

**CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, July 7, 2014**

**6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
  - 1. [Public Hearing Regarding Proposed Amendments to Title 13 of the Menasha Code of Ordinances pertaining to Accommodating Bio-Retention Devices Within Perimeter and Parking Lot Landscaping Areas.](#)
- 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 Public Works, 6/16/14.](#)
    - b. [Library Board, 6/19/14.](#)
    - c. [Menasha Police Commission, 6/18/14.](#)
    - d. [Neenah-Menasha Sewerage Commission, 5/27/14.](#)
    - e. [NMFR Finance & Personnel Committee, 6/24/14.](#)
    - f. [Personnel Committee, 6/16/14.](#)
    - g. [Plan Commission, 6/17/14.](#)
    - h. [Redevelopment Authority, 6/18/14.](#)
    - i. Water and Light Commission, [5/28/14](#) and [6/25/14.](#)  
Communications:
    - j. [Tim Hanna, Mayor of Appleton, and Deborah Wetter, Valley Transit General Manager, 5/7/14, Expansion of the Transit Commission.](#)
    - k. [Town of Menasha, Incorporation Review Ad Hoc Committee Meeting Minutes, 6/9/14.](#)
    - l. [Derek Weyer, Wisconsin Department of Transportation to DPW Radtke, US 10 Corridor Study, 6/11/14.](#)
    - m. [CDD Keil to Mike Hagens, Woodland Investments, LLC, 6/17/14.](#)
    - n. [Mark Maley, Wisconsin Economic Development Corporation, 6/23/14, City of Menasha Awarded \\$250,000 State Grant for Downtown Grocery Store.](#)
    - o. [Ruth Neecks, Board of Health, to Mayor Merkes, 6/28/14.](#)
    - p. [Mike Hagens, Woodland Investments, LLC, 7/1/14.](#)
    - q. [Petition for Annexation – Kay V. Burroughs Trust dated August 2, 2002, 7/2/2014.](#)
- 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, 6/16/14.](#)

Board of Public Works, 6/16/14 – Recommends the Approval of:

2. [Street Use Application – Race the Lake; Sunday, August 17, 2014; 7:00 AM – 9:30 AM \(DuTriRun/ARC of Menasha\).](#)
3. [Street Use Application – Frehley Gilmore Birthday Party; Saturday, July 12, 2014; 10:00 AM – 10:00 PM \(Boys & Girls Brigade\).](#)
4. [Recommendation to Submit Ballot Requesting Winnebago County to Refund the Recycling Revenue Surplus of \\$77,384.00 to Signing Municipalities Based Upon each Municipality's Actual Tonnage Processed and Sold for Year 2013.](#)
5. [Recommendation to Develop an Intergovernmental Agreement with Calumet County for the Reconstruction and Jurisdictional Transfer of Cty Trunk LP.](#)

NMFR Finance & Personnel, 6/24/14 - Recommends the Approval of:

6. [Memorandum of Understanding on Search and Rescue Craft upon final approval of City Attorneys.](#)

Personnel Committee, 6/16/14 – Recommends the Approval of:

7. [Prescription Safety Glasses Reimbursement.](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 6/19/14 to 7/3/14 in the amount of \\$1,411,153.73.](#)
2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)
3. Remove from Table –
  - a. "Class B" Liquor and Malt, Menasha Grill Inc, d/b/a Menasha Grill, 204 Main Street, Menasha, Charlie Cross, agent.
  - b. Reserve "Class B" Liquor and Malt, Mrs. Fajitas LLC, d/b/a Mrs. Fajitas, 403 Racine Street, Menasha, Francisa Jaimes, agent.

J. ORDINANCES AND RESOLUTION

1. [O-14-14 An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances \(Landscaping Design and Material for Site Plan Requirements\) \(Introduced by Mayor Merkes\) \(Recommended by the Plan Commission\).](#)
2. [O-15-14 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinances \(Parking Regulations\) \(Introduced by Ald. Nichols\).](#)
3. [R -18 -14 Acknowledging Review of City of Menasha 2013 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208.](#) (Introduced by Alderman Sevenich) (Recommended by the Board of Public Works).

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

**MEETING NOTICE**

**Monday, July 21, 2014 – 6:00 p.m.  
Committee Meetings to Follow**

**City of Menasha  
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on the proposed amendments to Title 13 of the Menasha Code of Ordinances pertaining to accommodating bio-retention devices within perimeter and parking lot landscaping areas. The Plan Commission will hold the informal public hearing on Tuesday, June 17, 2014 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, July 7, 2014 at the same location. All persons interested in commenting on the proposed amendment are invited to attend.

Deborah A. Galeazzi, WCMC  
City Clerk

Run: June 15 and June 29, 2014

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
June 16, 2014  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:25 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. [June 2, 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 – Race the Lake; Sunday, August 17, 2014; 7:00 AM – 9:30 AM \(DuTriRun/ARC of Menasha\)](#)

DPW Radtke explained staff has reviewed the application and everything is in order.

Moved by Ald. Taylor, seconded by Ald. Keehan to recommend to Common Council Street Use Application-Race the Lake, Sunday August 17, 2014, 7:00 AM – 9:30 AM (DuTriRun/ARC of Menasha)

Motion carried on voice vote.

2. [Street Use Application – Frehley Gilmore Birthday Party; Saturday, July 12, 2014; 10:00 AM – 10:00 PM \(Boys & Girls Brigade\)](#)

DPW Radtke explained staff has reviewed the application and everything is in order.

Andrew Gilmore addressed the members to report the residents on the street have no objection to closing the street.

Moved by Ald. Langdon, seconded by Ald. Taylor to recommend to Common Council Street Use Application-Frehley Gilmore Birthday Party, Saturday July 12, 2014 with mitigating circumstances of a safety issue if held elsewhere.

Motion carried on voice vote.

3. [Street Use Application – Two Wheel Tuesday; July 22, 2014, 2014; 6:00 PM – 9:00 PM \(The Locker Room\)](#)

No one was present representing the applicant to answer questions.

Moved by Ald. Englebert, seconded by Ald. Benner to table.

Motion carried on roll call 8-0.



4. [Request to Allow Overnight Parking on the West Side of Elm Street from Nicolet Boulevard to Keyes Street During the Period of April 1 through October 31](#)

DPW Radtke explained a petition was submitted requesting overnight parking on the west side of Elm Street from Nicolet Blvd to Keyes Street. Currently parking is only allowed on the west side of Elm Street. The odd/even overnight parking regulation from April 1 through October 31 restricts overnight parking on the west side of Elm Street on odd numbered days. He did receive an objection to allowing the overnight parking on the west side from a resident of Elm Street stating a safety issue as vision will be blocked when pulling out of the driveway and hinders refuse pickup.

General discussion ensued on the other streets that allow overnight parking.

PC Styka commented the City ordinance requires all vehicles to be moved every 72 hours, and this proposal would make enforcement somewhat more difficult.

The following residents addressed the board members:

Dave Hansen, 318 Elm Street. Odd/even overnight parking is confusing. Most properties on Elm Street have short driveway and not enough room to park multiple vehicles.

Patrick Brooks, 305 Elm Street. Residents have called police to report a vehicle parked overnight, may ticket sometimes.

Ron Parsons, 338 Elm Street. Object to allowing overnight parking on west side of Elm Street. Issues with allowing two vehicles down the narrow street at the same time.

Juanita Parsons, 338 Elm Street. Object to allowing overnight parking on west side of Elm Street. The street is narrow. Vehicles are parked in same spot for more than 72 hours. Safety issues with parking across from driveways.

Chairman Sevenich commented the change would need to come in the form of an Ordinance sponsored by an Alderman or Mayor.

5. [Recommendation to Submit Ballot Requesting Winnebago County to Refund the Recycling Revenue Surplus of \\$77,384.00 to Signing Municipalities Based Upon each Municipality's Actual Tonnage Processed and Sold for Year 2013](#)

DPW Radtke explained Winnebago County is asking each signing municipality to cast a ballot on how to disburse the surplus revenue of \$189,649. There is a deficit to the County of \$112,265 from the Tri-County Single Stream Recycling Facility. To keep tipping cost down, staff is recommending allowing the County to maintain \$112,265 for the deficit and rebate \$77,384 to the signing municipalities.

Moved by Ald. Taylor, seconded by Ald. Englebert to recommend to Common Council To submit ballot requesting Winnebago County to refund the recycling revenue surplus of \$77,384.00 to signing municipalities based upon each municipality's actual tonnage processed and sold for year 2013.

Motion carried on roll call 8-0.

6. [Resolution R -18 -14 Acknowledging Review of City of Menasha 2013 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208](#)

DPW Radtke explained the City is required to file a Compliance Maintenance Annual Report with the Department of Natural Resources for the operation and maintenance of the sanitary sewer collection system. The City has achieved a grade of an A, so no corrective actions are necessary at this time.

Moved by Ald. Taylor, seconded by Ald. Keehan to recommend to Common Council R-18-14 A Resolution Acknowledging review of City of Menasha 2013 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208.  
Motion carried on voice vote.

7. [Recommendation to Develop an Intergovernmental Agreement with Calumet County for the Reconstruction and Jurisdictional Transfer of Cty Trunk LP](#)

DPW Radtke and Mayor Merkes explained Calumet County's proposal to reconstruct County Trunk LP (Lake Park Road) using grant funds. Upon completion of the project jurisdiction of County Trunk LP would be turned over to the Cities of Menasha and Appleton and the Town/Village of Harrison.

Moved by Ald. Taylor, seconded by Ald. Keehan to recommend to Common Council To Develop an Intergovernmental Agreement with Calumet County for reconstruction and jurisdictional transfer of Cty Trunk LP.  
Motion carried on roll call 8-0.

8. Discussion Regarding the Planted Terrace Area along Racine Street from Main Street to Third Street (Ald. Taylor)

Ald. Taylor gave a brief history of when flowers were originally planted on the terrace area along Racine Street. The flowers have not done so well in some of the areas and he is requesting to meet with the Mayor and City Comptroller to budget funds to replant flowers in those areas.

9. Discussion Regarding the Necessity for the Continuation of the City of Menasha Parking Committee (Ald. Sevenich)

General discussion ensued on the function of the Parking Committee regarding the need for the committee since recommendations from the committee have to go to Board of Public Works and then to Common Council. The need for the Parking Committee will be continuously reviewed as parking issues are brought before the Board of Public Works.

E. ADJOURNMENT

Moved by Ald. Benner, seconded by Ald. Taylor to adjourn at 8:20 p.m.  
Motion carried on voice vote.

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

**Minutes of Regular Meeting**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
Elisha D. Smith Public Library Gegan Room  
June 19, 2014

**Call to order** at 4:01 p.m. by Vice President Crawmer

Present: Crawmer, Eisen, Kiley, Nichols, VanderHeyden, Wicichowski and Harvey (teen rep)  
Absent: Golz and Murray  
Also Present: Director Lenz, K. Beson (Head of Children's Services), J. Bongers (Head of Adult Services), C. Brandt (Head of Support Services) and K. Dreyer (Administrative Assistant)

**Public Comment/Communication**

- Murray sent a postcard from his trip to Alaska.
- Director Lenz will be out of the office June 20 and June 30-July 7.

**Consent Business**

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

Motion to approve Library Board meeting minutes from May 15, 2014 and accept the meeting minutes of the Fundraising Committee from June 9, 2014 made by Nichols and seconded by Kiley. Motion carried unanimously.

**Authorization of Bills**

Director Lenz passed out a revised list of bills. Nichols questioned the bill for Wood Boiler Solutions; it is for cooling tower treatment. Motion to authorize payment of the June list of bills from the 2014 budget was made by VanderHeyden and seconded by Wicichowski. Motion carried unanimously.

**Director's Report/Information Items**

1. May Statistics. Lenz reported that May's circulation was down 7% from last month and is overall 3.5% lower than last year. Program attendance for the month is up significantly due to Teen Library Taylir visiting with middle school and high school students to promote summer reading; program attendance for the year is up 32%. The website page views variance from this time last year is due to a new method of counting. Eisen suggested making a notation of this for next month.
2. Budget Update. Lenz reported that 41.4% of the year has passed and 42.1% of the budget has been spent. Wages show that 65.6% has been spent due to the retirement payout at the beginning of the year. The annual audit has been completed and a report is forthcoming sometime later this summer..
3. Staff Reports. Kiley, Beson, Lenz, Library Clerk Julie Wing, and several young library patrons marched for the library in the Memorial Day Parade. Next year, more help would be appreciated.

There has been a staffing change in maintenance: Adam Alix is now the Buildings Superintendent for the city, Vince Maas is the City's Building Supervisor in charge of the library and Brian Hasessly has been hired to work a third of his time at the library in the morning. A new table of organization was distributed.

4. Strategic Plan Update Brief. Lenz prepared an annual report for the common council and added the strategic plan update to the 2013/2014 annual report. It has not yet been distributed to the council during budget negotiations. So far, a significant increase to health care coverage is anticipated.

**Discussion/Action Items**

5. Fundraising Committee Report

Crawmer reported that the Fundraising Committee will be meeting after the board meeting. They are looking to hold quarterly Eating and Read Around Menasha events at local restaurants where a portion of the evenings proceeds would benefit the library and have local celebrities read. The committee is also planning a chili cook-off; Crawmer is working on a penny collection box.

6. Endowment Fund. Last month, Lenz reported that she received letter from the Community Foundation stating that they approved making a \$5 million investment from the Foundation's endowment portfolio in bonds to support the Fox Cities Exhibition Center. Golz spoke with Community Foundation President Curt Detjen and will report on their conversation next month.

Lenz reported that in April, the board approved purchasing from the Adult Materials fund Pronunciator, a language learning service which has a strong English as a second language component. It is recommended that we transfer \$995 split evenly between the Kings' Daughters funds to the Adult Materials fund, since a large part of its use is for literacy. Motion to approve the transfer made by Kiley and seconded by VanderHeyden. Motion carried unanimously.

Eisen complimented administrative staff on the revised endowment report. He also thought the Annual Report was excellent, and he has a better appreciation of what staff is doing.

7. 2015 Calendar. Lenz is suggesting staying open on the Saturdays of Memorial Day and Labor Day weekends in 2015, not something we have done in the past. These Saturdays would be treated as summer Saturdays with 4 hours of premium pay. Neenah and Appleton are open these Saturdays, and we do get complaints that we are not open. Motion to approve the library closings for 2015 made by Wicichowski and seconded by Eisen. Nichols asked if we could get the door count next year on these Saturdays, and Eisen reminded us to include the extra staff hours in next year's budget. Motion carried unanimously.
8. 2014-2015 Teen Representative. Lenz reported that Kayleigh Kaminski volunteered to be the teen representative last year right after Harvey was approved. Kayleigh will be a junior at MHS and is interested in learning about local government. Lenz met with her and is recommending we approve her as the board's 2014-2015 Teen Representative. Motion to approve Kayleigh Kaminski as the 2014-2015 Teen Representative made by Eisen and Seconded by Kiley. Motion carried unanimously.
9. County Reimbursements. Lenz provided a brief explaining how Wisconsin Act 150 allows public libraries to request reimbursement from their home county for serving rural residents of the county based on the number of loans made to residents of the county who are not residents of a library municipality, the library's total number of all loans of material and the total library operating expenditures. This information is used to determine the cost per circulation times the number of circs made to residents of municipalities without a library. The law stipulates that the county reimburse the library for 70% of that total. We are eligible for funding under this law from Winnebago and Calumet County. Later the law was modified to include adjacent counties as well. Last month, the board approved billing Calumet and Winnebago Counties and postponing the discussion and action of the other counties until we had a larger quorum. Lenz recommended approving county reimbursement requests of \$487 from Fond du Lac County and \$519 from Waushara County. Motion to approve the recommendation by Lenz was made by Kiley. Seconded by Wicichowski. Nichols asked if we bill these counties are they required to pay. The stipulates that they do. Eisen observed that in respect to Appleton and OWLS, we would owe them more than they owe us, if we billed for crossover borrowing. Motion carried unanimously.

