76077	100-0601-551.30-13	19.65	Lids
		4/23/2014	76254	100-0601-551.30-13	25.20	Cups
			Total for check: 45970		44.85	
WATSON LABEL PRODUCTS	45971	4/23/2014	88673	100-0601-551.30-10	1,147.78	Labels
			Total for check: 45971		1,147.78	
KAY WEEDEN	45972	4/23/2014	WEEDEN	100-0601-551.20-05	260.00	Performer
			Total for check: 45972		260.00	
WINNEFOX AUTOMATED LIBRARY SYSTEM	45973	4/23/2014		100-0601-551.25-01	1,181.00	
			Total for check: 45973		1,181.00	
WINNEFOX LIBRARY SYSTEM	45974	4/23/2014	5237	100-0601-551.30-11	193.63	Jan-March Postage
			Total for check: 45974		193.63	

AP Check Register Check Date: 4/23/2014

Date: 4/25/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WISCONSIN DEPT OF JUSTICE	45975	4/23/2014	G3228	100-0601-551.21-06	7.00	
	Total for check: 45975				7.00	
3M	45976	4/23/2014	XB17897	100-0601-551.24-04	575.00	Computer Repair
	Total for check: 45976				575.00	
					24,211.05	

AP Check Register Check Date: 4/24/2014

Date: 4/25/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACC PLANNED SERVICE INC	45977	4/24/2014	12304	100-0801-521.24-03	409.06	Motor
		4/24/2014	12305	731-1022-541.24-03	573.25	Service Call/Furnace
	Total for check: 45977				982.31	
ACCURATE	45978	4/24/2014	1402828	731-1022-541.30-18	165.36	Blade
		4/24/2014	1404347	731-1022-541.38-03	213.00	Brake Pads
		4/24/2014	1404495	731-1022-541.30-18	172.01	Washers/Pins
		4/24/2014	1404569	731-1022-541.30-18	13.70	Pen/Drills
		4/24/2014	1404706	731-1022-541.30-18	145.99	Bolts/Nuts/Washers
Total for check: 45978					710.06	
AIRGAS USA LLC	45979	4/24/2014	9025910253	731-1022-541.30-18	99.21	
		4/24/2014	9026070292	731-1022-541.30-18	201.70	Oxygen
		4/24/2014	9917505354	100-0703-553.30-18	17.35	Acetylene/Oxygen
		4/24/2014	9917505356	731-1022-541.30-18	170.45	Acetylene/Oxygen/Argon
Total for check: 45979					488.71	
AMERICAN INDUSTRIAL MEDICAL	45980	4/24/2014	15184	100-0901-515.21-05	1,140.00	Audiogram/STS Exam
	Total for check: 45980				1,140.00	
ASSOCIATED APPRAISAL CONSULTANTS	45981	4/24/2014	17138	100-0402-513.21-09	4,991.67	Professional Services
				100-0402-513.30-11	60.96	Postage
		4/24/2014	17139	100-0402-513.21-09	59.76	Internet Posting
	Total for check: 45981				5,112.39	
AT&T	45982	4/24/2014	920R09453004	100-1001-514.22-01	113.90	Alarms
				601-1020-543.22-01	292.50	Alarms
	Total for check: 45982				406.40	
BAHCALL RUBBER CO INC	45983	4/24/2014	651911-001	731-1022-541.38-03	400.36	
		4/24/2014	652128-001	731-1022-541.38-03	43.86	
	Page 1					

AP Check Register Check Date: 4/24/2014

Date: 4/25/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAHCALL RUBBER CO INC...	45983...	4/24/2014	652215-001	731-1022-541.38-03	47.82	
			Total for check: 45983		492.04	
BERGSTROM FORD OF NEEHAH	45984	4/24/2014	28425	100-0801-521.29-04	584.94	Moulding
			Total for check: 45984		584.94	
CALUMET COUNTY CLERK OF COURTS	45985	4/24/2014		100-0000-201.03-00	150.00	Bond
			Total for check: 45985		150.00	Report #14-100201
CALUMET COUNTY REGISTER OF DEEDS	45986	4/24/2014	494599	100-0203-512.21-08	30.00	3/11/2014
		4/24/2014	494834	100-0203-512.21-08	30.00	3/24/14
			Total for check: 45986		60.00	
CEC	45987	4/24/2014	58871	100-0501-522.24-03	250.00	Alarm System Monitoring Station 36
			Total for check: 45987		250.00	
DAVEL ENGINEERING & ENVIRONMENT	45988	4/24/2014	314750	501-0304-562.21-02	895.73	Lake Park Villas
		4/24/2014	314751	501-0304-562.21-02	895.73	Lake Park Villas
		4/24/2014	314753	501-0304-562.21-02	99.50	Lake Park Villas
		4/24/2014	314754	501-0304-562.21-02	139.25	Lake Park Villas
			Total for check: 45988		2,030.21	
DNTLWORKS EQUIPMENT CORPORATION	45989	4/24/2014	21979	100-0916-531.30-18	16.40	Water Container
			Total for check: 45989		16.40	
DUMKE & ASSOCIATES &	45990	4/24/2014	316 RACINE	100-0903-531.29-06	2,163.33	316 Racine Street
			Total for check: 45990		2,163.33	

AP Check Register **Check Date: 4/24/2014**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
EVANS TITLE COMPANIES	45991	4/24/2014	925-650195078	489-0703-553.21-08	100.00	Letter Report
			Total for check: 45991		100.00	
FERGUSON ENTERPRISES #448	45992	4/24/2014	0971918	100-0801-521.24-03	49.21	Tubes
				100-0501-522.24-03	32.80	Tubes
		4/24/2014	1032167	100-0703-553.24-03	63.97	Coup/Tee/Plug
		4/24/2014	CM168520	100-0801-521.24-03	(45.86)	Credit
				100-0501-522.24-03	(30.58)	Credit
		4/24/2014	CM168566	100-0801-521.24-03	(16.51)	Credit
				100-0501-522.24-03	(11.01)	Credit
			Total for check: 45992		42.02	
JAMES M FICO PHD	45993	4/24/2014		100-0801-521.21-05	300.00	Employee Interview/
			Total for check: 45993		300.00	Test/Eval & Report
GANNETT WISCONSIN MEDIA	45994	4/24/2014	0007941303	100-0405-513.29-02	782.07	Legals
				100-0203-512.29-02	48.34	Liq Lic for Alchemy
			Total for check: 45994		830.41	
GOOD ARMSTRONG TRAINING & CONSULTIN	45995	4/24/2014	11746	100-0904-531.34-02	185.00	Asbestos Inspector
			Total for check: 45995		185.00	Training
HANG UP GALLERY	45996	4/24/2014	6981	100-0801-521.30-18	47.19	
			Total for check: 45996		47.19	
HOTSY CLEANING SYSTEMS INC	45997	4/24/2014	0101898-IN	731-1022-541.24-04	312.17	Socket/Plug
			Total for check: 45997		312.17	
KAEMPEER & ASSOCIATES INC	45998	4/24/2014	17387	601-1020-543.21-02	566.72	Project E145-01.07
		4/24/2014	17388	601-1020-543.21-02	512.41	Project E145-01.10

AP Check Register Check Date: 4/24/2014

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KAEMPFER & ASSOCIATES INC...	45998...	4/24/2014	17389	601-1020-543.21-02	1,922.05	Project E145-01.13
		4/24/2014	17390	601-1020-543.21-02	826.16	Project E145-08.07
	Total for check: 45998				3,827.34	
KU WASTE SYSTEMS INC	45999	4/24/2014	266-1027-543.21-06		602.00	March 2014
	Total for check: 45999				602.00	
KONE INC	46000	4/24/2014	221431500	100-0801-521.20-04	328.20	4/1/14 - 3/31/15
		4/24/2014	221431501	100-1001-514.20-04	924.00	4/1/14 - 3/31/15
	Total for check: 46000				1,252.20	
KUNDINGER FLUID POWER INC	46001	4/24/2014	50278658	731-1022-541.38-03	26.25	Elbow
	Total for check: 46001				26.25	
LEGACY DISTRIBUTION	46002	4/24/2014	3828	731-1022-541.30-18	191.36	Hard Hats
	Total for check: 46002				191.36	
MATTHEWS TIRE & SERVICE CENTER	46003	4/24/2014	50455	731-1022-541.38-02	717.09	Tires & Hardware
		4/24/2014	50458	731-1022-541.38-02	650.59	Tires & Hardware
		4/24/2014	50459	731-1022-541.38-02	195.05	Tire Repair/Hardware
		4/24/2014	50476	731-1022-541.38-02	289.49	Tires
		4/24/2014	50479	731-1022-541.38-02	650.59	Tires
	Total for check: 46003				2,502.81	
MENARDS-APPLETON EAST	46004	4/24/2014	43125	731-1022-541.30-18	7.24	Board
		4/24/2014	43156	731-1022-541.30-18	5.90	Boards
		4/24/2014	43412	100-1008-541.24-03	209.22	Primer/Cement
		4/24/2014	43443	100-0703-553.30-18	147.85	AC2 Treated

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Date: 4/25/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENARDS-APPLETON EAST ...	46004...	4/24/2014	43446	100-0703-553.30--18	(147.85) Credit	
			Total for check: 46004		222.36	
MENASHA NEEENAH MUNICIPAL COURT	46005	4/24/2014		100-0000-201.03-00	202.00 Bond	Report #14-76
				100-0000-201.03-00	139.00 Bond	Report #14-81
			Total for check: 46005		341.00	
MENASHA TREASURER	46006	4/24/2014	PD	100-0801-521.30--18	32.53 Supplies	
				100-0801-521.34-03	34.27 Meals	
			PWF	100-0000-103.08-00	50.00 Summer Hours	Yard Attendant
			Total for check: 46006		116.80	
MENASHA UTILITIES	46007	4/24/2014		100-0703-553.22-06	25.00	
				100-0703-553.22-03	34.09	
				209-0703-553.22-03	750.93	
				209-0703-553.22-06	119.17	
			004243	100-1012-541.30--18	135.36 Case of 150 HPS Bulbs	
			004244	100-1008-541.25-01	168.57 Pole Repair/SE Racine & 9	
			Total for check: 46007		1,233.12	
MODERN BUSINESS MACHINES	46008	4/24/2014	26341050	743-0403-513.29-01	233.77 Copier Maint	
			26341450	743-0403-513.29-01	243.10 Copier Maint	
			26341643	743-0403-513.29-01	104.10 Copier Maint	
			Total for check: 46008		580.97	
MORTON SAFETY	46009	4/24/2014	869452	100-0801-521.30--18	128.40 Gloves	
			Total for check: 46009		128.40	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NACCHO	46010	4/24/2014		100-0903-531.32-01	100.00	Membership Dues
			Total for check: 46010		100.00	
CITY OF NEENAH	46011	4/24/2014	NM FIRE SVCS	100-0501-522.25-01	259,083.00	Fire/Rescue Services
			Total for check: 46011		259,083.00	
NETWORK HEALTH SYSTEM INC	46012	4/24/2014	315627	100-0202-512.21-06	583.00	Testing
			Total for check: 46012		583.00	
NORTHEAST ASPHALT INC	46013	4/24/2014	1265284	100-1003-541.30-18	215.93	Cold Mix
			Total for check: 46013		215.93	
RAY O'HERRON CO INC	46014	4/24/2014	1406224-IN	100-0801-521.19-03	121.15	Jacket
			Total for check: 46014		121.15	
PACKERLAND PORTABLE STORAGE INC	46015	4/24/2014		733-0206-512.73-01	167.68	Claim Against City
			Total for check: 46015		167.68	3/21/13
DR TERESA RUDOLPH	46016	4/24/2014	RUDOLPH	100-0903-531.21-05	150.00	City Physician
			Total for check: 46016		150.00	
JENNIFER SASSMAN	46017	4/24/2014	SASSMAN	100-0401-513.33-01	18.00	March & April 2014
			Total for check: 46017		18.00	
SCHENCK BUSINESS SOLUTIONS	46018	4/24/2014	SC10022753	100-0401-513.21-03	3,010.00	Audit 2013
				100-0601-551.21-03	540.00	Audit 2013
				601-0401-513.21-03	1,200.00	Audit 2013