10. Review of Trustee Essentials Chapter 19. Postponed until next month.

### **Adjournment**

Motion to adjourn the meeting at 4:36 p.m. was made by Kiley and seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, recording secretary



Vice President Jason Dionne called the meeting to order Wednesday, June 18th, 2014 at 4:30 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Tony Gutierrez, Jason Dionne, Chief Styka, Marshall Spencer

Absent: Ron Duuck, Terri Reuss,

Minutes to Approve: Marshall Spencer moved to approve the April 16<sup>th</sup> 2014 meeting minutes. Tony Gutierrez seconded the motion. The Commission unanimously approved the minutes.

Communication to Receive: None

Old Business: Review of minimum police officer qualification policies of neighboring communities document

- All present reviewed the document provided to the commission by City Attorney Pamela Captain.
- All present felt the City of Menasha PD's minimum qualifications aligned with the best practices of our neighboring communities.
- Marshall Spencer moved to consider this review complete. Jason Dionne seconded the motion and the motion was unanimously carried.

Discussion: None

Correspondence: None

New Business: None

### **Chief Styka Report**

#### **Training:**

- Legal Update - Ongoing: All Sworn Personnel (8hrs)
- Supervisor Resources & Tools – CVMIC: Nick Thorn (16hrs)
- Intoximeter Update: Adam Miller (2hrs)
- Heroin Training: Pete Sawyer (16 hrs)
- WI Association of Women Police Conference: Angie Hanchek & Sara Swenson (16hrs)
- 2014 WAI Conference: Ann Gollner & Sara Swenson (24hrs)
- Forensic Experiential Trauma Interviews: Ron Bouchard (1.5hrs)
- Mobile Device Examiner Course: Jamal Kavar (64hrs)
- Advanced Roadside Impaired Driving Enforcement: Josh Gallagher (16 hrs)
- Predictive Policing & Integration of Crime Analysis: Nick Oleszak (8hrs)
- WI Problem Oriented Policing Conference: Aaron Zemlock (12hrs)
- Homicide Conference: Ron Bouchard & Stephanie Gruss (20 hrs)
- Policy Development – CVMIC: Matt Albrecht (7hrs)
- SWAT Basic: Matt Spiegel (40hrs)

- Contemporary Issues in Tactical Leadership: Matt Albrecht & Matt Lenss (24hrs)
- Munchausen Syndrome by Proxy Training: Stephanie Gruss (1.5hrs)
- Evidenced Based Decision Making: Tim Styka

Department Updates:

- Hiring Process Continues – Currently 2 positions remain open.
- Beginning process of laying out foundation for a regional response plan similar to SMART in the Milwaukee area. Meeting next week with representatives from Winnebago & Outagamie County.
- Online briefing program is in training phase. Lt. Kawar is project lead and we are still planning on a spring roll out.
- New CAD system is now live. Working through some computer issues.
- Working with new policy manual system. Some issues at rollout with the vendor, Lexipol, but capabilities are slowly coming on line.
- Begun the process of an online reporting module. We hope to have the system in place by mid-summer.
- Officer Spiegel & K-9 Athos: Training is complete and they are now working the road. Later this year they will go through the tracking training.

Closed Session: Marshall Spencer moved to enter into closed session. Jason Dionne seconded the motion. The motion was unanimously supported.

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

- Consideration of employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
- Consideration of open department officer position candidates

Adjourn: Marshall Spencer moved to adjourn the meeting motion at 6:05 pm. Jason Dionne seconded the motion. The motion was unanimously carried.

The next bi-monthly meeting will be held Monday, Aug 25, 2014 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

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

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

Respectfully submitted,  
Marshall Spencer on behalf of Theresa Reuss  
Commissioner, Secretary

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday May 27, 2014

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

**Present:** Commissioners Mike Sambs, Steve Coburn, Raymond Zielinski, Tim Hamblin, Jim Gunz, Kathy Bauer, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

**Also Present:** Tom Kispert (McMAHON); Rob Franck, Paul Much (MCO); Jon Myers (V-P Atlas Copco); Bryan Viitala, Bill Schill (Mulcahy, Shaw); David Maccoux (Schenck).

Public Forum. No one in attendance for public forum.

April 22, 2014 Meeting minutes: Motion by Commissioner Hamblin, second by Commissioner Zielinski to approve the minutes from the April 22, 2014 Regular Meeting. Motion carried unanimously.

To accommodate those in attendance, motion by Commissioner Gunz, second by Commissioner Zielinski to proceed to Agenda Item 6.A. – Update on HSI Blowers. Motion carried unanimously.

Jon Myers updated the Commission on the status of the blowers. It was determined that blowers #2, #3, and #4 have bearings that fit too tight and will be replaced. When the technician was on-site removing blower #2, blower #3 failed. Blower #2 bearings are being replaced and the unit should be back by the end of the week. Blower #3 is on its way to the repair facility; it will be repaired and returned. Blower #4 will then be pulled to have the bearings replaced after blower #3 is returned. The bearings on blower #6 are the correct bearings. There is a possible wiring issued on blower #4 and the UPS unit. This issue will be checked into further. President Youngquist questioned if there are any issues with blower #6; Rob Franck indicated the disconnect switch needs to be replaced. Jon Myers reported the parts are ordered to fix and the blower should be repaired this next week. Jon reported on holes found in screens; the screens will be replaced. Aeration basin #6 currently needs to be manually controlled (for the D.O. level); the programmer will be here to fix the software issue. Tom Kispert reported the D.O. has been in the 3 ¼ to 4 range. Jon reported he will attend the next Commission meeting on June 24; his goal is to have everything wrapped up by the meeting.

The Commission returned to the agenda as published.

## Correspondence

The following correspondence was discussed:

April 22, 2014 letter from Randall Much, NMSC to Zachary Melda, Georgia-Pacific.  
RE: Request denied for disposal of landfill leachate.

April 29, 2014 letter from Robert Hannes, DNR to Dale Youngquist, President NMSC.  
RE: DNR approval of change order.

To accommodate those in attendance, motion by Commissioner Gunz, second by Commissioner Sambs to proceed to Agenda Item 6.J. – 2013 Financial Audit Report. Motion carried unanimously.

David Maccoux (Schenck) reviewed the 2013 audit report and provided further explanations to portions of the 2013 NMSC Financial Audit. The Clean Water Fund loan funds the Commission is receiving includes federal funds; this requires the Commission to also perform the federally required circular A-133 Single Audit on the clean water fund project. This required audit was completed and is included as part of the 2013 Financial Audit. After discussion, motion by Commissioner Gunz, second by Commissioner Sambs to approve the 2013 NMSC Financial Audit Report. Motion carried unanimously.

The Commission returned to the agenda as published.

### **Old Business**

Proposed changes to Rules of Procedures for Meetings of the NMSC. President Youngquist discussed the proposed NMSC meeting Rules of Procedure. References to the Oshkosh Northwestern were removed. After discussion, motion by Commissioner Gunz second by Commissioner Bauer to approved NMSC Resolution 2014-2, a resolution regarding the Scheduling and Conduct of Commission Meetings. Motion carried unanimously.

Update on NMSC Resolution 2009-1 regarding Regulating and Permitting the discharge of Fats, Oils, & Grease. Commissioner Gunz reported on meeting with Neenah City staff to discuss concerns. There are concerns requiring grease trap installations on the outside of properties; they would like some flexibility in this requirement. Commissioner Sambs requested to have information shared with Waverly Sanitary District employees on the inspections for businesses located in the Sanitary District.

### **New Business**

#### **Operations, Engineering, Planning**

Phosphorus Removal – Manager Much indicated there is no new information to report.

Construction Progress Update. Tom Kispert discussed his memo on the construction progress. The punch list is 6 pages. July 18 is now the target date as the final completion date for the project. Tom reported on his concerns if it will be met due to the current status of the painters. The work has been progressing on the digester repairs, cleaning, and painting. Tom further discussed and explained the issues with the draft tubes in the southwest and southeast digesters; they were pulled and needed blasting and repainting. This work is not part of the project; the cost will be \$6,000 for the two units. Commissioner Zielinski questioned if we can get a person in charge of the painting to attend the next meeting. Commissioner Gunz requested that a representative from both August Winter & Sons and Spies Painting should be at the next meeting. Tom will arrange to have representatives attend the June 24 meeting.

After further discussion on the ongoing work, motion by Commissioner Zielinski, second by Commissioner Coburn to approve for payment Certificate for Payment #17 from August Winter &



Sons in the amount of \$267,805.64. Motion carried unanimously. Motion by Commissioner Gunz, second by Commissioner Hamblin to approve change order #41 for a net contract decrease of \$(1,581.73) with August Winter & Sons, Inc. for plant modifications. Motion carried unanimously. Commissioner Gunz questioned if there have been compliance issues with the plant operations with the two digesters out of service; Manager Much reported there have been no issues meeting permit limits, there have been some operational issues with plant foaming. The additional costs incurred to treat the foaming issue will be easy to calculate.

Tom Kispert discussed the issue of the high flows and bypassing of the fine screen system; there are four potential methods to deal with eliminating issues associated with the bypassing of the fine screen system, particularly in dealing with rags that are passing around the fine screen system. Tom distributed and reviewed change order options and their costs to deal with the rags passing through and around the fine screen system. Commissioner Gunz questioned if this is a new problem; Tom reported this was a problem since day 1. Commissioner Gunz further questioned why wasn't this included in the original project and if this should be a change order on the project or should Replacement or Depreciation Funds be used. Manager Much reported the screens are not able to pass 66 MGD through; if they could this would not be an issue. This issue is coupled with the cities being able to reduce I/I. Tom began reporting on the minimum to be performed with the cost. Commissioner Gunz reported he wants a discussion of the problem, a distinct solution to the problem, the cost of the solution, and where or how the solution will be paid; he would like the solution as a consensus from Manager Much, Rob (Franck), Paul (Much), and Tom (Kispert) with competing quotes. This will be worked on for the next meeting.

Tom Kispert discussed the equipment pay request from Borger, LLC; the project was completed 6 months ago, he was still waiting for needed paperwork. Motion by Commissioner Gunz, second by Commissioner Zielinski to approve for payment Certificate for Payment #2 for Equipment Contract E – Lobe Pumps in the amount of \$14,993.00 to Borger, LLC. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Sambs to approve for payment McMahon invoices #47864, #48051, and #48079 related to the Construction Project in the amounts of \$6,000.00, \$865.00, and \$6,000.00. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Sambs to approve for payment McMahon invoices #48052, #48053, #48054, #48055, #48056, #48057, and #48058 related to additional services for the construction project in the amounts of \$5,873.93, \$3,650.00, \$5,500.00, \$200.00, \$2,571.30, \$2,187.50, and \$200.00. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of April 2014. The mercury levels are looking good, this may be a result more on how the samples are collected than a reduction in the system; we have been reducing the potential of contamination on the collected samples. Manager Much reported on additional chlorine usage to deal with nitrite in the system creating the additional demand for the chlorine. This is an issue occasionally seen coming out of the winter months and we experienced it this year; the problem is over and chlorine usage is back to normal levels. After discussion, motion by Commissioner Gunz, second by Commissioner Sambs to accept the Operating Report for the month of April 2014. Motion carried unanimously.

Sewer Extension Requests. The Commission discussed two sewer extension requests in the Village of Harrison Waverly Sanitary District; the first request is for the Old Highway Road, which was previously deferred pending approval from Waverly Sanitary District; the second request is for a private 290 unit apartment complex to be located east of Lake Park Road and north of Highway 10/114. Waverly Sanitary District has approved Old Highway Road extension with a variance. After discussion, motion by Commissioner Gunz, second by Commissioner Hamblin to approve the sewer extension requests for both the Old Highway Road Extension and the private 290 unit apartment complex located in the Village of Harrison Waverly Sanitary District. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of April 2014. The operations will see an increase in revenue with the added loadings; this will decrease the amount of the current deficit. A CDARS investment matured and was renewed for another 12-months at the current rate of 0.40%. MCO generated \$4,200 in revenues to the Commission during the month of April. After discussion, motion by Commissioner Zielinski, second by Commissioner Gunz to accept the Accountant's Report for the month of April 2014. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve for payment MCO invoices #18230 and #18268 in the amounts of \$121,833.17 and \$1,218.80 with payment to be made after June 1, 2014. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve Operating and Payroll Vouchers #134353 through #134408 in the amount of \$280,842.00 and Construction Voucher #233 in the amount of \$52,054.49 for the month of April 2014. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:52 a.m.

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President

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Secretary

Neenah-Menasha Fire Rescue  
Finance & Personnel Committee Meeting  
June 24, 2014 – 5:30 p.m.  
3<sup>rd</sup> Floor Council Chambers – City of Menasha

**Draft**

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

Also Present: Chief Auxier, Director Steeno, A/C Sipin, Mayor Kaufert and Clerk Galeazzi

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

Public Forum: No members of the public chose to speak.

Minutes: The Committee reviewed the May 27, 2014 meeting minutes. **MSC Kunz/Benner to approve May 27, 2014 meeting minutes, and place on file, all voting aye.**

Monthly Budget Report: The Committee reviewed the May 2014 budget report. General discussion ensued on some individual line items of the budget.

**MSC Benner/Englebert to accept the May 2014 budget report, and place on file, all voting aye.**

Monthly Activity Report: The Committee reviewed the May activity and automatic aid reports. Chief Auxier explained the past two months' automatic aid report has not been provided by Appleton. New radios and CAD system have been implanted over the last two months. General discussion ensued on automatic aid numbers.

**MSC Bates/Englebert to accept the May activity and automatic aid reports, and place on file, all voting aye.**

Review of Vehicle Usage:

Chief Auxier provided copies of Standard Operating Guidelines to the members. General discussion ensued on the staffing of vehicles and response guidelines.

A/C Sipin discussed his memo on use of alternative response vehicles. General discussion ensued on use of alternative response vehicles. Members agreed more time was needed to review this item and bring back to July meeting for more discussion.

Discussion of Exiting FVTC Training Site:

Chief Auxier provided color copies of the aerial view of the FVTC training site on the corner of Tullar Road and Breezewood Lane which houses NMFR Station 31. Property is owned by City of Neenah and training site is owned by FVTC. FVTC will be moving out of the site and he has had some discussion with them on their plans for the training site. A/C Sipin explained the training requirements and facility.

General discussion ensued on NMFR assuming responsibility of training site and options to maintain the site. Members agreed to bring this item back to July meeting for more discussion. Chief Auxier will consult CA Godlewski on legal options.

Ald. Bates left at 6:45 p.m.

Search and Rescue Craft:

Chief Auxier explained the current agreement with Winnebago County Sheriff's Department on the use of the Search and Rescue Craft. The Sheriff's Department is requesting a change to the Memorandum of Understanding that would more define the roles of both parties in maintaining and usage of the Search and Rescue Craft. The MOU has been sent to each City Attorney for review. He is asking for approval of the amended MOU pending final approval by both City Attorneys.

General discussion ensued on responsibility of NMFR within other jurisdiction and mutual aid within the water ways.

**MSC Englebert/Benner to recommend to the Councils of Neenah and Menasha to approve Memorandum of Understanding on Search and Rescue Craft upon final approval of City Attorneys, all voting aye.**

The next meeting will be on July 29, 2014 at 5:30 pm in the City of Neenah.

**MSC Taylor/Benner to adjourn at 7:00 p.m., all voting aye.**

Respectfully Submitted,

Al Auxier  
Chief

AA/dg

CITY OF MENASHA  
PERSONNEL COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
June 16, 2014  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 8:21 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. [Personnel Committee, 4/21/14](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. [Prescription Safety Glasses Reimbursement](#)

CA/HRD Captain explained employees have inquired if the City was going to continue reimbursement to employees for prescription safety eye glasses as was part of the union contract. Menasha Utility employees are reimbursed for prescription safety eye glasses.

Moved by Ald. Langdon, seconded by Mayor Merkes to recommend to Common Council To amend the Safety Manual, Personal Protection Equipment, Section 7.06 Eye and Face Protection to allow employees who are required to wear safety eye glasses and who require corrective lenses an option to wear prescription safety eye glasses (with side protection) and to provide reimbursement to the employee up to \$150.00 towards the cost of the corrective glasses not more than once every two (2) years.

Moved by Ald. Taylor, seconded by Ald. Sevenich to amend to require permanent side protection.

General discussion on the requirement of permanent side protection.

Motion on amendment failed on roll call 5-4.

Ald. Taylor, Sevenich, Langdon, Zelinski voted yes.

Ald. Nichols, Keehan, Englebert, Benner, Mayor Merkes voted not.

Original motion carried on roll call 9-0.

E. ADJOURNMENT

Moved by Mayor Merkes, seconded by Ald. Langdon to adjourn at 8:33 p.m.

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

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**June 17, 2014**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, DPW Radtke and Commissioners Cruickshank and DeCoster

PLAN COMMISSION MEMBERS EXCUSED: Ald. Kevin Benner

PLAN COMMISSION MEMBERS ABSENT: Commissioners Strum and Schmidt

OTHERS PRESENT: CDD Keil, PP Homan, Ron Diemel and Brian Moore, Menasha Utilities.

***3:30 PM – Proposed amendments to Title 13 of the Menasha Code of Ordinances pertaining to Accommodating Bio-retention Devices within Perimeter and Parking Lot Landscaping Areas.***

Mayer Merkes opened the public hearing at 3:30 PM.

No one spoke.

The hearing was closed at 3:31 PM.

**C. MINUTES TO APPROVE**

**1. Minutes of the May 20, 2014 Plan Commission Meeting**

Motion by Comm. DeCoster, seconded by DPW Radtke to approve the May 20, 2014 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

**E. DISCUSSION**

**1. Preferred Emails to Receive Digital Agendas**

PP Homan requested email addresses from Plan Commissioners so that the agenda be emailed as soon as it is posted, due to recent delays in postal delivery. Paper copies will still be delivered by the USPS. Comm. DeCoster suggested going completely digital in the future. Commissioners discussed the pros and cons of going digital.

**F. ACTION ITEMS**

**1. Special Use Permit Amendment – 1284 Midway Road – Hotel/Rooming Type Use (Previously Tabled Item)**

Motion by DPW Radtke, seconded by Comm. DeCoster to remove this item from the table. The motion carried 4-0.

CDD Keil explained that a separate but related ordinance has been drafted pertaining to the regulation of short-term housing rentals that had been brought about by the application for this special use permit.

Motion by Comm. Cruickshank, seconded by DPW Radtke to recommend approval of the amendment to the Special Use Permit for 1284 Midway Rd, to allow for the use of the property

for short-term rental type use from May 15 through and including August 15 of each year, with the following condition:

- Adoption of an ordinance pertaining to the permitting and regulation of short-term rental units prior to final approval of the Special Use Permit amendment.

The motion carried.

2. **Ordinance O-\_\_\_\_-14 Relating to Landscaping Design and Materials for Site Plan Requirements pertaining to Accommodating Bio-retention Devices within Perimeter and Parking Lot Landscaping Areas**

PP Homan described how current code requirements for parking lot landscaping does not accommodate storm water facilities. The proposed ordinance seeks to accommodate storm water facilities within the required landscape areas, which still ensuring that aesthetic and screening is maintained.

Motion by DPW Radtke, seconded by Comm. DeCoster to approve Ordinance O-\_\_\_\_-14 Relating to Landscaping Design and Materials for Site Plan Requirements Pertaining to Accommodating Bio-retention Devices within Perimeter and Parking Lot Landscaping Areas with the following revisions:

- Deletion of references to "infiltration" from sections (5)b and (6) and (6)d.
- Addition of language to ensure at least 3 feet in height above the finished grade of the parking lot in section (6)c.
- Delete "part of an approved Stormwater Management Plan" and replace with "a permitted stormwater management practice" in section (6)d.

The motion carried.

3. **Site Plan Review – 1010 Manitowoc Road – Tonic**

Motion by DPW Radtke, seconded by Comm. Cruickshank to approve the site plan with the following conditions:

- Final landscape plan to be submitted to & approved by staff with the following modifications (see attached map with these areas highlighted/described)
  - Addition of screening around dumpster enclosure, to include upright evergreens;
  - Addition of 8 large scale shrubs to be added to transitional area to meet density requirements
  - Perimeter Area Landscaping areas to be added to northwest, southwest, and south central area.
- Lighting Plan to plan to be submitted to & approved by staff.

The motion carried.

## **H. ADJOURNMENT**

Motion by DPW Radtke, seconded by Comm. Cruickshank to adjourn at 4:25 PM. The motion carried.

*Minutes respectfully submitted by PP Homan.*

**CITY OF MENASHA**  
**Redevelopment Authority**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
**June 18, 2014**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:00 PM by Chairman Kim Vanderhyden.

**B. ROLL CALL/EXCUSED ABSENCES**

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

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

OTHERS PRESENT: CDD Keil, PP Homan and DAS/Comptroller/Treasurer Steeno

**C. MINTUES TO APPROVE**

**1. Minutes of the May 12, 2014 Redevelopment Authority Meeting**

Motion by Ald. Englebert, seconded by Bob Stevens, to approve the May 12, 2014 Redevelopment Authority meeting minutes.

The motion carried.

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

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

No one spoke.

**E. DISCUSSION ITEMS**

**1. None.**

**F. ACTION ITEMS**

**1. Revisions to Land Purchase and Development Agreement – Mark Winter Homes, Inc.**

PP Homan reported that Mark Winter Homes lending institution would not accept a second position on the lot mortgage from the RDA to Mark Winter Homes, and therefore Mark Winter Homes is unable to proceed with the lot transaction. A memo from City Attorney Captain was distributed noting the relatively low risk the lending institution would be taking and recommending against the RDA taking a secondary position.

Authority members discussed options for limiting its risk, but there was consensus that it would be in the RDA's interest to have more model homes built.

Motion by Linda Kennedy, seconded by Kim Vanderhyden, to modify the Land Purchase and Development Agreement with Mark Winter Homes to enable the RDA to accept a second position on the mortgage and to add the following provisions:

1. That no more than two lots be purchased and financed by the RDA at any given time.
2. That the first lot be purchased on or before September 1, 2014, and that the last lot be purchased no later than September 1, 2019.
3. That construction of the model home commence no later than November 1, 2014

The motion carried.



2. **Potential Land Purchase and Development Agreement – Griffin Builders, Inc.**

PP Homan had follow-up contact with Griffin Builders, Inc. and reported that they are not interested in proceeding with a model home at this time.

**G. ADJOURNMENT**

Motion by Ald. Englebert, seconded by Linda Kennedy to adjourn at 5:28 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, Community Development Director*

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

May 28, 2014

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; and Pam Captain, City Attorney.

Those absent were John Teale, Technical Services Engineer and Lonnie Pichler, Distribution & Utility Services Manager.

Item II. Closed Session – The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved on roll call to convene into closed session pursuant to Section 19.85 (1) (g), of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (City of Menasha vs. Waverly Sanitary District et al. Calumet County Case No. 13-CV-189).

There being no further business, the motion by Comm. Roush, seconded by Comm. Allwardt, was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 8:22 a.m.

John Teale, Don Voogt of McMahon Associates, Scott Maurer, Water Maintenance Foreman arrived, and Pam Captain departed at 8:22.

Item III. People from the Gallery to be heard on any topic of public concern to the Utility.

Tony Hoppe, Electro-Mechanical Technician, commented on the man hours spent revising the performance evaluation, and the negative effects on employee morale if the Employee Performance Evaluations/Merit Pay vote was overturned.

Item IV. Motion made by Comm. Roush, seconded by Comm. Kordus, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of April 23, 2014
- B. Approve and warrant payments summarized by checks dated May 1-28, 2014, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$955,412.38, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- C. Correspondence as listed:
  - Copy of email response from Wisconsin Emergency Management Re: Water Expenditures related to severe cold weather.
  - Copy of Menasha Utilities Annual Drinking Water Quality Report dated June 2014.

Copy of Menasha Utilities “Protecting Your Three-Phase Service From Single Phasing” pamphlet that will be sent to three phase customers.  
Copy of letter from the Public Service Commission of Wisconsin dated April 17 Re: Electric Billing Audit.  
Copy of Menasha Utilities 2014 Farm Fresh Market Events bill insert.  
Copy of letter from Heckrodt Wetland Reserve dated May 2 Re: Donation.  
Copy of letter from the Menasha High School Junior Parents Re: Donation.  
Copy of letter from Lucas Rappert dated May 19 Re: 2010 Menasha Utilities/WPPI Energy Scholarship recipient graduation.

With the presence of Don Voogt from McMahon Associates Unfinished Business was advanced for discussion.

Item VII. Unfinished Business – Bids for Low Lift Pump Replacement & Raw Water Piping - Mr. Voogt reviewed the bid opening held May 22, 2014. Four bids were received with J.F. Ahern Co., being the low bidder at \$429,900.00. This project will satisfy two of the DNR’s compliance issue.

A motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved on roll call to award the bid for the Low Lift Pump Replacement & Raw Water Piping contract M0002-930724 to J.F. Ahern Co., in the amount of \$429,900.00. The Commission also recommended the Board of Public Works approve and award this bid to J.F. Ahern Co. and then forward it to the Common Council for Approval.

Mr. Voogt departed at 8:34.

Item V. Claims Against The Utility – A motion by Comm. Merkes, seconded by Comm. Kordus, was passed (4-1) to issue a formal notice of disallowance for the claim of Nancy Johnson, 2415 N. Alexander Street, Appleton and that she be advised of her statutory rights pursuant to Wis. Statute §893.80. Commissioners Kordus, Merkes, Roush, and Allwardt voted yes, Commissioner Zelinski voted no.

A motion by Comm. Roush, seconded by Comm. Kordus was unanimous to issue a formal notice of disallowance for the claim of Carlos and Peggy Mendez, 1600 Northridge Court, and that they be advised of their statutory rights pursuant to Wis. Statute §893.80.

Item VI. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for information purposes.

Motion by Comm. Roush, seconded by Comm. Zelinski was unanimous on roll call to approve the purchase orders as presented.

Mr. Maurer departed at 8:50 am.

Item VIII. New Business – Motion for reconsideration of Performance Evaluations/Merit Pay – A motion by Comm. Kordus, seconded by Comm. Zelinski, was not passed (3-2) to reconsider

the vote from the April 23<sup>rd</sup> Commission meeting to approve the Performance Evaluation and Merit Based Pay System as presented. Commissioners Roush, Merkes, and Allwardt voted no, Commissioners Kordus and Zelinski voted yes.

Employee Handbook/Pay Day Change – A modification of the Employee Handbook to change from weekly to bi-weekly pay dates starting August 8<sup>th</sup> was proposed. Advantages of the change were discussed.

The motion by Comm. Roush, seconded by Comm. Kordus was unanimous on voice vote to approve changing the Employee Handbook to reflect bi-weekly pay dates.

2014 Menasha Utilities Strategic Management Plan – Comm. Allwardt asked the Commissioners to bring changes they would like to see for the 2015 Strategic Plan to the next scheduled commission meeting.

Communication Plan/Employee Newsletter – One of management's strategic initiatives is to improve communication within the organization. Creating an Employee Newsletter with centralized information is one way of achieving this. The first edition was sent out in May and was included in the packet.

Item IX. Strategic Reports, Monthly Strategic Initiative Update – The April report was discussed, which included an update on the lineman hired to begin employment in June.

April Financial and Project Status Reports – For the month of April, electric consumption increased by 2.56% compared to budget; distribution expenses were less than budget due to underground riser maintenance testing budgeted for in April that will be completed later in the year; and administrative & General expenses are lower than budget because of lower health insurance costs.

Water consumption increased 5.78% compared to budget with year-to-date up by 5%. System losses came in at 9.7% which include main breaks and service leaks. Operation costs are higher than budget due to charges for sewer user fees associated with running water to avoid freeze ups during the winter. On the project report, the first installment for the London Street Main Replacement Project was paid.

After discussion, the Commission accepted the April Financial and Project Status Reports as presented.

Project Reports, Water Plant Projects – The Source Water Sampling project has been completed, the data collected was compiled and sent to be analyzed. Staff is working on having the West Wall project completed soon. Future plans for the dissembled water tower site were discussed. The commission requested that staff explore different options, with pricing, and bring the ideas back for discussion.

Roy Kordus departed at 10:05 am.

Metering Practice & Plan – During meter testing two GS1 customers were found to have a metering and billing error which was then corrected. In addition, 35 poly phase meters were upgraded to AMR along with some single phase meters.

Commissioner asked staff to create a report of findings from the Metering Practice plan to distribute to other WPPI communities.

Steam Plant RFP – At the special council meeting on May 21<sup>st</sup> an agreement with one of the owners of Simply Incredible Foods was approved. It is expected to be signed early in June.

Item X. People from the Gallery to be heard on any items discussed at this Meeting.

Item XI. The closed session was cancelled and a motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved on roll call to adjourn at 10:22 a.m.

By: MARK L. ALLWARDT  
President

DAN ZELINSKI  
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.

## REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

June 25, 2014

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 A.M., with Commissioners Don Merkes, and Joanne Roush present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; and Lonnie Pichler, Distribution & Utility Services Manager.

Those absent were: John Teale, Technical Services Engineer, Commissioner Roy Kordus and Commissioner Dan Zelinski.

With the absence of Commission Secretary Zelinski, Commission President Allwardt appointed Commissioner Merkes as Acting Secretary.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Roush, seconded by Comm. Allwardt, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of May 28, 2014
- B. Minutes of the Closed Session of 11/19/08, 1/28/09, 2/9/09, 2/18/09, 7/22/09, 8/26/09, 9/23/09, 2/24/10, 3/24/10, 5/26/10, 6/23/10, 7/28/10, 8/25/10, 9/22/10, 10/20/10, 11/17/10, 12/15/10, 2/23/11.
- C. Approve and warrant payments summarized by checks dated June 5-25, 2014, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$754,062.02, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- D. Correspondence as listed:
  - Copy of the June 2014 MU Employee Newsletter
  - Copy of memo dated June 2014 from WPPI energy RE: EPA's Proposed Clean Power Rule
  - Copy of News Release dated June 4 RE: High School Scholarship
  - Copy of letter dated June 9 from State of Wisconsin Department of Natural Resources RE: Water System Facilities Plan and Specification Approval

Item IV. Claims Against The Utility – there were no claims discussed at this meeting.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business, 2014 Menasha Utilities Strategic Management Plan – Commissioners directed staff on changes and enhancements to be incorporated into the 2015

Strategic Management Plan which included: longer range points of view; addressing future challenges or possible threats; and incorporating measurable benchmarks.

Item VII. New Business, Telco Business Plan – The Telecommunications business plan was updated to include accomplishments achieved since 2012 along with financial projections and possible future opportunities. Commissioners discussed possible ways to help market the Telecommunications Utility.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The May report was discussed.

May Financial and Project Status Reports – Electric consumption decreased 2.24% compared to budget, which is typical for this time of year. Revenues were less than budget for the large industrial customers and cost of power was \$2.21/MWh more than budgeted for the month. The Net Operating Income was lower than budget because of a 5 week payroll month and 2 health insurance premiums posted to May.

Water consumption increased 8.91% compared to budget, driven mainly by the industrial customer class. System losses, which include main break estimates and customer running water totals, have increased to 10.52%; staff is starting leak detection throughout the distribution system for possible causes. Net Operating Income is \$12,521.00 higher than budget and net cash position is favorable.

Steam expenses are higher due to labor charges for GE Equipment removal and outside services paid for RO equipment removal.

After discussion, the Commission accepted the May Financial and Project Status Reports as presented.