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SCHENCK BUSINESS SOLUTIONS...	46018...	4/24/2014...	SC10022753...	625-0401-513.21-03	1,250.00	Audit 2013
			Total for check: 46018		6,000.00	
J A SEXAUER	46019	4/24/2014	307983163	100-0703-553.24-03 731-1022-541.30-18 100-1019-552.30-18 601-1020-543.30-18	821.36 513.35 102.67 205.34	Cores Cores Cores Cores
			Total for check: 46019		1,642.72	
SHERWIN WILLIAMS CO	46020	4/24/2014	1792-0	100-0703-553.30-18	92.22	
			Total for check: 46020		92.22	
SMT MANUFACTURING & SUPPLY	46021	4/24/2014	0026999-IN	731-1022-541.38-03	10.27	
			Total for check: 46021		10.27	
ST ELIZABETH HOSPITAL	46022	4/24/2014	361501160	100-0801-521.21-05	39.39	Venipuncture
			Total for check: 46022		39.39	
STAPLES ADVANTAGE	46023	4/24/2014	3225705725	100-0405-513.30-10 100-0204-512.30-10 3226798256 100-0401-513.30-10	21.84 40.14 56.55	Supplies Supplies Supplies
			Total for check: 46023		118.53	
STREICHERS INC	46024	4/24/2014	11083706	100-0801-521.30-15	313.60	Ammo
			Total for check: 46024		313.60	
SUNGARD PUBLIC SECTOR INC	46025	4/24/2014	80024	743-0403-513.24-04	2,806.00	Monthly Acctg System
			Total for check: 46025		2,806.00	Maintenance

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SUPERIOR CHEMICAL CORP	46026	4/24/2014	55991	731-1022-541.30-18	304.11	Degreaser
	Total for check: 46026				304.11	
SWIDERSKI POWER INC	46027	4/24/2014	IF21360	731-1022-541.38-03	148.08	Filters
	Total for check: 46027				148.08	
THEDACARE	46028	4/24/2014	G0001.07	100-0801-521.21-05	58.90	Venipuncture
	Total for check: 46028				58.90	
UNIFIRST CORPORATION	46029	4/24/2014	097 0160762	731-1022-541.20-01	120.01	Coveralls & Lab Coats
	Total for check: 46029				120.01	
US VENTURE	46030	4/24/2014	L49409	731-1022-541.21-06	12.00	Fuel
	Total for check: 46030				12.00	
VERIZON WIRELESS	46031	4/24/2014	9722837711	100-0703-553.22-01	23.69	
	4/24/2014	9722837712	100-1002-541.22-01	170.00		
			625-1002-541.22-01	56.66		
			601-1020-543.22-01	13.63		
			625-1010-541.22-01	13.64		
	4/24/2014	9722837713	100-1001-514.22-01	3.78		
	Total for check: 46031				281.40	
WAHPC	46032	4/24/2014		100-0304-562.33-02	40.00	Conference Registration
	Total for check: 46032				40.00	
WINNEBAGO COUNTY CLERK OF COURTS	46033	4/24/2014		100-0000-201.03-00	250.00	Bond
				100-0000-201.03-00	535.00	Bond
				100-0000-201.03-00	335.00	Bond
				100-0000-201.03-00	350.00	Bond
						Report #MP14-100233
						Report #14-100261
						Report #14-100228
						Report #14-100219

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WINNEBAGO COUNTY CLERK OF COURTS...	46033...	4/24/2014...	...	100-0000-201.03-00	400.00 Bond	Report #14-100233
			Total for check: 46033		1,870.00	
WINNEBAGO COUNTY TREASURER	46034	4/24/2014	2012TAX3-60	100-0000-201.03-00	4,738.48 2012 Property Taxes	3-60
		4/24/2014	5581	100-0203-512.21-08	210.00 Recording Fees	
			Total for check: 46034		4,948.48	
WISCONSIN CHIEFS OF POLICE ASSN INC	46035	4/24/2014		100-0801-521.21-06	377.50 Entry Level Exams	
			Total for check: 46035		377.50	
WISCONSIN DEPT OF JUSTICE	46036	4/24/2014	L7101T	100-0801-521.21-06	84.00 Feb Name Searches	
			Total for check: 46036		84.00	
YMCA OF THE FOX CITIES	46037	4/24/2014	CM2Q14	100-0920-531.21-06	22,275.00 2nd Quarter 2014	Sr Ctr Collaboration
			Total for check: 46037		22,275.00	
					329,409.16	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	46038	5/1/2014	1404849	731-1022-541.30-18	28.60	Pens/Socket Set
		5/1/2014	1405018	731-1022-541.38-03	510.14	Brake Pads
			Total for check: 46038		538.74	Rotors
ADAM MILLER	46039	5/1/2014	MILLER/PD	100-0801-521.34-03	61.02	April 2014
			Total for check: 46039		61.02	
ALWAYS READY SERVICES	46040	5/1/2014	102306	100-0000-132.00-00	72.24	Spray Nine Quart
			Total for check: 46040		72.24	
BADGER HIGHWAYS CO INC	46041	5/1/2014	161860	625-1010-541.30-18	203.84	FOB Menasha Clear
			Total for check: 46041		203.84	
BAHCALL RUBBER CO INC	46042	5/1/2014	651911-002	731-1022-541.38-03	35.06	
		5/1/2014	652346-001	731-1022-541.38-03	57.78	
		5/1/2014	652515-001	731-1022-541.38-03	482.68	
		5/1/2014	652834-001	731-1022-541.38-03	108.16	
		5/1/2014	653184-001	731-1022-541.38-03	312.88	
			Total for check: 46042		996.56	
BERGSTROM FORD OF NEENAH	46043	5/1/2014	243652C	100-0801-521.29-04	13.09	License Plate
			Total for check: 46043		13.09	Bracket Repair
BRAZEE ACE HARDWARE	46044	5/1/2014	025798	100-0801-521.24-03	4.99	Boiler Probe Cleaners
		5/1/2014	025818	100-0703-553.24-03	22.55	Bolts/Shims
			Total for check: 46044		27.54	
CARDMEMBER SERVICE	46048	5/1/2014	1275	100-0801-521.34-02	180.00	QGV Nami
		5/1/2014	129	100-0801-521.38-01	45.00	Kwik Trip
		5/1/2014	139	100-0801-521.34-02	350.00	NWTC
						Conference Registration

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	46048...	5/1/2014	1474	100-0703-553.30-18	62.23	Fleet Farm
	5/1/2014	1733	100-0601-551.30-14	18.00	DVD	Hammer/Handle/Fender
	5/1/2014	1749	743-0403-513.30-15	14.47	Show Me Cables	
	5/1/2014	1851	100-0601-551.30-16	261.21	Rhode Island Novelty	
	5/1/2014	195	100-0801-521.30-15	60.88	Law Enforcement Target	
	5/1/2014	2336	100-0304-562.34-03	149.00	Wisc Union Hotel	
	5/1/2014	2397	501-0304-562.21-10	78.05	Lake Park Sign Ballast	
	5/1/2014	2440	100-0801-521.34-03	356.61	Enterprise Rent-a-Car	
	5/1/2014	2693	100-0801-521.30-15	78.29	Battery Tender	
	5/1/2014	2891	100-0202-512.29-03	25.93	Indeed/Advertising	
	5/1/2014	3120	100-0801-521.34-03	200.00	Brookfield Suites	
	5/1/2014	336	100-0801-521.30-12	125.48	Charger/Hub/Switch	
	5/1/2014	3459	100-0801-521.34-03	74.64	Luigs	
	5/1/2014	3533	100-0801-521.30-12	59.53	EMP Covers	
	5/1/2014	3588	100-0801-521.30-12	68.34	Flash Drives	
	5/1/2014	4009	743-0403-513.24-04	1,377.82	Newegg.com	Computer Hardware
	5/1/2014	47	100-0601-551.30-16	810.00	Valley Camera	Create Audio Cd's
	5/1/2014	4727	731-1022-541.30-10	144.45	File Cabinet Racks	
	5/1/2014	5096	100-0801-521.19-03	67.75	Unique Specialties	Badge
	5/1/2014	5464	207-0707-552.24-03	324.62	Hydro Hoist	
	5/1/2014	5595	100-0601-551.30-16	32.62	Piggly Wiggly	
	5/1/2014	5619	100-0202-512.29-03	7.14	Indeed/Advertising	
	5/1/2014	5641	100-0601-551.30-16	11.50	Manderfield	
	5/1/2014	5977	100-0801-521.30-12	14.70	Cables	
	5/1/2014	6114	100-0801-521.30-12	27.85	External Drive	
	5/1/2014	616	100-0801-521.33-03	7.52	Arby's	
	5/1/2014	6253	100-0702-552.30-18	12.67	Walgreens	Program Supplies
	5/1/2014	6304	100-0801-521.30-12	30.62	Mouse	
	5/1/2014	66	100-1001-514.24-03	188.45	City Hall Stair Treads	
	5/1/2014	697	100-0801-521.34-03	140.00	Plaza Hotel	
	5/1/2014	7008	100-0801-521.34-03	8.22	Culver's	
	5/1/2014	7027	100-0801-521.30-12	105.99	Mini Tower	
	5/1/2014	7285	100-0601-551.34-02	75.00	Leadercast 20	
	5/1/2014	7335	824-0807-521.30-15	71.95	Flagpoles/Ladders	
	5/1/2014	736	100-0801-521.38-01	15.50	Shell Oil	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	46048...	5/1/2014	7367	625-1028-543.30-15	1,887.90	Miller St Nazianz
				266-1028-543.30-15	1,483.35	Miller St Nazianz
		5/1/2014	7373	100-0801-521.33-03	71.46	Arner Best Value Inn
		5/1/2014	7701	100-0801-521.30-12	32.21	Outlet with Phone
		5/1/2014	7881	100-0703-553.34-03	11.50	Goose Blind
		5/1/2014	8044	100-0801-521.30-12	82.67	Notebook Memory
		5/1/2014	8461	743-0403-513.24-04	59.99	Best Buy
		5/1/2014	8903	100-0801-521.30-11	8.57	UPS
		5/1/2014	9017	100-0801-521.30-11	11.47	UPS
		5/1/2014	9047	100-0801-521.30-18	111.67	Battery Brokers
		5/1/2014	9076	100-0304-562.21-06	66.81	Home Depot
		5/1/2014	929	100-0601-551.30-11	5.75	USPS
		5/1/2014	9455	100-0601-551.30-14	387.41	Barnes & Noble
		5/1/2014	9563	824-0807-521.30-15	49.50	Pet Supplies
		5/1/2014	9570	100-0703-553.34-03	78.75	Heidel House
		5/1/2014	9917	100-0801-521.32-01	3.00	TLO Transunion
			Total for check: 46048		10,034.04	
CDW GOVERNMENT INC	46049	5/1/2014	KX73779	743-0403-513.24-04	127.71	Microsoft Licensing
			Total for check: 46049		127.71	
COMMUNITY FIRST CREDIT UNION	46050	5/1/2014	20140501	100-0000-202.05-00	7,576.00	PAYROLL SUMMARY
			Total for check: 46050		7,576.00	
DNTLWORKS EQUIPMENT CORPORATION	46051	5/1/2014	21994	100-0916-531.30-18	13.84	Spring Syringe Cartridges
			Total for check: 46051		13.84	
ANTHONY EDWARDS	46052	5/1/2014	EDWARDS/PD	100-0801-521.34-02	62.35	April 2014
			Total for check: 46052		62.35	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO	46053	5/1/2014	18-Z00604	731-1022-541.38-03	89.18	Battery
	Total for check: 46053				89.18	
FBI NATIONAL ACADEMY ASSOCIATES	46054	5/1/2014		100-0801-521.34-02	75.00	Training Registration
	Total for check: 46054				75.00	
FOX STAMP SIGN & SPECIALTY	46055	5/1/2014	OE-27364	100-0405-513.30-10	12.95	Nameplate
	Total for check: 46055				12.95	James Taylor
GUNDERSON INC	46056	5/1/2014	168605	100-0801-521.30-13	37.36	Towels/Mats
	Total for check: 46056				37.36	
HORST DISTRIBUTING INC	46057	5/1/2014	36752-000	100-0703-553.30-18	375.00	Chalk
	Total for check: 46057				375.00	
JX ENTERPRISES INC	46058	5/1/2014	G-240630002	731-1022-541.38-03	206.37	Switch/Resistor/Door Stop
	Total for check: 46058				206.37	
KUNDINGER FLUID POWER INC	46059	5/1/2014	50279427	731-1022-541.38-03	221.63	43 Series
	Total for check: 46059				221.63	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LARSEN COOP COUNTRY STORE	46060	5/1/2014	13260906	266-1028-543.30-18	50.00	AgBag Operations
			Total for check: 46060		50.00	
MATTHEWS TIRE & SERVICE CENTER	46061	5/1/2014	50526	731-1022-541.38-02	31.01	Tires
		5/1/2014	50555	731-1022-541.38-02	31.01	Flat Repair
			Total for check: 46061		62.02	
MENARDS-APPLETON EAST	46062	5/1/2014	43568	100-0703-553.30-18	43.13	Hinge/Drill Set/Clamp
		5/1/2014	43593	100-0703-553.30-18	177.42	AC2 Treated
		5/1/2014	43632	731-1022-541.24-03	38.69	PWF Roof Drain
		5/1/2014	43850	100-0703-553.24-03	47.94	Shop Heater
			Total for check: 46062		307.18	
MENASHA JOINT SCHOOL DISTRICT	46063	5/1/2014	APRMOBILEHOME	100-0000-412.00-00	6,143.90	April Mobile Home
			Total for check: 46063		6,143.90	
MENASHA NEENAH MUNICIPAL COURT	46064	5/1/2014		100-0000-201.03-00	139.00	Bond
				100-0000-201.03-00	139.00	Bond
				100-0000-201.03-00	113.80	Bond
				100-0000-201.03-00	328.00	Bond
			Total for check: 46064		719.80	
MENASHA UTILITIES	46066	5/1/2014		100-1008-541.22-03	296.75	Electric
				100-0000-123.00-00	18.10	Electric
				100-1012-541.22-03	91.78	Electric
				100-0304-562.22-03	17.03	Electric
				625-0304-562.22-03	8.24	Electric
				100-1013-541.22-03	39.15	Electric
				100-1013-541.22-06	277.51	Storm
				207-0707-552.22-03	139.39	Electric
				207-0707-552.22-05	34.42	Water