Project Reports, Water Plant Projects – The Low Lift Pump Replacement project is waiting for approval from the PSC.

Source Water Study Update – Management is working with McMahon to discuss the data being analyzed and to prepare for a meeting with the DNR in order to determine the path forward. Once a decision is made a capital needs study will be commissioned for a long term plan for the water system.

Metering Practice & Plan – Meters are continuing to be tested with Chapman.

Steam Plant – The steam plant has been sold. Staff is looking at closing out the entity from a financial stand point and working on supplying electric service to the building.

Distribution & Utility Services Manager Pichler updated the Commission that he has accepted a position with another utility company and would be leaving Menasha Utilities as of July 4<sup>th</sup>. An

internal transition plan is being developed. Updates to the organizational chart will be made along with a job description and brought back to Commission in July.

Item IX. No one from the Gallery was heard on any items discussed at this Meeting

Item X. The closed session was canceled and motion by Comm. Roush, seconded by Comm. Merkes, was unanimously approved to adjourn at 9:16 a.m.

By: MARK L. ALLWARDT  
President

DON MERKES  
Acting Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.





May 7, 2014

To: Fox Cities Transit Commission

From: Tim Hanna, Mayor and Deborah Wetter, Valley Transit General Manager

Subject: Expansion of the Transit Commission

Several municipal funding partners have indicated that they would like to have permanent representation on the Transit Commission rather than having to rotate on and off every three years. There is also the general desire among the funding partners to begin to move toward a regional transit authority structure for Valley Transit decision-making. As a result we have looked at a number of ways to change the membership of the Transit Commission to give on-going decision-making powers to every municipal funding partner without making the Commission so large that it would have difficulty accomplishing its business.

Expanding the Transit Commission:

- Gives municipal funding partners more direct input into decisions made about Valley Transit
- Facilitates better communication to, from and between municipal funding partners
- Improves communication between Valley Transit and its funding partners
- Provides better understanding of the needs of various communities
- Actively engages all municipal funding partners
- Increases awareness and visibility in each community of Valley Transit services being provided to the community
- Makes it more likely that decisions made about Valley Transit and its services represent the perspective and needs of the member communities

At the present time there are nine seats: 5 Appleton (2 alderpersons, 3 citizens), 1 Grand Chute/Town of Menasha (rotate every 3 years), 1 Neenah/Menasha (rotate every three years), 1 Kaukauna, Kimberly, and Buchanan (rotate every three years. Each municipality could potentially have someone on the Commission every 12 years), 1 County seat (rotates every three years but they have not been on the Commission since 1998 because they don't have a three year agreement with Valley Transit so the seat has been vacant.

We recommend that the representation on the Commission be based roughly on population while making sure that every funding partner has at least one permanent seat on the Commission. To have a seat on the Commission, the municipality must have a three year termination clause in their agreement with Valley Transit. Initially, the Commission membership would be:

<b>Municipality</b>	<b>FCTC Seats</b>	<b>Population</b>
Appleton	5 seats	72,623
Grand Chute	2 seats	20,919
Neenah	2 seats	25,501
Menasha	1 seat	17,390
Town of Menasha	1 seat	18,498
Kaukauna	1 seat	15,462
Kimberly	1 seat	6,468
Buchanan	1 seat	6,755
Harrison	1 seat	10,839
<b>Total</b>	<b>15 seats</b>	

At the present time Little Chute does not have a three year agreement with Valley Transit and therefore is not eligible to have a seat on the Transit Commission. If Little Chute amends the agreement to have a three year termination clause or if other municipalities become funding partners of Valley Transit, they would be added to the Commission membership and given seats based on their population (per the 2010 Census).

**Recommendation:** Approve the expansion of the Fox Cities Transit Commission to 15 with the following permanent seats: Appleton – 5, Grand Chute – 2, Neenah – 2, Menasha – 1, Town of Menasha – 1, Kaukauna – 1, Kimberly – 1, Buchanan -1, Harrison – 1. Other municipalities that become funding partners with a three year termination agreement with Valley Transit would be added to the Commission when their agreement with Valley Transit is approved by the Appleton Common Council and the Board/Council of the municipality.

**Meeting of the Incorporation Review Ad Hoc Committee  
Town of Menasha – Community Center – Badger Room  
Monday, June 9, 2014 – 6:00 p.m.**

**Minutes**

**Call to Order**

Committee Chair Jones called the meeting to order at 6:00 p.m. Secretary Seidl noted those present: Chair Jones, committee members: Coughlin, Nemecek, Raddatz, and Renard. Absent: Andrew.

Other staff present: Community Development Director George Dearborn, Attorney Roger Clark, Town Administrator Jeff Sturgell.

There were 18 attendees.

**Discussion**

1. Chair Jones asked if there were any revisions to the minutes. None noted. Mr. Raddatz moved approval. Second by Mr. Renard. Motion carried.
2. Chair Jones reviewed notes from a discussion with Administrator Sturgell and Town Attorney Clark regarding how "remnant" is defined and how sustainability might be defined. Discussion included input from past discussion with the Wisconsin Department of Administration (DOA) indicating they may not be supportive of incorporating the entire Town at one time.
  - a. One option would be to approach incorporation in phases, incorporating portion of the Town West of the Fox River which the DOA has indicated they would support. Then annex or attach the remnants on the East side of the river. This is similar to what the Village/Town of Harrison did.
  - b. No matter the approach, proving the sustainability of the remnant to the Town not incorporated will be essential to the process.
3. Mr. Nemecek moved we hire an independent to study and report on remnant sustainability. Second by Mr. Raddatz. Motion Carried.
4. Chair Jones noted that in recent incorporations in Wisconsin, four communities had an increase in property tax rate and six had a decrease in property tax rate.
5. Attorney Clark gave a report on the impact on potential incorporation of the Sanitary District. If there is incorporation, ownership of the Sanitary District could be in question. However, it is his opinion that it would not be an issue because municipal law states that the ownership lies with the largest population entity, which would be the West side of the Town, so the potential incorporated community would own the Sanitary District. The Sanitary District already serves beyond the Town boundary and the sewer district is regulated by the DNR. He doesn't see the DNR allowing someone else coming in and trying to provide service.
6. Chair Jones will be scheduling a meeting with the DOA and invited all committee members to join him. He will communicate the date of that meeting.
7. The Committee set dates for public input sessions: August 18 for the West side; September 3 for East side.
8. In response to a question from an attendee re: status of Harrison process and how they handled the remnant as attachment vs. annexation. Addressed by Attorney Clark. In an annexation, the land must be contiguous. In an attachment, the land does not have to be contiguous.

**Adjournment**

At 6:55 p.m., **MOTION: Renard/Seidl** to adjourn. Motion carried.

Respectfully submitted,

Pam Seidl, Secretary

**Note:** *These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.*

**NEXT MEETING: JUNE 23, 2014 at Town of Menasha Municipal Complex.**



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

Scott Walker, Governor  
Mark Gottlieb, P.E., Secretary  
Internet web site: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (920)492-5643  
Facsimile (FAX): (920)492-5640  
E-mail: [greenbay.dtsd@dot.wi.gov](mailto:greenbay.dtsd@dot.wi.gov)

June 11, 2014

Mr. Mark Radtke  
City of Menasha  
140 Main St  
Menasha, WI 54952

**Subject: WisDOT I.D. 1500-35-00  
US 10 Corridor Study  
Midway Road to US 10/WIS 114 Split  
Calumet and Winnebago Counties**

Dear Mr. Radtke:

The Wisconsin Department of Transportation (WisDOT) would like to thank you for your involvement in the US 10 Corridor Study (which took place 2008 to 2013). Your interest and input were appreciated and valued in the development of alternatives for the US 10 corridor.

This letter is to inform you that WisDOT's Northeast Region has completed the US 10 Corridor Study. As part of the study, a preferred alternative was selected that will provide a safe and dependable transportation corridor by improving intersection operations, reducing congestion, minimizing access, providing bicycle and pedestrian accommodations, and preserving the corridor for future transportation use. The following is a summary of the results of the US 10 Corridor Study.

#### Preferred Alternative

- Raised median with bicycle lanes and sidewalks along Oneida Street from Midway Road/County AP to WIS 114.
- Raised median with paved shoulders and ditches for drainage along US 10/WIS 114 from Oneida Street to Fire Lane 2.
- Roundabouts (signals will be re-evaluated when the project moves into final design) at Manitowoc Road, WIS 114/Plank Road, Lake Park Road/Fire Lane 8, and Eisenhower Drive.
- Multi-use path south of US 10 between Fire Lane 1 and Fire Lane 8, connecting to the existing bicycle route along Old Highway Road.

The overall impacts of the preferred alternative include approximately 10.1 acres of right-of-way, 5-7 potential relocations, 5.7 acres of wetland impacts, and is estimated to cost \$26.2 M in 2013 dollars.

#### Environmental Document

The environmental document is complete. The document was reviewed by the WisDOT Northeast Region Project Manager and the WisDOT Northeast Region Environmental Coordinator. WisDOT Central Office and Federal Highway Administration (FHWA) representatives did not review the document because no funds are available to construct the

project at this time. The environmental document will need to be updated when the project moves into the final design phase.

30% Design Plans

Two sets of preliminary 30% design plans were prepared, one for a roundabout corridor and one for a signal corridor, in the fall of 2013. These shelf plans will be updated and carried forward when the project moves into the final design phase.

No funds are available to construct the proposed improvements at this time. It is anticipated that the proposed improvements would be constructed in phases as safety and capacity needs dictate over the next 10, 20, or more years.

This study was conducted independently from any improvement projects. It will not affect the resurfacing project on US 10 from Midway Road/County AP to WIS 114, currently scheduled for 2019.

For future inquiries related to the US 10 Corridor Study, please contact me, Derek Weyer, at (920) 492-0139 or by email at [derek.weyer@dot.wi.gov](mailto:derek.weyer@dot.wi.gov).

Sincerely,



Derek Weyer  
Planning Project Manager

Enclosures: Project Overview Map  
Preferred Alternative Overview Map



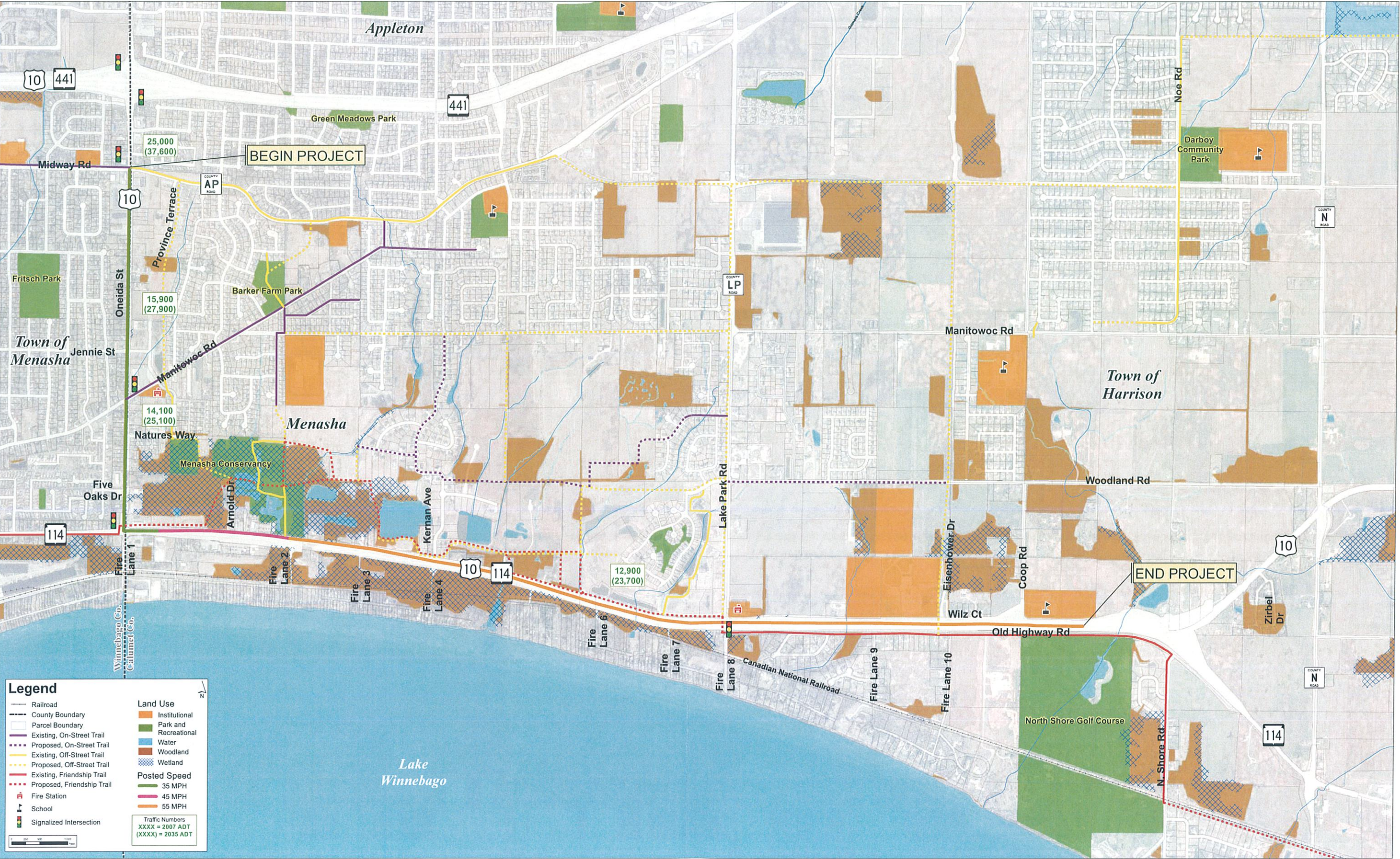


# US 10 Corridor Project Overview Map

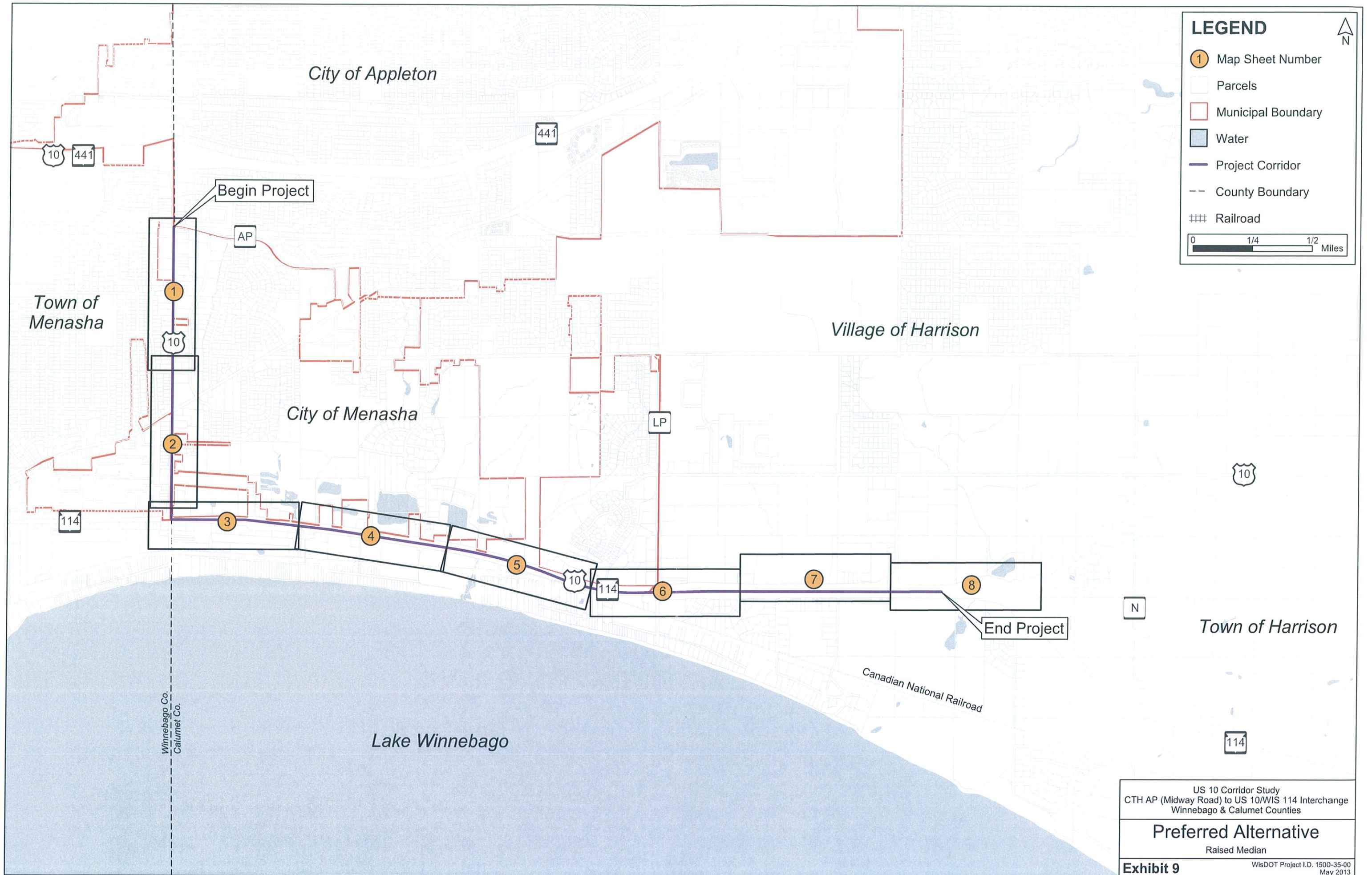
Limits: Midway Rd to US 10/WIS 114 Split