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	46066...	5/1/2014...	...	207-0707-552.22-06	48.76	Storm
				100-0703-553.22-03	471.20	Electric
				100-0703-553.22-05	144.40	Water
				100-0703-553.22-06	343.77	Storm
				100-1001-514.22-03	500.75	Electric
				100-1001-514.22-05	473.60	Water
				743-0403-513.21-04	167.75	Internet Charge
				743-0403-513.21-04	2,310.40	Dark Fiber Charge
				100-0305-562.22-06	2.50	Storm
				100-1014-543.22-06	53.13	Storm
				267-0102-581.22-06	6.88	Storm
				100-1019-552.22-03	289.47	Electric
				100-1019-552.22-05	34.42	Water
				601-1020-543.22-03	31.22	Electric
				Total for check: 46066	5,800.62	
MONOPRICE INC	46067	5/1/2014	10179349	743-0403-513.29-01	32.85	Toner
				Total for check: 46067	32.85	
MORTON SAFETY	46068	5/1/2014	870574	100-0801-521.30-18	330.00	Gloves
		5/1/2014	871666	731-1022-541.30-18	66.12	Cartridge/Mask
			Total for check: 46068	396.12		
NEWMAN TRAFFIC SIGNS	46069	5/1/2014	TI-0272393	100-1008-541.30-15	645.63	Barricade
			Total for check: 46069	645.63		
NORTHERN PIPE EQUIPMENT INC	46070	5/1/2014	115	601-1020-543.21-02	5,271.44	Sanitary Sewer Cleaning
			Total for check: 46070	5,271.44		
ONE BEAT CPR LEARNING CENTER INC	46071	5/1/2014	48059	100-0000-132.00-00	567.00	Pads/Cartridges

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ONE BEAT CPR LEARNING CENTER INC...	46071 ...	5/1/2014	48078	100-0000-132.00-00	102.00	Cartridges
			Total for check: 46071		669.00	
QUALITY PRINTING COMPANY INC	46072	5/1/2014	A26466	100-0703-553.29-01	1,769.46	Launch Envelopes
			Total for check: 46072		1,769.46	
REDI-WELDING CO	46073	5/1/2014	14670	731-1022-541.30-18	90.00	
				100-0703-553.30-18	180.00	
				100-0304-562.21-06	35.00	
			Total for check: 46073		305.00	
RIESTERER & SCHNELL INC	46074	5/1/2014	629641	731-1022-541.38-03	35.20	Oil Filter
			Total for check: 46074		35.20	
BEV SAWYER	46075	5/1/2014	SAWYER	100-0801-521.19-03	55.84	Clothing Allowance
			Total for check: 46075		55.84	
SHERWIN WILLIAMS CO	46076	5/1/2014	3726-6	100-0304-562.21-06	53.78	Black
			Total for check: 46076		53.78	
MATTHEW SPIEGEL	46077	5/1/2014	SPIEGEL	824-0807-521.30-15	82.83	Pet Carrier
			Total for check: 46077		82.83	
STAPLES ADVANTAGE	46078	5/1/2014	3227621901	100-0702-552.30-10	57.63	Parks/Rec
				100-1002-541.30-10	5.22	Eng
				100-1001-514.30-10	24.30	2nd Floor Paper
			3227621904	100-0703-553.30-10	321.99	Supplies
				731-1022-541.30-10	11.11	Supplies
			3227621906	100-0202-512.30-10	99.72	Envelopes
			327621905	100-0201-512.30-10	6.14	Supplies

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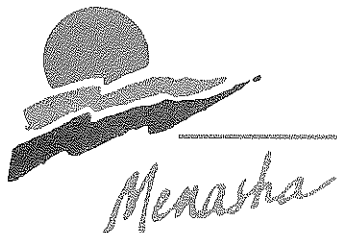
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
STAPLES ADVANTAGE...	46078...	5/1/2014...	327621905...	100-0202-512.30-10 100-0203-512.30-10	19.43 Supplies 6.14 Supplies	
			Total for check: 46078		551.68	
SWIDERSKI POWER INC	46079	5/1/2014	IF21360A	731-1022-541.38-03	26.68 Air Filter	
			Total for check: 46079		26.68	
TAPCO	46080	5/1/2014	1450678	100-1008-541.30-18	255.80 Traffic Signal Brackets	
	5/1/2014		1450703	100-1008-541.30-15	289.21 Stencil	
			Total for check: 46080		545.01	
TRADER, DEBY	46081	5/1/2014	TRADER	100-0000-441.13-00	45.00 642 DePere	Dumpster Refund
			Total for check: 46081		45.00	
UNIFIRST CORPORATION	46082	5/1/2014	097 0161244	731-1022-541.20-01	255.97 Shirts/Coveralls	
			Total for check: 46082		255.97	
UNITED WAY FOX CITIES	46083	5/1/2014	20140501	100-0000-202.09-00	31.75 PAYROLL SUMMARY	
			Total for check: 46083		31.75	
UR WASHINSTUFF INC	46084	5/1/2014	10069	100-0801-521.29-04	97.07 February	17 Car Washes
	5/1/2014		10070	100-0801-521.29-04	194.14 March	36 Car Washes
			Total for check: 46084		291.21	
UW-FOX VALLEY	46085	5/1/2014	14-22068	100-0405-513.21-08	1,115.00 Videotape Meetings	
			Total for check: 46085		1,115.00	
WE ENERGIES	46086	5/1/2014		100-0000-123.00-00 100-1001-514.22-04	1,372.25 Bill N-M Fire 1,395.61 City Hall	

AP Check Register Check Date: 5/1/2014

Date: 5/1/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES...	46086...	5/1/2014...	...	100-0801-521.22-04	1,895.01 PD	
				100-0920-531.22-04	320.77 Sen Cir	
				100-0601-551.22-04	4,238.67 Library	
				100-0703-553.22-04	1,071.85 Parks	
				100-0704-552.22-04	596.22 Pool	
				207-0707-552.22-04	70.15 Marina	
				731-1022-541.22-04	9,877.83 Garage	
				Total for check: 46086	20,838.36	
WINNEBAGO COUNTY CLERK OF COURTS	46087	5/1/2014		100-0000-201.03-00	650.00 Bond	Report #14-100354
				Total for check: 46087	650.00	
WISCONSIN DEPT OF ADMINISTRATION	46088	5/1/2014		100-0301-523.30-18	753.00	
				Total for check: 46088	753.00	
WISCONSIN SUPORT COLLECTIONS	46089	5/1/2014	20140501	100-0000-202.03-00	955.49 PAYROLL SUMMARY	
				Total for check: 46089	955.49	
					69,757.01	



MEMO

TO: Common Council

FROM: Debbie Galeazzi, City Clerk

SUBJECT: Class "B" Liquor License for Menasha Athletic Association

DATE: May 1, 2014

Application for a 6-month Class "B" Liquor License for Menasha Athletic Association (MAC) for May 6, 2014 to October 31, 2014 is on the agenda for consideration. The licensed premise will be the concession stand at Koslo Park.

The Police Department has done background checks and has no objection to issuing the license.

All necessary inspections by the Fire Department, Health Department and Building Inspectors have been completed and are in compliant.

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 05 01 2014 ending: 10 31 2014
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☒ City of } MENASHA

County of WINNEBAGO Aldermanic Dist. No. (if required by ordinance)

CHECK ONE ☐ Individual ☐ Partnership ☐ Limited Liability Company
☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name)

Home Address

Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ Menasha Athletic Association

Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ P.O. Box 342, Menasha, WI 54952

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title Name (Inc. Middle Name) Home Address Post Office & Zip Code

President/Member Lawrence Dennis Konecny 222 Lake St., Menasha 54952

Vice President/Member Thomas Julian Konecny 858 Emily St., Menasha 54952

Secretary/Member Joan Helen Smogoleski 1306 Dunning St., Menasha 54952

Treasurer/Member Gary Lee Goodman 1248 Meadowview Dr., Menasha 54952

Agent ▶ Paul Steven Johnson 1043 Tayco St., #209 Menasha 54952

Directors/Managers

C. 1. Trade Name ▶ Menasha Macs

Business Phone Number

2. Address of Premises ▶ Roslo Park, Geneva Rd.

Post Office & Zip Code ▶ Menasha 54952

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records.

(Alcohol beverages may be sold and stored only on the premises described.) Concession Bldg., coolers, back storage room

5. Legal description (omit if street address is given above):

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side ☐ Yes ☒ No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side ☐ Yes ☒ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. ☐ Yes ☒ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ☒ Yes ☐ No

9. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown under Section A or B above? [phone (608) 266-2776] ☒ Yes ☐ No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 27 day of March, 2014

(Clerk/Notary Public)

My commission expires 10/6/2017

Lawrence Dennis Konecny
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
Joan Helen Smogoleski
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 3/27/14 \$75.00	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk



To: Menasha Common Council

From: Jenny Groeschel and Ginger Tralongo, Police Records

RE: Beverage Operator License (Bartender) Applicants

Date: **April 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:

Jill Wilke
Lindsay Spivey
Tyler Meyer
Juliana Burda

RESOLUTION R-8-14

RESOLUTION VACATING A PORTION OF GEORGETOWN PLACE

Introduced by Ald. Englebert

WHEREAS, the Common Council of the City of Menasha has approve The Ponds of Menasha plat; and,

WHEREAS, that plat includes dedicated street right of way designating Fox Tail Lane that provides access from the Lake Park Villas plat to the west; and,

WHEREAS, the access to the west associated with the extension of Georgetown Place is no longer necessary; and,

WHEREAS, a public hearing was held on May 5, 2014;

NOW THEREFORE, BE IT RESOLVED pursuant to Wisconsin Statute 66.1003(4)(a) that the Common Council with the Mayor concurring finds and determines that it is in the public interest to discontinue that portion of the Canal Street right of way described as follows:

Located in part of the Southwest 1/4 of the Northeast 1/4 of Section 17, T20N, R18E, City of Menasha, Calumet County, Wisconsin, more particularly described as follows:

Commencing at the North 1/4 Corner of said Section 17; thence, along the East line of the Northeast 1/4 of said Section; S00°20'02"W 1343.16 feet; thence S89°39'58"E 725.34 feet to the Northwest corner of Lot 54 of Lake Park Villas, the point of beginning; thence N29°45'29"E 50.00 feet to a point on the Northerly right of way line of Georgetown Place; thence, 52.80 feet along an arc of a curve to the right, with a radius of 475.00 feet and a chord of 52.77 feet which bears S57°03'28"E; thence continuing along said Northerly right of way line, 45.55 feet along an arc of a curve to the left, with a radius of 30.00 feet and a chord of 41.30 feet which bears N82°37'48"E to a point on the Westerly right of way line of Fountain Way; thence, 124.52 feet along an arc of a curve to the left, with a radius of 80.00 feet and a chord of 112.32 feet which bears S05°57'16"E to a point on the Southerly right of way line of Georgetown Place; thence along said Southerly right of way line, 7.06 feet along the arc of a curve to the right, with a radius of 450.00 feet and a chord of 7.06 feet which bears N50°05'32"W; thence continuing along said Southerly line, 18.17 feet along the arc of a curve to the left, with a radius of 24.00 feet and a chord of 17.74 feet which bears N71°19'54"W; thence continuing along said Southerly line, 67.19 feet along the arc of a curve to the right, with a radius of 46.00 feet and a chord of 61.37 feet which bears N51°10'39"W; thence continuing along said Southerly line, 18.47 feet along the arc of a curve to the left, with a radius of 24.00 feet and a chord of 18.02 feet which bears N31°22'48"W; thence continuing along said Southerly line, 50.56 feet along the arc of a curve to the left, with a radius of 425.00 feet and a chord of 50.53 feet which bears N56°50'01"W to the point of beginning.

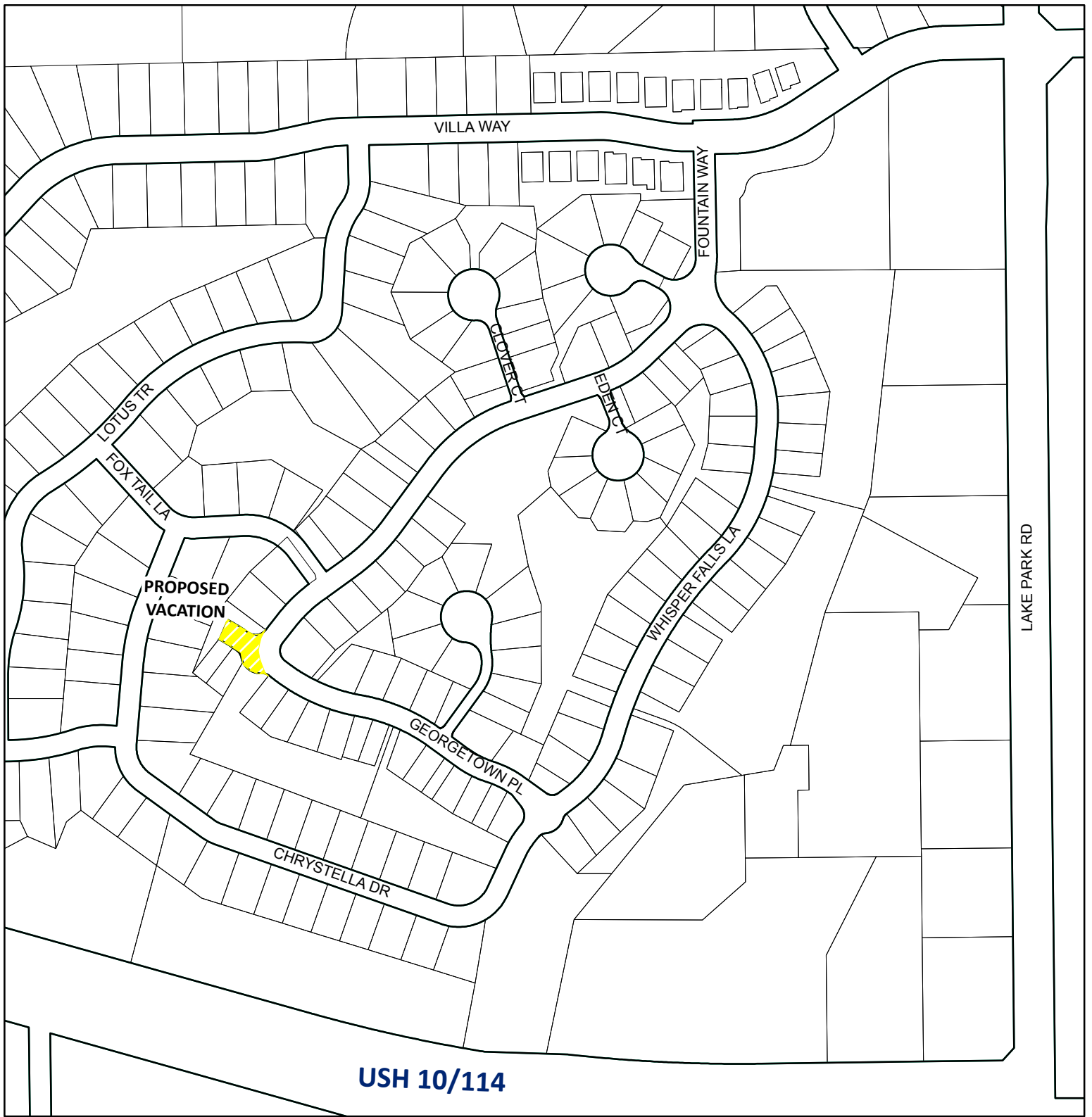
BE IT FURTHER RESOLVED that these described lands are vacated and discontinued.

Passed and approved this ___ day of May, 2014.

ATTEST:

Donald Merkes, Mayor

Deborah Galeazzi, Clerk

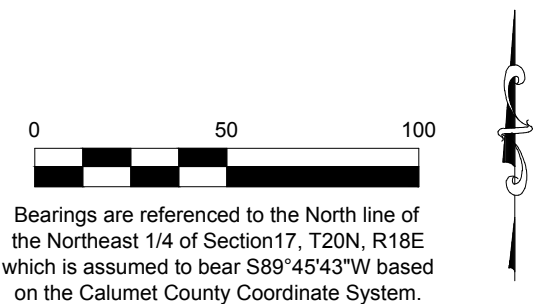


**Proposed Georgetown Place Vacation
City of Menasha
Calumet County, WI**



Certified Survey Map No. _____

All of Lot 53, Lot 54 and part of Outlot 12, of Lake Park Villas, all of Lot 16, Lot 17 and Outlot 4, of Replat of Lots 1, 2, 55-61,65-69, 73, 75, 76, 78-80, 119, 120, Outlots 4-5, Outlots 8-9 and Outlot 24 of Lake Park Villas, and All of Outlot 1, Certified Survey Map 3275, and all of Outlot 3, Certified Survey Map 3277, all being part of the Northeast 1/4 of the Northeast 1/4 of Section 17, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.