Calumet and Winnebago Counties, Wisconsin

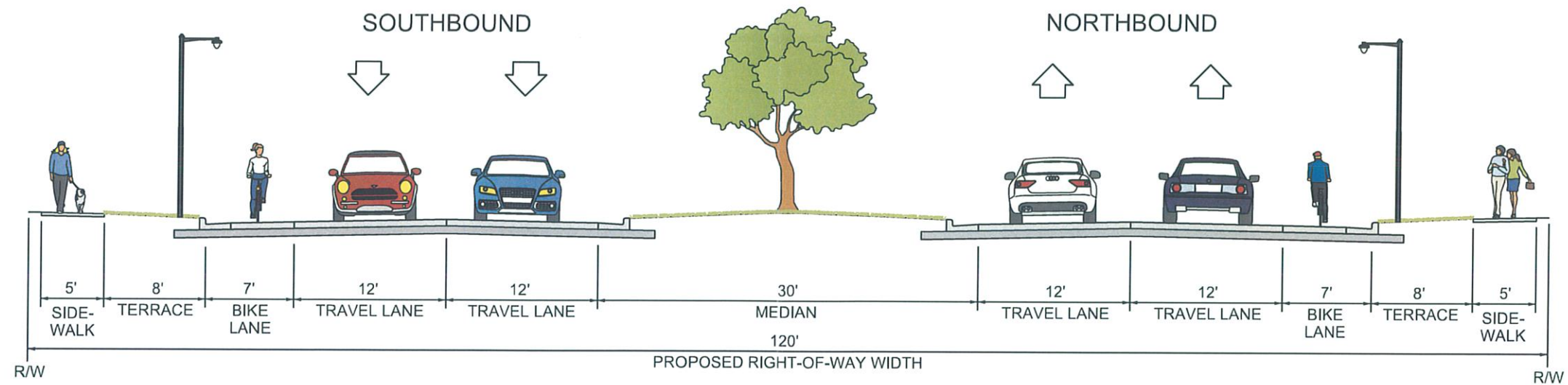
WisDOT Project ID No. 1500-35-00



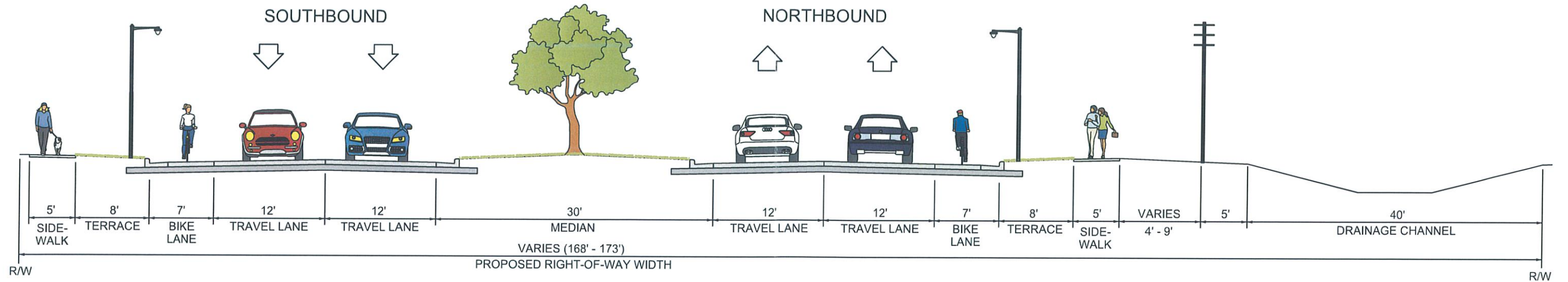








**North-South Corridor**  
 CTH AP (Midway Road) to Nature's Way

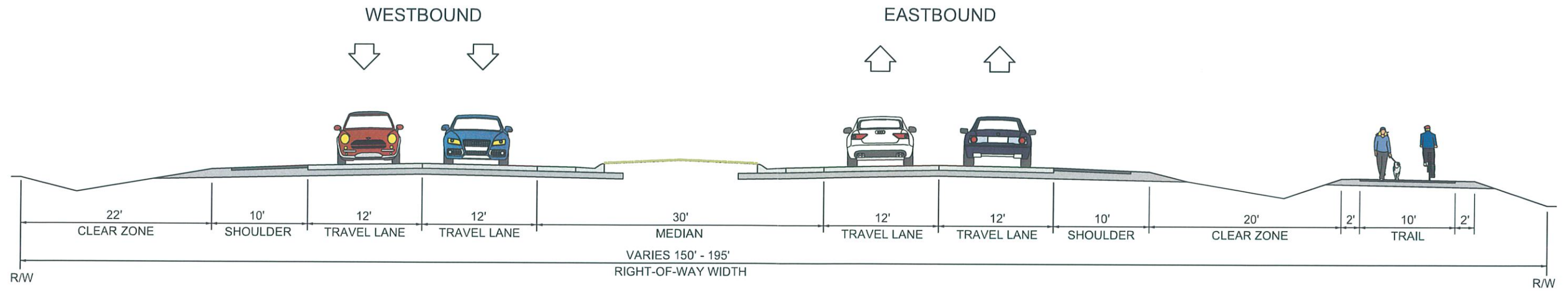


**North-South Corridor**  
 Nature's Way to US 10/WIS 114

US 10 Corridor Study  
 CTH AP (Midway Road) to US 10/WIS 114 Interchange  
 Winnebago & Calumet Counties

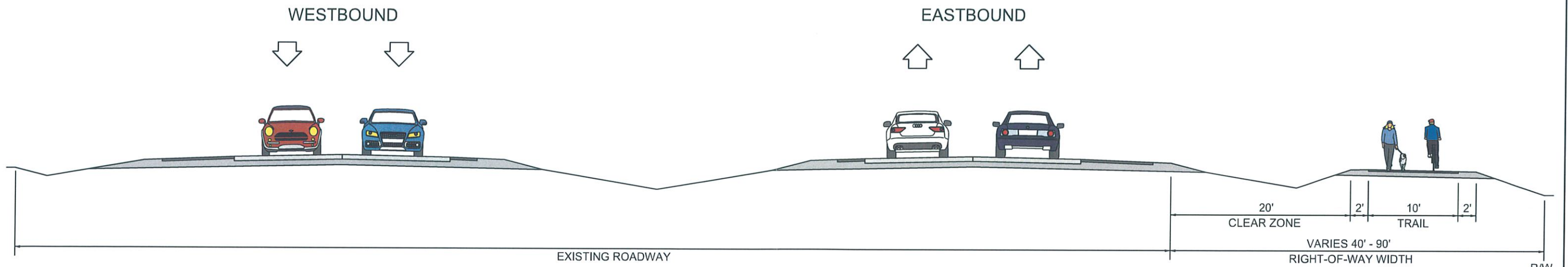
**Preferred Proposed Typical Sections**

Raised Median



### East-West Corridor

Oneida Street (US 10 ) to Fire Lane 2



### East-West Corridor

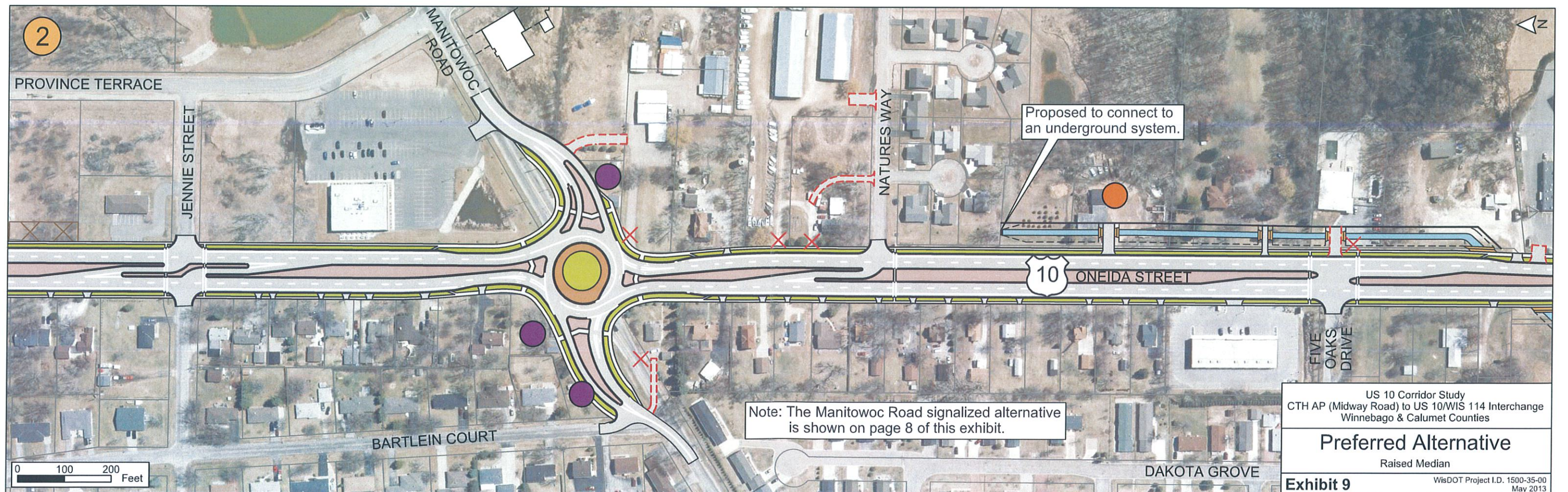
Fire Lane 2 to CTH LP/Fire Lane 8

US 10 Corridor Study  
 CTH AP (Midway Road) to US 10/WIS 114 Interchange  
 Winnebago & Calumet Counties

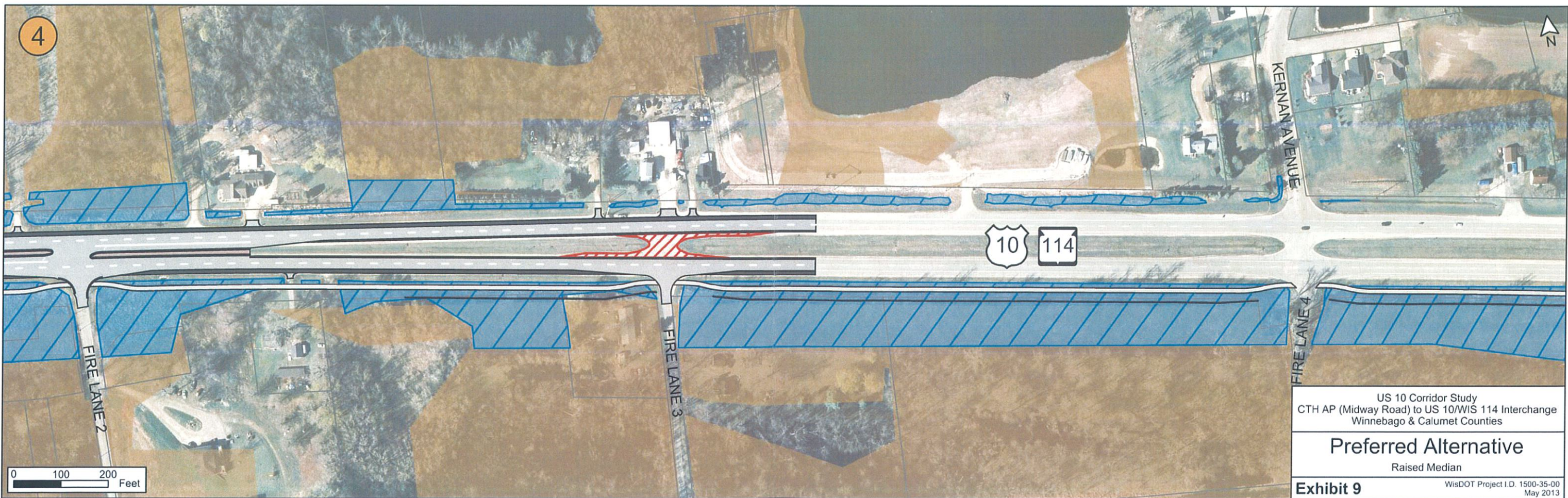
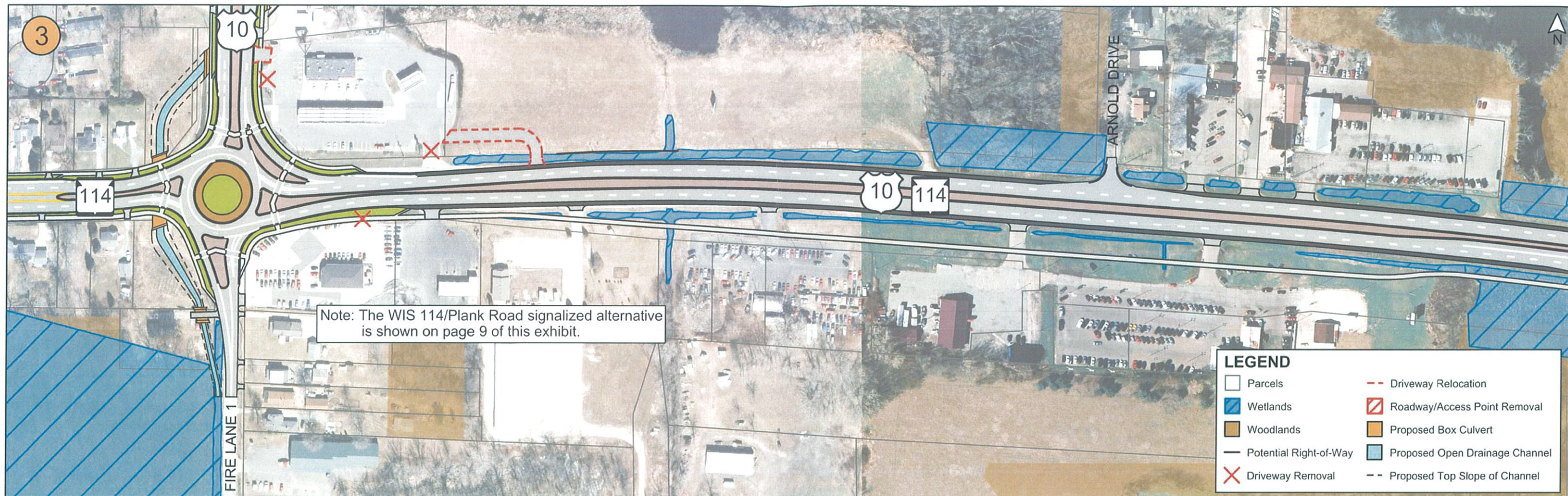
### Preferred Proposed Typical Sections