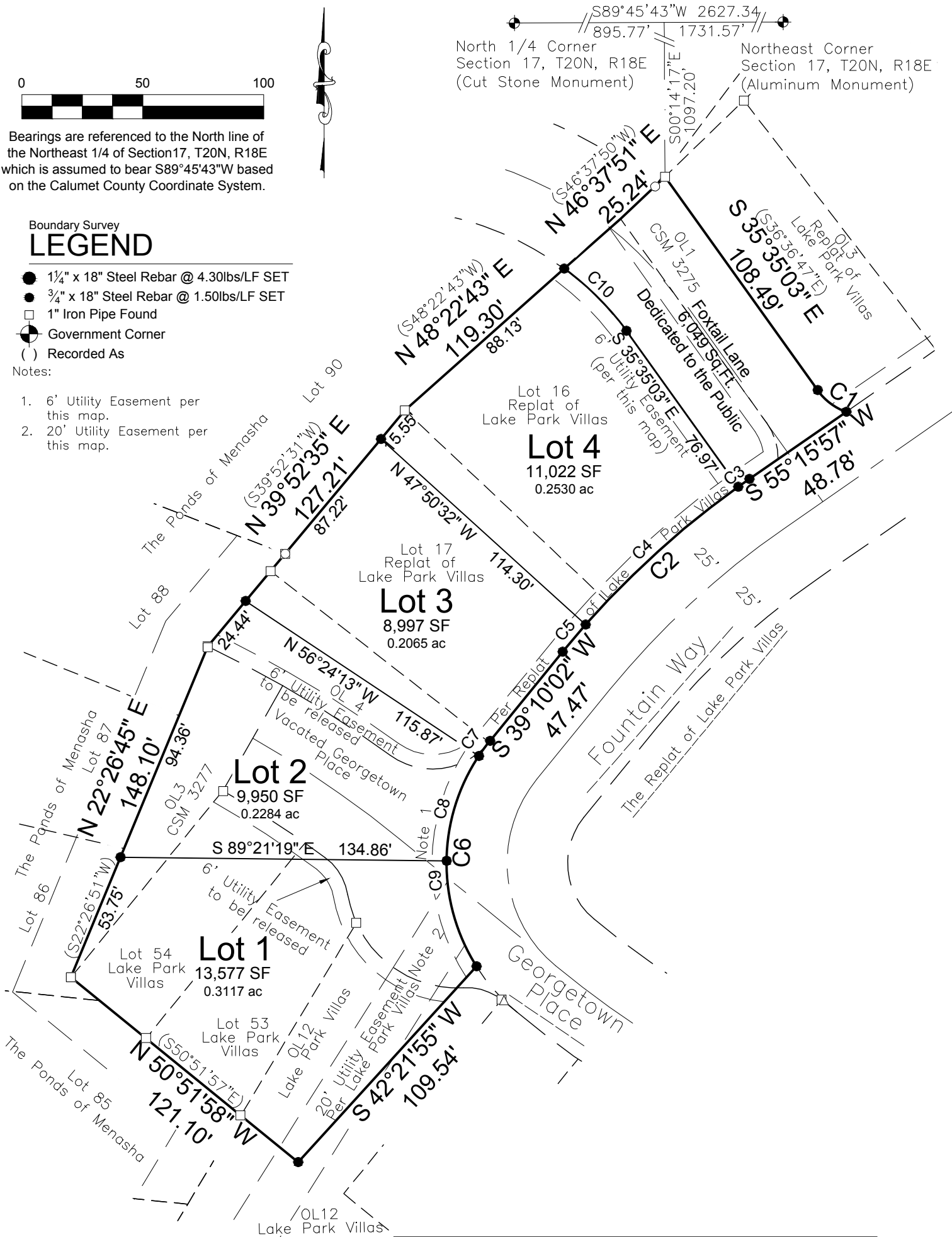
Boundary Survey

LEGEND

- 1 1/4" x 18" Steel Rebar @ 4.30lbs/LF SET
- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- 1" Iron Pipe Found
- Government Corner
- () Recorded As

Notes:

1. 6' Utility Easement per this map.
2. 20' Utility Easement per this map.



Davel Engineering & Environmental, Inc.

Civil Engineers and
Land Surveyors
1811 Racine Street
Menasha, Wisconsin

Ph. 920-991-1866, Fax 920-830-9595

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

Survey for:

City of Menasha

140 Main St.

Menasha, WI 54952

File: 4103CSM.dwg

Date: 03/07/2014

Drafted By: tyler

Sheet: 1 of 3



MEMORANDUM

TO: City of Menasha Common Council

From: Peggy Steeno^{PS}, Administrative Services Director

Date: May 5, 2014

RE: Resolution Continuing Appropriations (2013 Fund Balance Reservations)

BACKGROUND

A 'Fund Balance Reservation' preserves funds from the prior year budget, before closing the year, for items that were budgeted, but not able to be spent during the fiscal year. This is part of the year end evaluation process, and it accomplishes two things: it allows funds from the previous year to be carried forward to fund items that were budgeted and needed, and it gives a truer picture of the year-end Fund Balance for 2013. In addition, it keeps Fiscal Year 2014 clean with respect to budgeted items and spending.

ANALYSIS

Below is a list of the items included in the requested Continuing Appropriations / Fund Balance Reservations, along with the cost and reason for each request:

- *Voting Equipment (\$26,000) and Voting Booth (\$1,000) – Elections* – In regard to the Voting Equipment, although this is a needed item, it has been temporarily on hold while we await the required certification of the new equipment by the State of Wisconsin. And, in regard to the Voting Booth, staff is requesting the carryover due to extra time needed to order the equipment.
- *Engineering Services (\$3,580) – Community Development* – These funds will be utilized to finalize the engineering required for the development of the shore land park at the Gilbert redevelopment site that did not get completed in 2013.
- *Marketing / Branding (\$17,000) – Community Development* – These funds will be utilized to continue on with Phase II of the Marketing and Branding Initiative for the City. Phase I of the City's marketing/branding was completed in 2013 utilizing budgeted funds. Phase I included extensive research, surveying, and stakeholder interviews for the purpose of brand positioning. Phase II has been initiated utilizing 2014 budgeted marketing

funds, for the purpose of developing a new brand mark for the City, and a strategic communications plan for Economic Development. Carryover funds, which utilize unspent budgeted marketing funds and grants secured through Winnebago County IDB and WPPI, will be used to implement recommendations produced in phase II. We anticipate the majority of carryover funds will be utilized to create a robust economic development component of the City's website to be developed in tandem with the City's website overhaul. Other anticipated expenditures include printed communications and social media/public relations tool development to be used for business recruitment and promotion of the City of Menasha as a desirable location for persons to live, work and recreate.

- *GIS Training (\$2,265) – Community Development* – These funds will be used to fund Geographic Information System (GIS) training for our Community Development Coordinator position. Due to the availability of GIS training through the University of Wisconsin, and the reorganization of staffing between Parks & Recreation and Community Development, implementation of this training was postponed until 2014.
- *HVAC Controller Upgrade (\$1,080) – Fire (Menasha Budget for Buildings)* - This needed upgrade, for the Public Protection Facility, shared by the Fire Department and the Police Department, was delayed and is to be completed in 2014.
- *Building Maintenance (\$6,649) – Fire (Menasha Budget for Buildings)* - This item was delayed because the original competitive pricing that was done came back high, and the project needed to be limited. This will be completed in 2014.
- *Re-Upholster Chairs (\$4,670) – Library* – This project was initiated in 2013, however was not completed until early 2014. Therefore, funds need to be reserved so that they can be used to cover the 2014 expenditure.
- *2013 Wages/Benefits Available for Retirement Payout (\$25,700) – Library* – This is to cover the retirement of a library employee in the beginning of January 2014.
- *Engineering – Gilbert Site (\$5,000) – Parks* – These funds will be utilized to finalize the engineering required for the development of the shore land park at the Gilbert redevelopment site that did not get completed in 2013.
- *Jefferson Park Shoreline (\$2,800) – Parks* – For this item, the PO was signed in late 2013 for the repair of washouts and reseeding along a segment of the wall.
- *ADA Play Equipment (\$9,000) – Parks* – These funds are being carried

over to fund needed upgrades that were not able to be completed in 2013.

- *Upgrade Doors (Auto Lock) at Smith park (\$1,154) – Parks* – This item was ordered in 2013, however not received until 2014. This purchase included only the doors and frame for the storage area in the pavilion.
- *Boiler Replacement (\$28,000) – Pool* – This item is being budgeted over a number of years, with the purchase projected to be in 2015.
- *HVAC Controller Upgrade (\$1,620) – Police* – This needed upgrade, for the Public Protection Facility, shared by the Fire Department and the Police Department, was delayed and is to be completed in 2014.
- *Ammunition (\$1,500) – Police* – This item was order in early 2013, however, the lead time for this type of purchase is quite long, and delivery will occur in 2014.
- *Building Access Upgrade (\$2,800) – Police* – This item was delayed as staff needed additional time to arrive at the best solution.
- *Vehicle Replacement (\$10,000) – Police* – This item is being included to level out the purchasing and maintain the appropriate rotation of needed police vehicles.
- *Document Imaging Project (\$15,000) – Health (Various)/IT* – This project was initiated in 2013, however, was put on hold until verification could be obtained for the required length of record storage for certain. The project will be resumed in 2014.
- *Emergency Preparedness Supplies (\$3,132) - Health* – Monies authorized by the Common Council are being carried over to be available in the event of a disaster.
- *Fluoride Varnish Program (\$24,013) - Health* – These are 2013 Medical Assistance funds and are being carried over as they need to be used for the 2014 programs. This will make the program self-sufficient.
- *Community Needs Assessment (\$4,667) - Health* – These are Medical Assistance funds and are being carried over as they need to be used for additional needs in the department.
- *Supplies/Staff-Time – Flu Shot Clinic (\$859) - Health* – These are 2013 Medical Assistance funds and are being carried over as they need to be used for the 2014 annual Flu-Shot Clinic.
- *Car Seat Technician Certification & Supplies (\$852) - Health* – These

funds are being carried over as they need to be used for Car Seat Technician Certification and supplies in 2014.

- *Supplies/Staff-Time – Dental Sealants (\$11,194) - Health* – These are 2013 Medical Assistance funds and are being carried over as they need to be used for the 2014 program as required by the grant.
- *Emergency Preparedness (\$2,252) – Health* – These are grant monies that were paid to the City in advance by the State, and they need to fund the program in 2014.
- *24/7 Emergency Coverage & Cell Phones (\$46,393) – Health* – These are grant monies that are being carried over as required by the grant.
- *2014 Building Project – Design (\$9,950) and Onsite Refuse Containment (\$3,350) – Senior Center* - These funds are being carried over for architectural design work that was unable to be started until 2014 due to the grant agreement not being ready until 2014, and the dumpster enclosure will also be done in 2014 at the appropriate time in the project, but is not part of the grant.
- *City Hall Back Door Upgrade (\$3,335) – Municipal Buildings* – This item was initiated in 2013, however could not be completed until 2014.
- *Tactical Signal Software (\$2,870) – Engineering* – This software purchase was delayed due to awaiting the set-up of the new laptop. This will be completed in 2014.
- *Paint Light Poles (\$6,500) – Street Lighting* – This item is being carried over as better pricing is anticipated in 2014.
- *Lot Reconfigurations (\$2,259) – Redevelopment Authority* - The RDA authorized Davel Engineering to prepare 3 CSMs and 1 replat to realign lots within Lake Park Villas and the Ponds of Menasha. Work was initiated in 2013, and will be finalized in 2014.
- *Silo Removal (\$2,000) – Redevelopment Authority* - The removal of the silo on the south end of Whisper Falls Lane is required to be removed per the RDA's development agreement with Lexington Homes upon the initiation of installation of Phase II infrastructure within the Ponds of Menasha. Phase II was not initiated in 2013, but is anticipated in 2014.
- *Software Purchase (\$3,750) – IT* – This purchase is being carried over so that multiple departments can select the most appropriate parcel management software for all to use.

- *Wireless Access Points (\$6,175) – IT* - This item is being requested for carry over due to the transitions that have occurred in IT, and other projects with higher priorities needing to be completed first. This project includes numerous City facilities including: City Hall, Police Department, Health Department, Pool, and Marina.

FISCAL IMPACT

By doing Fund Balance Reservations for items that were budgeted in the previous year, we will not negatively impact the current year's budget. Rather, the \$298,369.00 is set aside from the budgeted funds of the previous year as intended in the 2013 budget. This will allow the City to better evaluate the previous year, as well as the current year, as to overall performance.

RECOMMENDATION

Staff recommends that Council adopt this resolution.

RESOLUTION CONTINUING APPROPRIATIONS

Introduced by Alderman Nichols

WHEREAS, it is desirous and necessary for the City of Menasha to continue some 2013 Appropriations into 2014 to finance ongoing projects,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council concurring that the following appropriations be continued:

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
100-0204-512	Elections	\$ 26,000.00
100-0204-512	Elections	\$ 1,000.00
100-0304-562	Community Development	\$ 3,580.00
100-0304-562	Community Development	\$ 17,000.00
100-0304-562	Community Development	\$ 2,265.00
100-0501-522	Fire - Menasha Budget for Buildings	\$ 1,080.00
100-0501-522	Fire - Menasha Budget for Buildings	\$ 6,649.00
100-0601-551	Library	\$ 4,670.00
100-0601-551	Library	\$ 25,700.00
100-0703-553	Parks	\$ 5,000.00
100-0703-553	Parks	\$ 2,800.00
100-0703-553	Parks	\$ 9,000.00
100-0703-553	Parks	\$ 1,154.00
100-0704-552	Pool	\$ 28,000.00
100-0801-521	Police	\$ 1,620.00
100-0801-521	Police	\$ 1,500.00
100-0801-521	Police	\$ 2,800.00
100-0801-521	Police	\$ 10,000.00
100-0902-524	Sealer of Weights & Measures	\$ 197.00
100-0903-531	Health	\$ 6,895.00
100-0904-531	Environmental Health	\$ 788.00
100-0904-531	Environmental Health	\$ 3,132.00
100-0909-531	Dental Program	\$ 24,013.00
100-0909-531	Dental Program	\$ 4,667.00
100-0914-513	Immunization Grant	\$ 859.00
100-0915-531	Maternal Child Health	\$ 852.00
100-0916-531	Dental Sealants	\$ 11,194.00
100-0918-531	Bio-Terrorism	\$ 2,252.00
100-0919-531	Twenty-Four/Seven Coverage	\$ 46,393.00
100-0920-531	Senior Center	\$ 9,950.00
100-0920-531	Senior Center	\$ 3,350.00
100-1001-514	Municipal Buildings	\$ 3,335.00
100-1002-541	Engineering	\$ 2,870.00
100-1012-541	Street Lighting	\$ 6,500.00
501-0304-562	Redevelopment Authority	\$ 2,259.00
501-0304-562	Redevelopment Authority	\$ 2,000.00
743-0403-513	IT	\$ 3,750.00
743-0403-513	IT	\$ 6,175.00
743-0403-513	IT	\$ 7,120.00
Total		<u>\$ 298,369</u>

Passed and approved this ____ day of _____, 2014

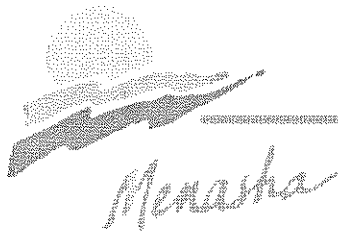
Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

EXPLANATION OF CONTINUING APPROPRIATIONS
From 2013 to 2014

<u>Account Number</u>	<u>Purpose</u>	<u>Amount</u>	<u>Requested By</u>
100-0204-512	Voting Equipment Replacement	26,000	Clerk Galeazzi
100-0204-512	Voting Booth	1,000	Clerk Galeazzi
100-0304-562	Engineering Services-Gilbert Site	3,580	CDD Keil
100-0304-562	Marketing/Branding for City (including outside funding)	17,000	CDD Keil
100-0304-562	GIS Training	2,265	CDD Keil
100-0501-522	HVAC Controller Upgrade	1,080	FC Auxier
100-0501-522	Building Maintenance	6,649	FC Auxier
100-0601-551	Re-upholster Chairs	4,670	LD Lenz
100-0601-551	2013 Wages/Benefits Available for Retirement Payout	25,700	LD Lenz
100-0703-553	Engineering - Gilbert Site	5,000	PRD Tungate
100-0703-553	Jefferson Park Shoreline	2,800	PRD Tungate
100-0703-553	ADA Play Equipment	9,000	PRD Tungate
100-0703-553	Upgrade Doors (Auto Lock) at Smith Park	1,154	PRD Tungate
100-0704-552	Pool Boiler Replacement	28,000	PRD Tungate
100-0801-521	HVAC Controller Upgrade	1,620	PC Styka
100-0801-521	Ammunition	1,500	PC Styka
100-0801-521	Building Access Upgrade	2,800	PC Styka
100-0801-521	Vehicle Replacement	10,000	PC Styka
100-0902-524	Document Imaging Project	197	PHD Nett
100-0903-531	Document Imaging Project	6,895	PHD Nett
100-0904-531	Document Imaging Project	788	PHD Nett
100-0904-531	Emergency Preparedness Supplies	3,132	PHD Nett
100-0909-531	Fluoride Varnish Program	24,013	PHD Nett
100-0909-531	Community Needs Assessment	4,667	PHD Nett
100-0914-513	Supplies/Staff Time-Flu Shot Clinic	859	PHD Nett
100-0915-531	Car Seat Technician Certification & Supplies	852	PHD Nett
100-0916-531	Supplies & Staff Time	11,194	PHD Nett
100-0918-531	Emergency Preparedness	2,252	PHD Nett
100-0919-531	24/7 Emergency Coverage & Cell Phones	46,393	PHD Nett
100-0920-531	2014 Building Project - Design	9,950	PHD Nett
100-0920-531	2014 Building Project-Onsite Refuse Containment	3,350	PHD Nett
100-1001-514	City Hall Back Door Upgrade	3,335	PWD Radtke
100-1002-541	Tactical Signal Software	2,870	PWD Radtke
100-1012-541	Paint Light Poles	6,500	PWD Radtke
501-0304-562	Lot Reconfigurations	2,259	CDD Keil
501-0304-562	Silo Removal	2,000	CDD Keil
743-0403-513	Software Purchase	3,750	PWD Radtke
743-0403-513	Wireless Access Points	6,175	ASD Steeno
743-0403-513	Document Imaging Project	7,120	ASD Steeno
TOTAL		<u>\$ 298,369</u>	



MEMORANDUM

TO: City of Menasha Common Council

From: Peggy Steeno, ^{PS}Administrative Services Director

Date: May 5, 2014

RE: Resolution Transferring / Appropriating 2013 Budget Funds

BACKGROUND

One of the regular steps in the year end process requires an evaluation of the overall spending from the year (2013). In doing so, all accounts are evaluated by the amounts over or under against the respective budget. The transfer process includes utilizing funds from accounts that were under spent, as well as revenues and fund equity when necessary, to support the accounts that were over spent. Because this effectively alters the previous year's budget, Council approval is required.

ANALYSIS

Per the accompanying resolution and attached schedule, all transfers are outlined. The top section of the resolution includes all divisional budgets that had spending in excess of the original budget, and the second section includes divisional budgets that spent less than their original budget allocation and can be used to cover the section one overages.

FISCAL IMPACT

Aside from the spending, in the top section, and the savings, in the bottom section, for 2013, there is no direct financial impact related to the Fund Transfer Action. Rather, it is an accounting function that reconciles the budget to the actual numbers for the 2013 Fiscal Year.

RECOMMENDATION

Staff recommends that Council adopt this resolution.

RESOLUTION TRANSFERRING/APPROPRIATING FUNDS

Introduced by Alderman Nichols

WHEREAS, it is necessary for the City of Menasha to transfer funds to cover 2013 Budget overdrafts.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council concurring that the following budget transfers/appropriations be made:

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Amount</u>
To:			
100-0102-581	Steam Plant	8,125	
100-0305-562	Urban Redevelopment	1,644	
100-0406-513	Illegal Tax/Tax Refund	1,138	
100-0408-552	Civic Commemorations	5,426	
100-0704-552	Swimming Pool	3,360	
100-0706-561	Forestry	21,407	
100-0803-521	Community Service Officer	4,679	
100-0804-521	Auxiliary Police	918	
100-0906-531	Prevention Program	2,386	
100-0913-531	Lead Prevention Grant	2,751	
100-0914-531	Immunization Grant	9,332	
100-0915-531	Maternal Child Health	12,591	
100-0916-531	Dental Sealant Program	18,387	
100-0918-531	Bio-Terrorism	34,178	
100-0920-531	Senior Center	94	
100-1001-514	Building Maintenance	2,253	
100-1003-541	Street Construction/Evcavation	66,592	
100-1006-541	Snow & Ice Removal	147,112	
100-1008-541	Street Signs/Markings	7,245	
100-1011-541	Sidewalk Excavations	5,831	
100-1012-541	Stret Lighting	3,580	
100-1014-543	Canal Maint. - Construction	935	
100-1016-543	Refuse Collection/Disposal	42,798	
100-1018-543	Weed Cutting	220	
100-1027-543	Recycling-Solid Waste	443	
		<u>\$ 403,425</u>	
From:			
100-0401-513	Comptroller/Treasurer		64,341
100-0304-562	Community Development		6,850
100-0703-553	Parks		62,474
100-0801-521	Police		117,680
100-0903-531	Health		25,740
100-0903-531	Health Screenings/60 Plus		44,303
100-1002-541	Engineering		63,590
100-1009-541	Sidewalks and Crosswalks		18,447
			<u>\$ 403,425</u>

Passed and approved this ____ day of _____, 2014

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

FISCAL NOTE: This resolution is to cover those individual divisions which exceeded their budgeted amount.

The General Fund, in its entirety, had revenues in excess of expenditures of approximately \$97, 200 * for 2013.

Peggy Steeno, Administrative Services Director

* Unaudited

Resolution R-15-14

All City Track and Field Wellness Day

May 13, 2014

Introduced by: Alderman Sevenich and Alderman Keehan

School Board President, Joe Lignosfski

WHEREAS, 2014 is the 40th Anniversary of the All City Track and Field Wellness Day, an annual event that thousands of Menasha students have partaken in; and

WHEREAS, students in the 3rd, 4th, and 5th grades from Butte des Morts Elementary, Clovis Grove Elementary, Gegan Elementary, Nicolet Elementary, St. Mary's Elementary, and Trinity Lutheran School participate in the event making it a truly inclusive event involving all students in the City; and

WHEREAS, the Menasha Joint School District partners with the City of Menasha Parks and Recreation Department to host the event at Calder Stadium, a facility on par with college level track and field facilities; and

WHEREAS, this event encourages students to be active and to realize the benefits of physical activity as adults, which include:

- A better quality of life by being physically fit
- Demonstrating that physical activity can be fun
- Improves mental focus
- Reduces stress and improves one's mental well being; and

WHEREAS, healthy habits developed in the children of today will be an investment that pays dividends in healthy adult lifestyles in the future; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha Common Council and the Menasha Joint School Board does hereby proclaim May 13, 2014 to be

All City Track and Field Wellness Day

in Menasha, recognizing the benefits of an active lifestyle in overall lifelong health, good sportsmanship, and partnerships with parochial schools, public schools, and City government.