Raised Median

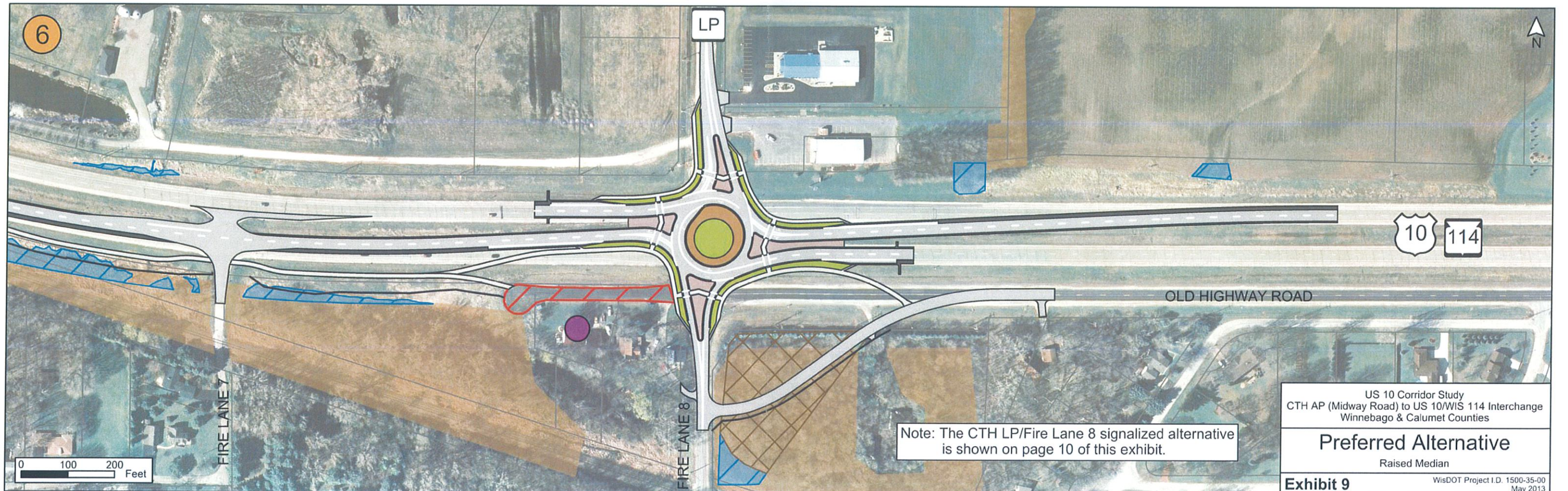
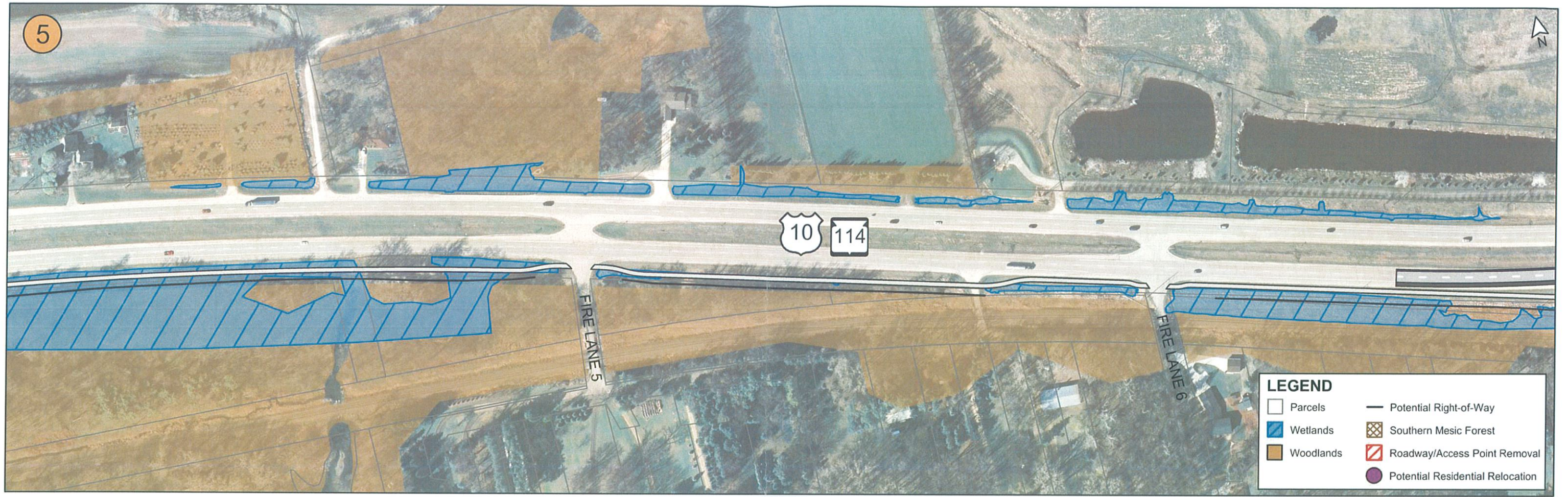




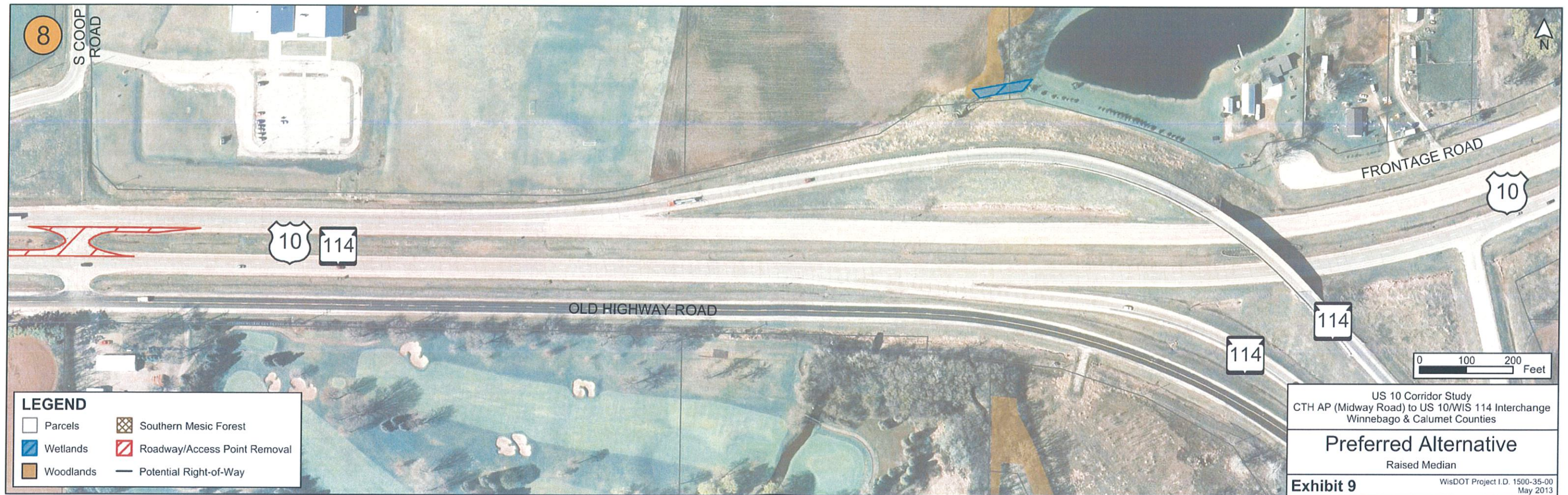
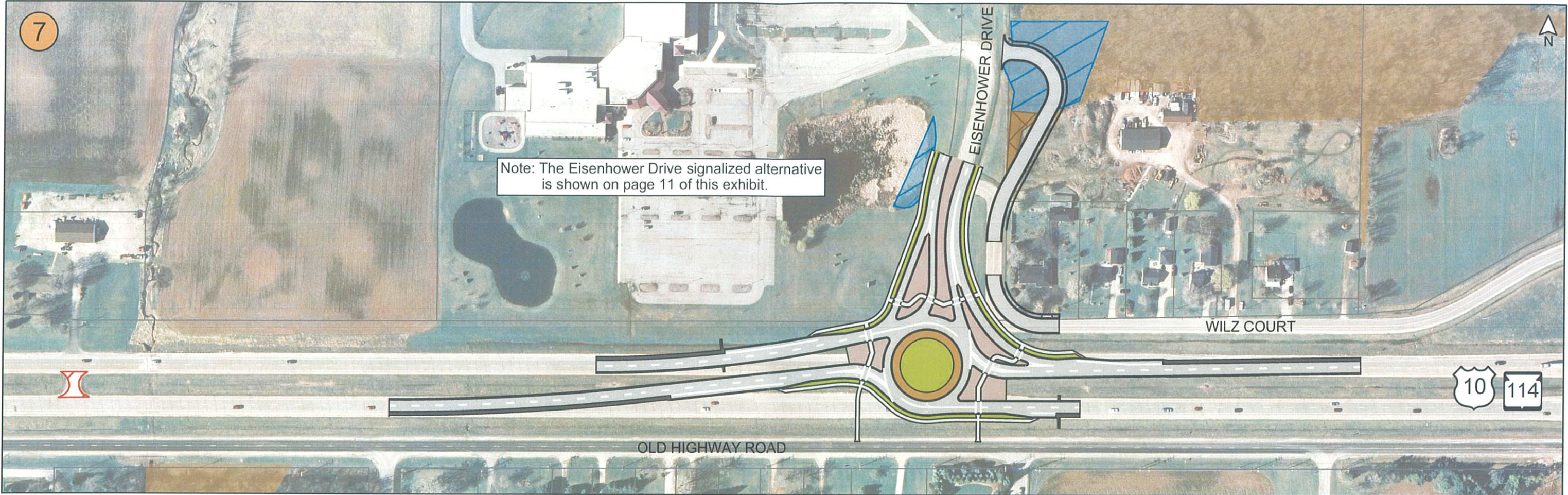