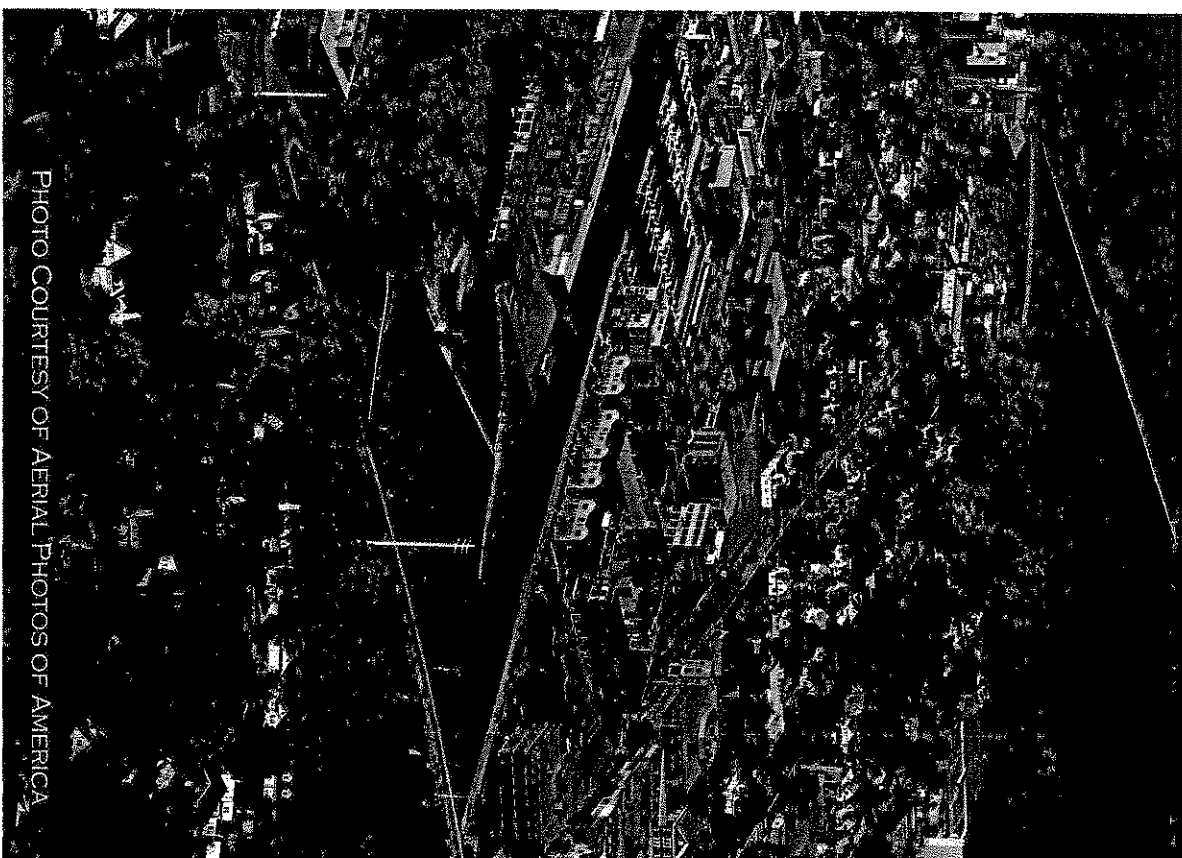


PHOTO COURTESY OF AERIAL PHOTOS OF AMERICA

Dated this 5th day of May, 2014.

Donald Merkes, Mayor

Joe Lignosfski, Board President

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, City Hall – 140 Main Street
April 14, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Sue Pawlowski, Chr. Dick Sturm, Tom Marshall, Cindy Schaefer-Kemps, Nancy Barker

MEMBERS EXCUSED: Ald. Mark Langdon, Lisa Hopwood

OTHERS PRESENT: PRD Tungate, PS Maas, Tom Konetzke, Richard Loehning, Dolores Gear, Bob Smarzynski, Stacey Hoekstra (all from the Menasha Historical Society)

C. MINUTES TO APPROVE

1. Minutes of the March 18, 2014 Park Board Meeting

Moved by N. Barker, seconded by T. Marshall to approve the minutes of the March 18, 2014 Park Board meeting. Motion carried.

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

Five (5) minute time limit for each person.

1. Four members of the Menasha Historical Society (Konetzke, Loehning, Hoekstra and Smarzynski) spoke in favor of figuring out a better way to mark the effigy mounds in Smith Park. Staff will be contacting the State Historical Society to try and verify the current location of the mounds and research any ideas on how to better delineate the mounds.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report** – PRD Tungate reported on ongoing preparations for adult softball leagues, training for the new department clerk, the hiring process is continuing for the Arborist and Facilities Tech positions, Arbor Day ceremony to be held on April 25 at Gegan Elementary school at 9:00 am.
2. **Park Project and Vandalism Report** – PS Maas reported that three incidents of vandalism occurred in one week at Smith, Shepard and Clovis Grove parks. New restroom partitions are being installed at Smith and Clovis Grove parks. Jefferson Park men's restroom partitions will be installed soon. Clovis Grove tennis court lights have been upgraded and instead of lighting all seven courts, four will be lighted instead. Trees have also ordered for Arbor Day.

F. DISCUSSION

1. **Ideas for outlining effigy mounds in Smith Park** – Richard Loehning and members of the Historical Society suggested some temporary and permanent ideas for marking the effigy mounds more effectively. They were appreciative of the support provided by staff and the Board.
2. **Draft of Primary Sponsorship Agreement: new eastside park** - The Board reviewed a draft of an agreement with the Menasha Rotary Club to become a primary sponsor in support of the development of the city's new eastside park. Staff approached the club last fall and received favorable feedback on the idea. The intent of the agreement is to define the expectations of

both the city and club as to how funds will be raised to develop the park. The club has expressed a desire to have the park named after their organization if they can reach a financial goal established by the city. Fundraising can be a combination of cash, in-kind contributions, volunteer labor, etc.

3. **Gilbert site update** – PRD Tungate reported that progress is continuing towards the goal of bidding out this project towards the end of May. There still should be time to complete the majority, if not the entire project, by late fall. Staff has been busy providing information to State officials so that the final grant agreement can be written as soon as possible. PRD Tungate is planning to prepare a project sponsorship opportunity brochure as soon as the final design is completed and more colored graphics are available. To that end, PRD Tungate stated that he did receive a verbal commitment from a person to contribute \$25,000 for the small picnic shelter, table and bench.

G. ACTION ITEMS

1. **Recommend approximately 50 trees to be planted along sections of five new streets (Harold Drive, Grassy Plains Drive, Grassy Meadow Lane, Prairie View Court and Ridgecrest Lane) per the existing terrace tree planting policy.** PRD Tungate explained how the trees would be paid for and the approximate location. He also reiterated that homeowners would have the option of not having a tree planted in front of their home. Moved by N. Barker, seconded by T. Marshall. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

Moved by N. Barker, seconded by S. Pawlowski to adjourn at 7:20 pm. Motion carried.



FRITSCH ST.

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1076

1071

1070

1065

1064

1059

1500

1506

1475

986

986

U.S. HWY 10 (S. ONEIDA ST.)

JENNIE ST.

JENNIE ST.

STERLING HEIGHTS DR.

BARTLEIN CT.

PROVINCE TERRACE

MANITOWOC ROAD

GOSS AVE.

MANITOWOC RD.

1587

1024

1014

996

990

BLUEJAY 850

City of Menasha


Street Tree Benefits


Menasha street trees provide thousands of dollars of environmental, economic and aesthetic benefits to the community. Over their lifetime, street tree benefits exceed the costs of planting and care, representing a 300 percent return on investment. Tree benefits increase over time highlighting the importance of not only planting trees, but of providing ongoing maintenance and protection. These benefits are a reminder of the worthwhile investment in our community forestry program.

Trees:

- Reduce stormwater runoff
- Lower summer air temperatures
- Reduce air pollution
- Reduce heating and cooling costs
- Reduce atmospheric carbon dioxide (CO₂)
- Enhance property values
- Provide wildlife habitat
- Improve health and wellbeing
- Improve learning and concentration
- Provide aesthetic benefits


Annually **Menasha** public street trees provide!...


STORMWATER
RUNOFF
REDUCTION
\$93,192


PROPERTY
VALUE
INCREASE
\$87,705


CO₂ REDUCTION
\$10,733


AIR QUALITY
IMPROVEMENT
\$13,392


ENERGY SAVINGS
\$78,968

\$283,990
per year
TOTAL BENEFITS

15%	Norway Maple
9.5%	Crabapple species
9%	Silver Maple
9%	Freeman Maple Cultivar
8%	Green Ash

Top 5
Street Tree
Species





Trees Reduce Stormwater Runoff and Improve Water Quality

Trees reduce peak stormwater runoff and associated pollutants entering local water bodies. Trees reduce stormwater volumes by intercepting a portion of rainfall, which evaporates and never reaches the ground. Tree roots also increase rainfall infiltration and storage in the soil. And tree canopies reduce soil erosion by diminishing the impact of raindrops on barren surfaces.

Street trees in Menasha intercept 3,438,580 gallons of water annually for a savings of \$93,192.



Trees Reduce Atmospheric Carbon Dioxide

Trees reduce atmospheric carbon by capturing and storing CO₂ as they grow. By reducing demand for heating and cooling, trees indirectly reduce CO₂ by avoiding power plant emissions associated with energy production.

Street trees in Menasha capture 429 tons of atmospheric CO₂ per year. Annual savings including indirect costs are \$10,733. Street trees also store approximately 5,287 tons of atmospheric CO₂ for a total savings of \$79,304.



Trees Improve Air Quality

Trees improve air quality by trapping particulates, absorbing gaseous pollutants, and releasing oxygen. By cooling urban heat islands and shading parked cars, trees indirectly reduce ozone levels. The Environmental Protection Agency recognizes tree planting as an ozone reduction measure in state implementation plans.

Street trees in Menasha remove 276 lbs. of particulate matter, 549 lbs. of ozone, 25 lbs. of sulfur dioxide and 93 lbs. of nitrogen oxides annually. Total annual savings including indirect cost are \$13,392.



Wisconsin Department of Natural Resources
dnr.wi.gov



The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240.



Trees Save Energy

Trees reduce the demand for energy to heat and cool buildings by providing shade, lowering summertime temperatures, and reducing windspeeds. Secondary benefits are reduced water consumption and pollutants emissions by local power plants.

Street trees in Menasha save approximately 375 MWH of electricity and 51,543 Therms of natural gas annually for a savings of \$78,968.



Trees Improve Property Values and Beautify Our Communities

Trees are the single strongest positive influence on scenic quality in our community! They increase the attractiveness of retail business areas. Studies found shoppers are willing to pay up to 11% more for goods and services in a well-landscaped business district. Trees increase property values. People will pay 3-7% more for properties with many trees. Trees foster safer and more sociable neighborhoods. Views of trees ease mental fatigue and stress, help concentration, reduce sickness, and provide settings for recreation and relaxation. Trees also help reduce noise, provide a refuge for wildlife, and help connect residents with their natural environment.

Street trees in Menasha increase property values annually by \$87,705.



Diversity Improves Urban Forest Resilience

A diverse palette of trees helps guard against catastrophic loss to insects and diseases or environmental stresses. A general guideline for urban forest diversity is no more than 5% of any one species, 10% of any one genus.

Ash and maple trees are over-represented on Menasha's streets. This jeopardizes \$216,818 of the city's urban forest's benefits from pests such as emerald ash borer (EAB) and Asian longhorned beetle (ALB). Enlist the public to help increase Menasha's urban forest resilience by planting less common trees on their own property.

¹ Analysis was conducted using iTree Streets. iTree Streets is a street tree management and analysis tool for urban forest managers that uses tree inventory data to quantify the dollar value of annual environmental and aesthetic benefits. The iTree Suite is a free state-of-the-art, peer-reviewed software suite from the USDA Forest Service. www.itreetool.org.

Tree graphic concept courtesy of City of New York Department of Parks & Recreation.