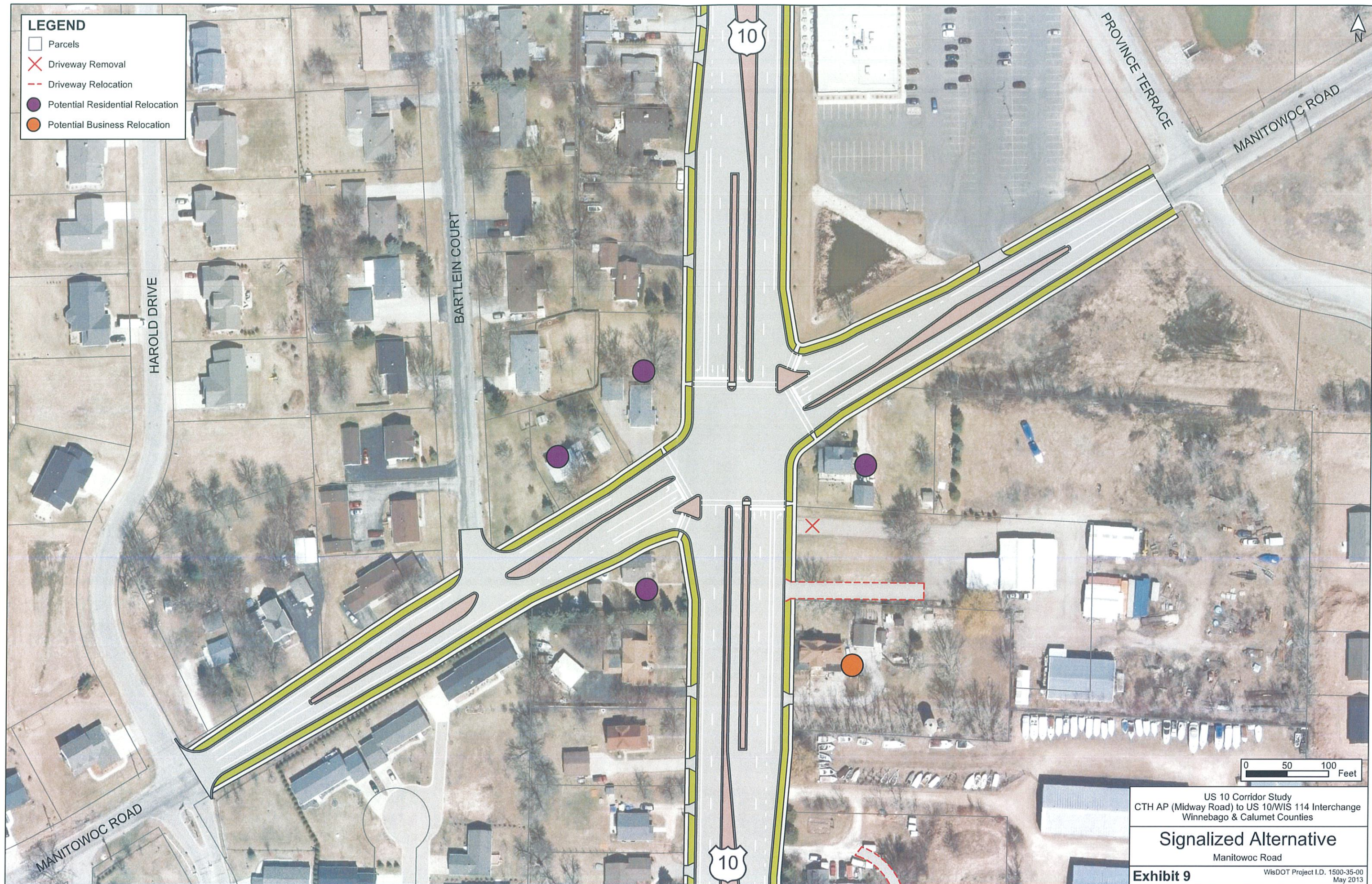




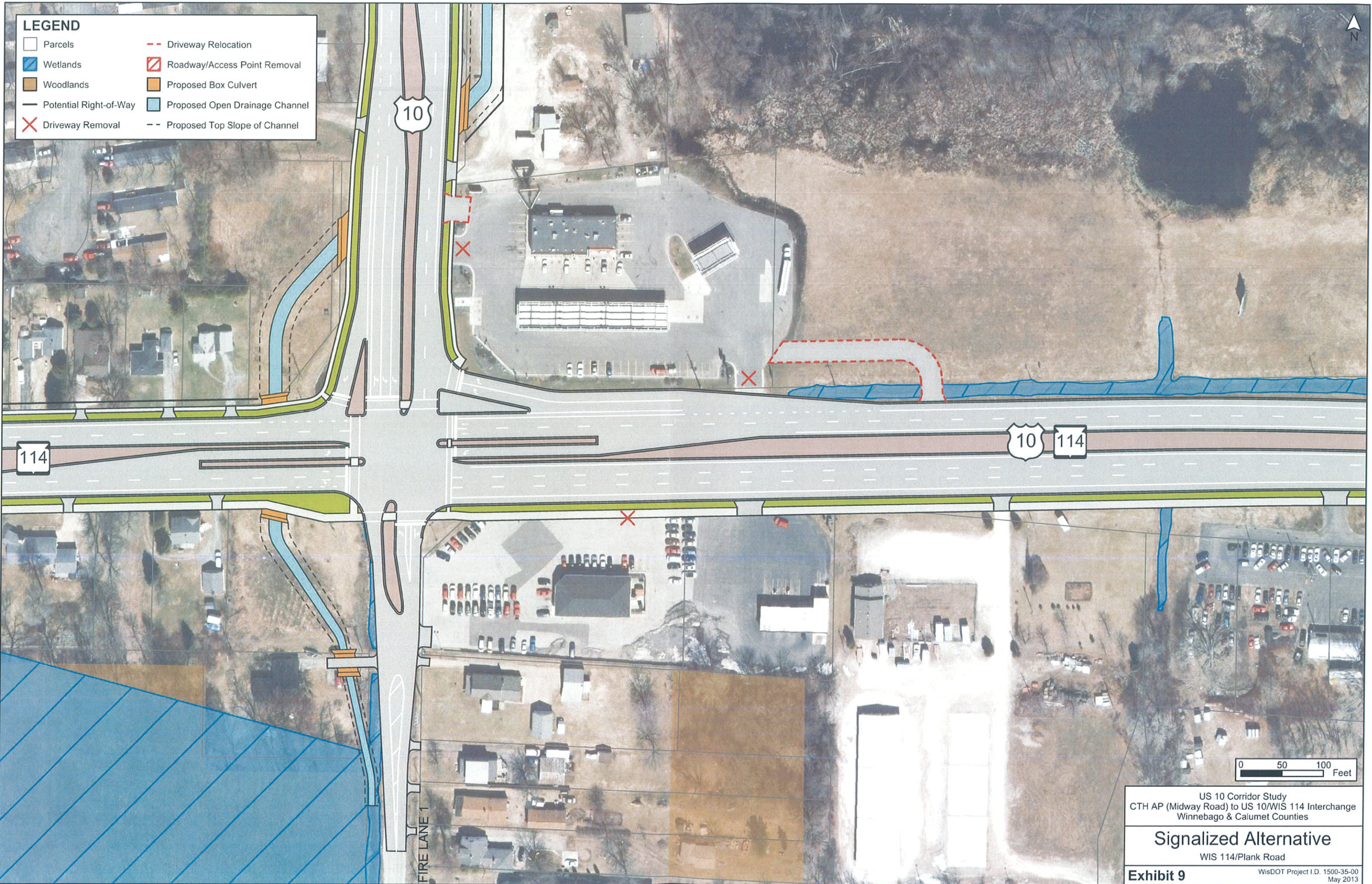




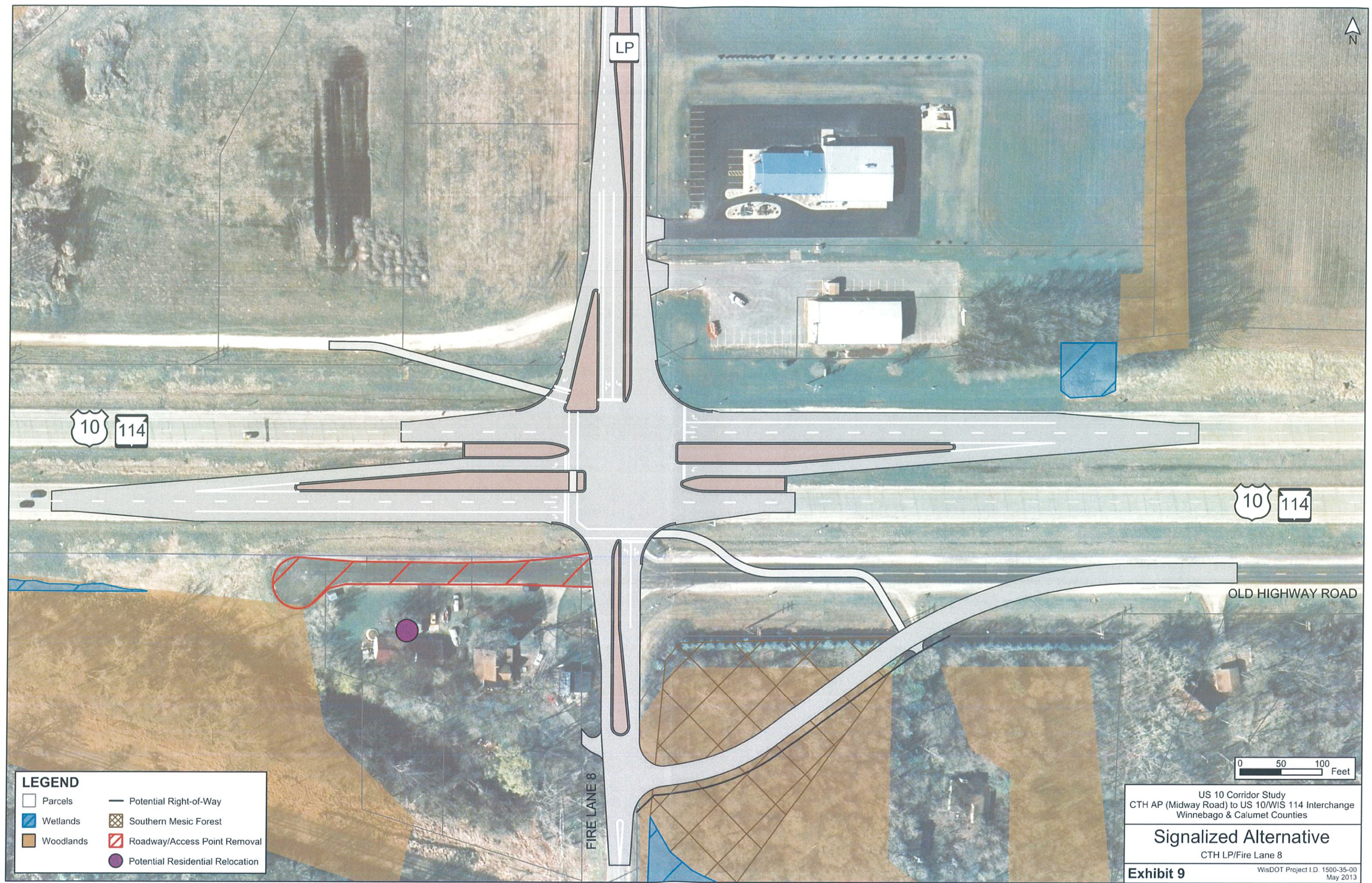






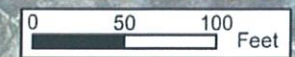






**LEGEND**

Parcels	Potential Right-of-Way
Wetlands	Southern Mesic Forest
Woodlands	Roadway/Access Point Removal
	Potential Residential Relocation



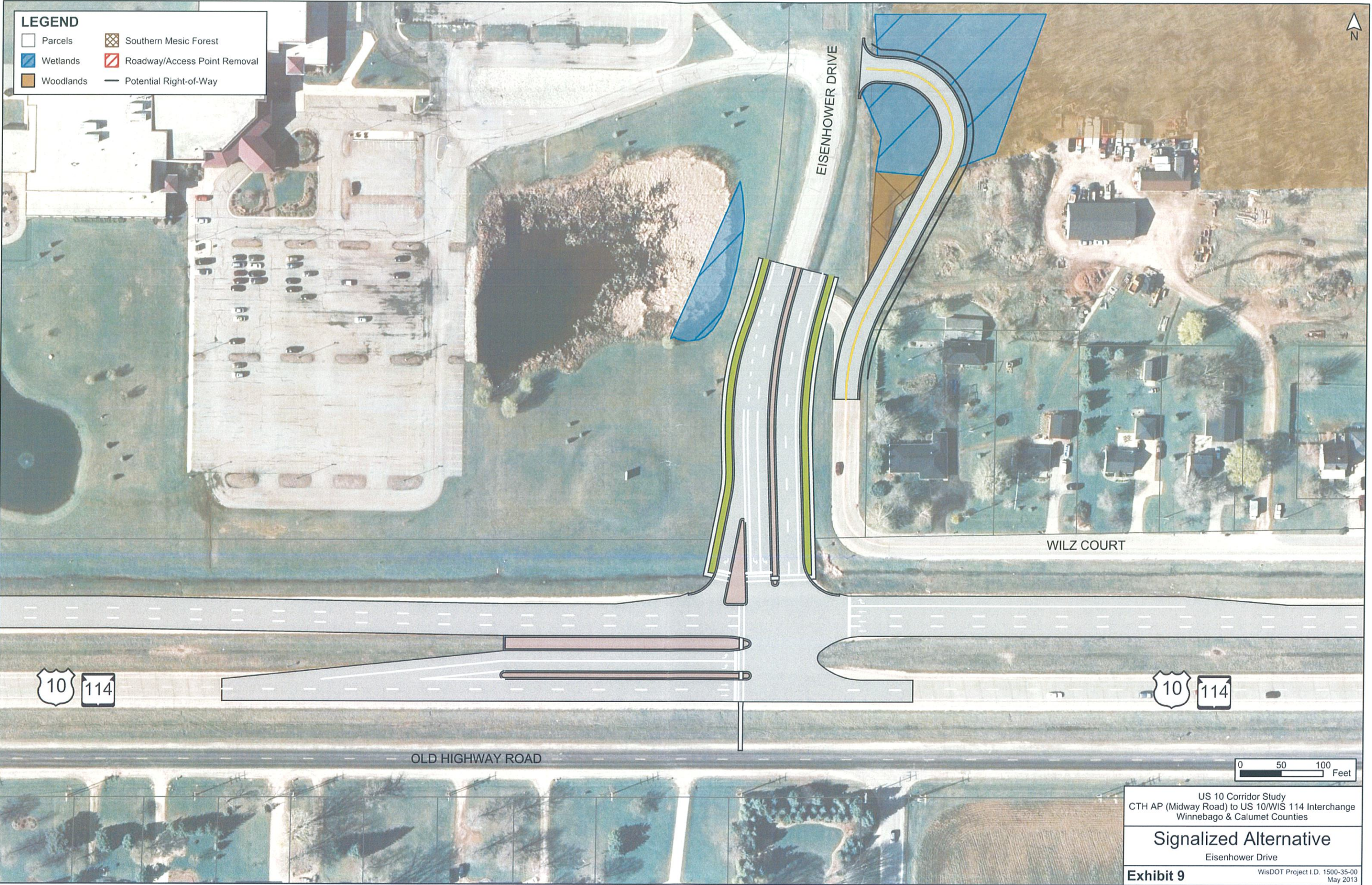
US 10 Corridor Study  
CTH AP (Midway Road) to US 10/WIS 114 Interchange  
Winnebago & Calumet Counties

**Signalized Alternative**  
CTH LP/Fire Lane 8

**Exhibit 9**

WisDOT Project I.D. 1500-35-00  
May 2013









June 17, 2014

Mike Hagens  
Woodland Investments, LLC  
N319 Breezewood Dr.  
Appleton, WI 54915

Dear Mr. Hagens:

As you are aware, the Common Council held a workshop relating to the development of the Ribble property on June 16, 2014. You were unable to attend the workshop. Brendon Ribble was present, however, neither Sara Londre nor Mary Girardi participated. At the close of the workshop the Common Council requested that you state your intentions regarding the purchase of the Ribble property and the extension of streets, sanitary sewer and water from Woodland Hills to service that property. In making such a statement it is also requested that you outline any conditions you may want to attach to the property purchase and the extension of infrastructure.

Please respond in writing to this request by July 2, 2014. Your comments will be included as an agenda item on the July 7, 2014 Common Council meeting. You will be provided opportunity to address the council at that meeting if you wish to comment on any of the considerations raised in your written correspondence or have questions with regard to the role that the city may play in the development of this property.

Thank you for your attention to this matter.

Sincerely,

Gregory M. Keil  
Community Development Director

C: Common Council

For Immediate Release  
Contact: Mark Maley, 608-210-6767  
[mark.maley@wedc.org](mailto:mark.maley@wedc.org)

## **City of Menasha Awarded \$250,000 State Grant for Downtown Grocery Store**

*Wisconsin Economic Development Corporation assistance expected to  
provide an economic boost to downtown*

MADISON, WI. June 23, 2014 – The Wisconsin Economic Development Corporation (WEDC) has awarded a \$250,000 grant to the City of Menasha to assist in attracting a downtown grocery store.

City officials have identified attracting a full-service grocery store as a high priority for the downtown since the closure of Doering's SuperValu nearly a decade ago. The lack of a grocery store in the area has led to the neighborhood's designation as a "food desert" by the federal government. It also has hindered economic development and efforts to rehabilitate housing in the area, city officials say.

Over the course of several years, the city succeeded in negotiating a development agreement with Mike Novak and Paul Fassbender, operators of Webster Avenue Market and University Avenue Market in Green Bay, to open a store in Menasha. The city is providing financial assistance through its Tax Incremental Financing (TIF) District and the WEDC grant provided the final piece of the necessary funding.

The new grocery store, a \$2.6 million project, is expected to open in November.

"WEDC is pleased that it can help City of Menasha fill what is now a large void in the community," said Reed Hall, secretary and CEO of WEDC, the state's lead economic development organization. "Not only does this project have the potential to attract more development downtown, but it has the immediate impact of creating dozens of new jobs."

The state funding is part of WEDC's Community Development Investment Grant Program. The program supports community development and redevelopment efforts—primarily in downtown areas—throughout the state.

State and city officials say the project is a prime example of how public and private entities can work together on initiatives that provide a significant benefit to the community.

"Economic development and job creation result from partnerships like the city helped facilitate here," Menasha Mayor Don Merkes said. "This partnership will



201 W. Washington Avenue  
Madison, WI 53703

P.O. Box 1687  
Madison, WI 53701

608.210.6700  
855-INWIBIZ  
[inwisconsin.com](http://inwisconsin.com)

generate 21 new full time as well as 21 part time jobs for people in the community.”

A full-service grocery store is an important facility for downtown Menasha as there is evidence that strong downtowns have a balanced mix of retail, commercial, residential, and community amenities. A grocery store increases the health and viability of downtown Menasha by providing an essential amenity for businesses, their workers, and residents of the downtown district.

The store is the latest example of the increased economic development taking place in Menasha. The city recently attracted cranberry processor Simply Incredible Foods. In addition, national children's clothing designer Lemon Loves Lime plans to open its first retail store in downtown Menasha. A multi-story mixed use building is also slated for construction in 2015.

#### **About the Wisconsin Economic Development Corporation**

The Wisconsin Economic Development Corporation (WEDC) leads economic development efforts for the state by advancing Wisconsin's business climate. WEDC nurtures business growth and job creation by providing resources, technical support and financial assistance to companies, partners and communities in Wisconsin. WEDC has four focus areas: business and industry development, economic and community development, entrepreneurship and innovation and international business development. Together with more than 600 regional and local business development partners, it represents a highly responsive and coordinated network. Visit [www.inwisconsin.com](http://www.inwisconsin.com) or follow WEDC on Twitter @\_InWisconsin to learn more.

1609 Brighton Drive  
Menasha, WI 54952  
June 28, 2014

Mr. Donald Merkes  
City of Menasha  
140 Main St.  
Menasha, WI 54952

Dear Mayor Merkes,

I regret to inform you that as of July 21, 2014, my husband and I will no longer be residents of Menasha, WI. Therefore, I will have to resign my position as secretary of the Menasha Board of Health.

We have sold our home on Lake Winnebago, and have moved to Ridgerview Highlands Senior apartments in Appleton, WI.

If you have any questions or concerns, I can be reached by phone at (920) 840-6875 (H) or (920) 750-4570 (C).

Thank you for the "challenging opportunity" I enjoyed this past year with the City of Menasha Board of Health.

Best Regards,

Ruth M. Neeko, R.N.

Woodland Development, LLC  
N319 Breezewood Drive  
Appleton, WI. - 54915

July 1, 2014

To the Common Council:  
City of Menasha

We will extend the sewer & water and road to Mr. Ribble's property. The purchase can go through under the following conditions:

1. City of Menasha to pave Woodland Hills Condo project at their cost.
2. Install pedestals for power on eleven lots
3. City to agree to the city snow plowing and garbage pick up and the city agrees that it is a city street.
4. We need the city council to take a stand on fire truck issues. We do not need another turn around.

We will extend two different sections of road in Woodland Hills Subdivision. One road from Woodland Hills Heights into Ribble's property and develop Ribble's property right away. Then a new extension from Gosling Way to the north. We will expect the City of Menasha to provide infrastructure at 0% interest and paid off per lot sale.