John Rosenow: Street trees a vital part of infrastructure

APRIL 26, 2014 3:00 PM • JOHN ROSENOW | CHIEF EXECUTIVE OF ARBOR DAY FOUNDATION

As the nation celebrates National Arbor Day on April 25, let's pause to ask ourselves: Are we investing enough time and money in our street trees? Street trees — between the sidewalk and the road — are perhaps the most valuable city trees, and it is vitally important that local foresters manage them well. Street trees are a green infrastructure resource and valuable community asset. The most visible swath of any community forest is its street trees.

We all have experienced a neighborhood with abundant, well cared-for street trees. In these places of resplendent natural beauty, we are calmed, we are refreshed. These positive emotions are brought forth by a healthy, vibrant tree canopy and the benefits it provides. We also have decades of scientific evidence that street trees add real value in a myriad of ways. In addition to increasing property values, street trees help to reduce energy costs, clean our air and water, store carbon, and reduce stormwater runoff.

Before 1976, when Tree City USA was launched by the Arbor Day Foundation on our nation's bicentennial with our National Association of State Foresters and U.S. Forest Service partners, community forestry across our nation was haphazard at best. Today, more than 140 million Americans call a Tree City USA home. Our experience growing the Tree City USA program into more than 3,400 communities leads us to conclude that larger cities with a professional staff and smaller towns with a committed volunteer tree board are able to take a comprehensive approach to municipal tree care.

Forward-looking cities and towns are continuing to make needed investments in tree planting and care. "Given a limited budget, the most effective expenditure of funds to improve a street would probably be on trees," wrote Allan Jacobs, a professor of city and regional planning at the University of California, Berkeley, in his book "Great Streets."

Indeed, the value of a dollar invested in street trees is far-reaching. Street trees are part of the public infrastructure, just like roads, sidewalks and bridges. Yet trees — green infrastructure — are the only components of infrastructure that appreciate in value. In New York City, for example, it has been calculated that street trees provide \$5.60 in benefits for every dollar spent on planting and care.

Arbor Day reminds us all to plant, nurture and celebrate trees. J. Sterling Morton, a Nebraskan and the founder of the first Arbor Day, cared deeply about everyone's role in conserving our precious natural resources. "Each generation takes the earth as trustees," he said.

The need for effective community tree care and management is today more important than ever due to increased threats of weather extremes, storms, and insects.

The care and management of our street trees has proven time and again to be an excellent investment with substantial returns. It is to our benefit to encourage our local municipalities to continue to give high priority to critical investments in our community forests. On this Arbor Day, let's commit ourselves to appreciating the trees for all they give us and our environment by responding to our charge as trustees of the earth.

John Rosenow is founder and chief executive of the Arbor Day Foundation.

Originally printed in the Cap Times; April 26, 2014



April 22, 2014

Brendon Ribble

RE: Development Agreement Between the City of Menasha and Ralph R. Ribble and Ruth L. Ribble Revocable Trust (Ribble), dated April 18, 2000

Dear Mr. Ribble:

As you are aware, the attached development agreement was entered into between the parties in April of 2000 with Ralph R. Ribble as trustee. Since that time, two subdivisions were developed on the Ribble property under the terms of the agreement including the twelve lot Ribblesdale plat and the three lot Certified Survey Map No. 2313. The portion of the Ribble property lying east of the drainageway as shown on the attached drawing failed to develop.

At your request, city staff has engaged adjoining property owners in discussions relative to the platting and development of their property as it relates to the Ribble property, but to date there is no consensus as to how or when such a coordinated development will take place.

~~You have recently appeared at Common Council meetings alleging that the city has not upheld its obligations under the development agreement. However, Ribble has not provided any plan or proposal to effectuate the development of the remainder of the Ribble property as contemplated by the development agreement. Per the agreement, at paragraph 10, "Ribble agrees to develop the Property in as timely a manner as possible." Ribble, as the developer, was to undertake land planning and design functions and assume the obligations of platting and improving lots. This was not completed.~~

Prior to consideration by the Common Council, Ribble must provide a viable plan, including approval of a preliminary plat by the Plan Commission and endorsed by all affected property owners. Without an approved preliminary plat, there is nothing for the Common Council to consider.

~~If Ribble desires the city to take any action Ribble will need to make a specific request to the Common Council and support that request with a plan as to how that action will enable Ribble to complete development of the Ribble property.~~

Finally, for our records please provide documentation identifying you as successor trustee of the Ralph R. Ribble and Ruth L. Ribble Revocable Living Trust.

Very truly yours,

Pamela A. Captain

Cc: file

DEVELOPMENT AGREEMENT
BETWEEN THE CITY OF MENASHA
AND
RALPH R. RIBBLE AND RUTH L. RIBBLE
REVOCABLE LIVING TRUST

THIS AGREEMENT is entered into this 18th day of April, 2000, by and between the City of Menasha (the "City"), and Ralph R. Ribble and Ruth L. Ribble Revocable Living Trust ("Ribble").

WHEREAS, the City has determined that the development of a residential subdivision on Property commonly known as the Ribble Property (the "Property") is desirable for the City; and

WHEREAS, Ribble has agreed to develop the Property within the City;

NOW, THEREFORE, the parties mutually agree as follows:

1. The City shall cooperate with Ribble in the platting and development of residential lots on the Property;
2. Ribble shall be allowed to develop the Property in phases, and the City agrees to provide R2A zoning for Lots 2 and 3 of the proposed Certified Survey Map lying Northwest of the existing drainageway on the Property. The City shall provide R1 zoning for the remaining land Southeast of the drainageway.
3. The City shall install all infrastructure within the subdivision in accordance with standard City specifications, and in accordance with Ribble's subdivision plans.
4. The City shall, pursuant to the deferred assessment policy in effect as of the date of this Agreement, levy an area special assessment over the benefited properties for the cost of the infrastructure identified in the above paragraph 3.
5. The City and Ribble shall determine what portion of the area assessment is assigned to each lot as a special assessment, which shall be due and payable at the time of the sale of that lot, or pursuant to the scheduled payment dates under the City's deferral policy, whichever is sooner.
6. The City agrees to coordinate with adjacent land owners for the extension of streets, sanitary sewers, water and stormwater drainage facilities to service the Property.
7. The City agrees, to the extent permitted by law, to obtain right-of-way from adjacent Property owners if such right-of-way is necessary to provide access to the Ribble Property.
8. Ribble agrees to sign any notice of intent to annex the Property, as well as any annexation petitions, upon the request of the City. Such notices or petitions may include

additional non-consenting Property as allowed by State law and an inter-municipal agreement between the City and the Town of Harrison.

9. The City agrees to facilitate all approvals necessary to effectuate the intent of this Agreement.

10. Ribble agrees to develop the Property in as timely a manner as possible.

11. It is understood and agreed that the personal residence of Frederick D. Ribble shall be excluded from the above-referenced annexation; however, the City encourages Ribble to agree to such annexation at some point in the future.

12. The parties agree that this Agreement constitutes the complete agreement of the parties. Any amendments to this Agreement shall not become effective until agreed to in writing by all parties to this Agreement.

CITY OF MENASHA

By: Thomas Lingnofski
Joseph F. Laue, Mayor
Thomas Lingnofski, Council President

Attest: Brenda J. Taubel
Joan Smogoleski, City Clerk
Brenda Taubel, Deputy City Clerk

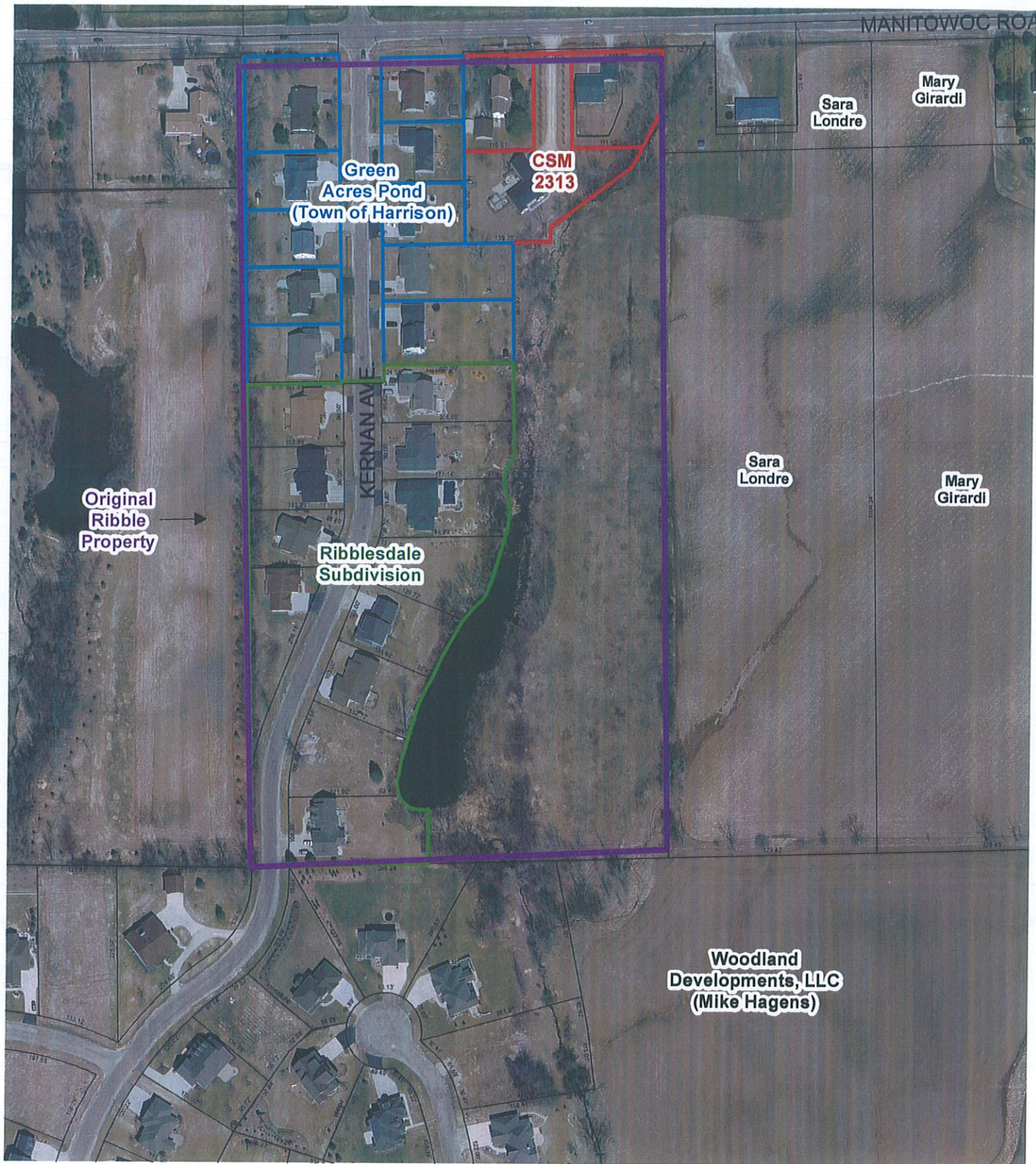
RALPH R. RIBBLE AND RUTH L.
RIBBLE REVOCABLE LIVING TRUST

Ralph R. Ribble
Ralph R. Ribble, Trustee

This Agreement approved as to form:

Jeffrey S. Brandt
Jeffrey S. Brandt, City Attorney

f:\wp51\frassetto\ribble.da



Ribble Property and Vicinity