My promise to the City of Menasha is that we will provide an easement for walking trail on 10 and 114 . We will also price lots to sell fast.

Sincerely,

Michael H. Hagens  
Woodland Development, LLC  
Managing Member

## PETITION FOR ANNEXATION OF TERRITORY TO CITY OF MENASHA

Kay V. Burroughs, Trustee of Kay V. Burroughs Trust Dated August 2, 2002, the owner of more than 50% the land area in the following territory of the Town of Menasha, Winnebago County, Wisconsin petitions the Honorable Mayor and Common Council of the City of Menasha pursuant to Sec. 66.0217(3)(a), Wis. Stats., to annex the territory described below and shown on the attached scale map in Exhibit A to the City of Menasha, Winnebago County, Wisconsin:

### Parcel "A"

That part of the Northwest 1/4 of the Northwest 1/4 of Section 13, Township 20 North, Range 17 East, in the Town of Menasha, Winnebago County, Wisconsin, described as follows: Commencing at the Northwest corner of said Section 13, thence South 89°06' 52" East 331.01 feet, along the North line of the said Northwest 1/4; thence South 00°02'54" West 213.44 feet, to the point of beginning; thence South 00°02'54" seconds West 19.35 feet, along the East right-of-way line of Woodland Drive; thence South 44°53'55" East 218.05, along the west line of Lot One (1) of Certified Survey Map No. 6822, as filed in Volume 1 of Survey Maps on Page 6822, recorded on March 21, 2014 as Doc. No. 1660046, Winnebago County Register of Deeds; thence South 44°41'31" East 166.94 feet along said West line; thence North 45°18'29" East 197.84 feet, along the south line of said Lot 1; thence North 31°03'01" West 173.87 feet, along the east line of said Lot 1; thence North 89°13'13" West 322.30 feet, along the north line of said Lot 1, to the point of beginning, containing 1.51 acres.

### Parcel "B"

That part of the Southeast Quarter of the Southeast Quarter (SE 1/4 of the SE 1/4), Section Ten (10), Township Twenty (20) North, Range Seventeen (17) East, in the Town of Menasha, Winnebago County, Wisconsin, described as follows: Commencing at a point that is 538 feet North and 660 feet West of the Southeast corner of said Section 10, the point of beginning; thence North 146 feet; thence East to the Westerly line of County Trunk Highway "P"; thence Southwesterly, along the Westerly line of said Highway to a point due East of the point of beginning; thence due West to the point of beginning, containing 1.49 acres.



The population of the described parcels is 0.

Dated this 2<sup>nd</sup> day of July, 2014.

Kay V. Burroughs  
Kay V. Burroughs, Trustee  
Kay V. Burroughs Trust Dated August 2, 2002

STATE OF WISCONSIN     )  
WINNEBAGO COUNTY     )

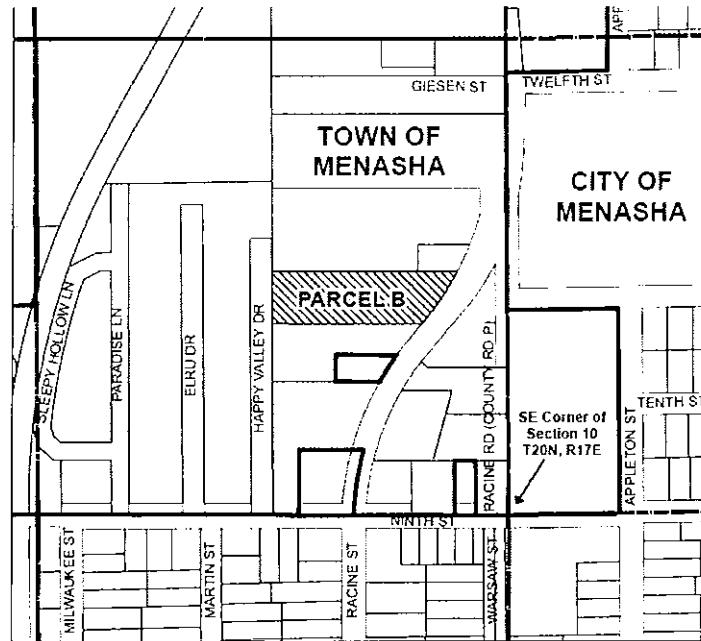
Personally came before me this  
2<sup>nd</sup> day of July, 2014  
the above named Kay V. Burroughs,  
known to me to be the persons who  
executed the foregoing instrument,  
and acknowledge the same.

[Signature]  
Notary Public, Winnebago County, Wisconsin



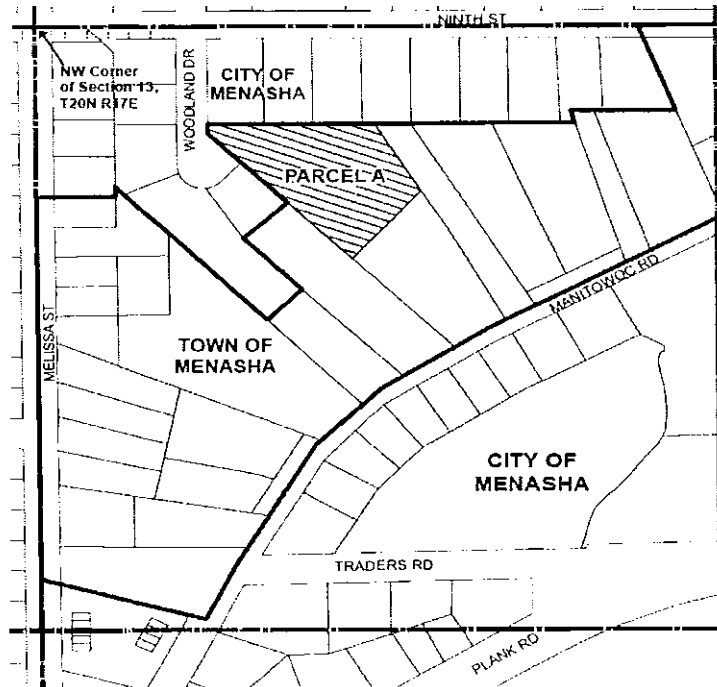
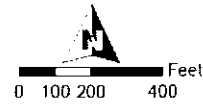
My commission expires 10-6-2017.

# Exhibit A



## Legend

- Section Lines
- ▭ Corporate Boundaries
- ▨ Proposed Annexation
- Parcels

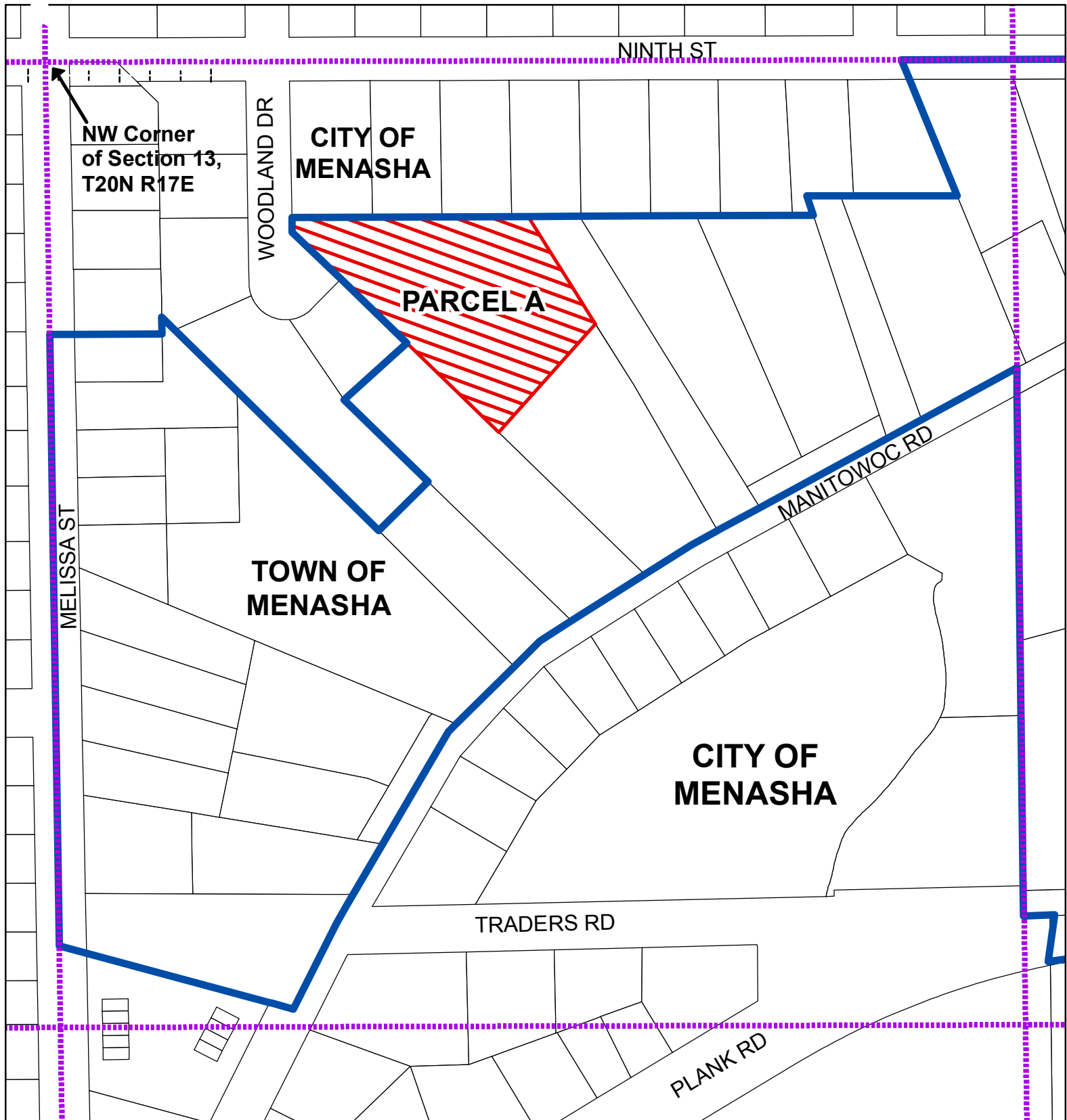


## Legend





- Section Lines
- ▭ Corporate Boundaries
- ▨ Proposed Annexation
- Parcels

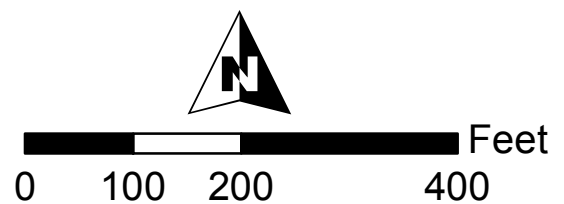


# PROPOSED ANNEXATION - MAP 1

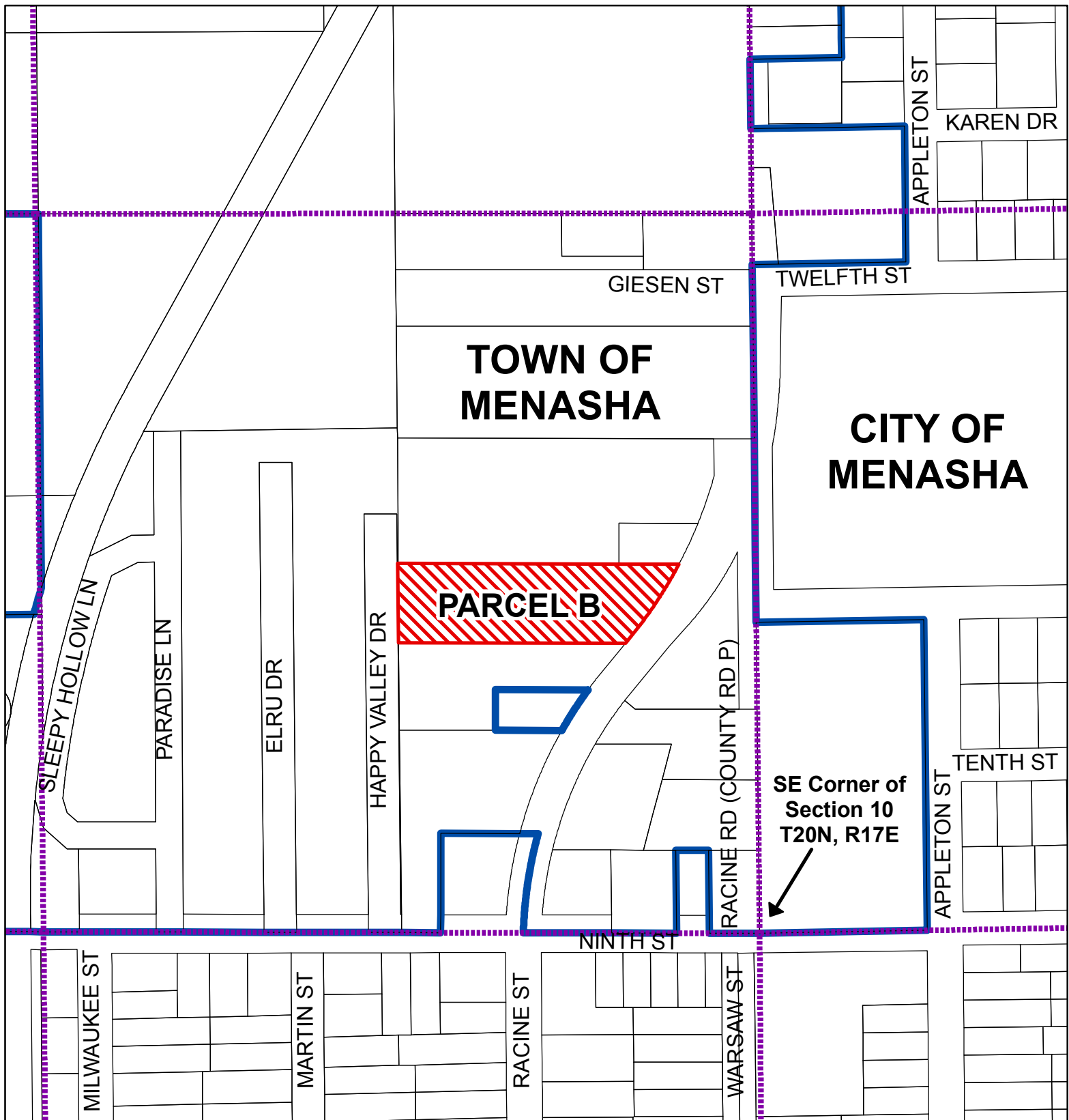


## Legend





-  Section Lines
-  Corporate Boundaries
-  Proposed Annexation
-  Parcels

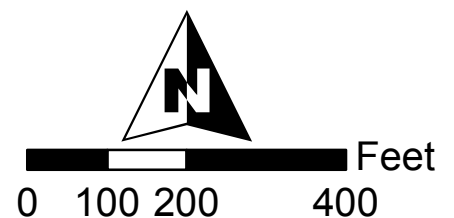


# PROPOSED ANNEXATION - MAP 2



## Legend

-  Section Lines
-  Corporate Boundaries
-  Proposed Annexation
-  Parcels



CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, June 16, 2014  
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

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

D. PUBLIC HEARING

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

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

John Schomisch, 1550 Palisades Drive, Appleton. Spoke on Street Use Permit for Two Wheel Tuesday.

Kai Mishove, 425 N. Port Washington Road, Glendale. Spoke on Street Use Permit for Two Wheel Tuesday.

Don Barker, 760 Lakecrest Drive, Menasha. Spoke on Street Use Permit for Two Wheel Tuesday.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Presentation by the Wisconsin Department of Transportation on the 441 Interchange.

Scott Ebel from DOT gave a presentation on the revised proposal for the 441 Interchange round-a-bout at Racine Road and 12<sup>th</sup> Street.

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

Minutes to receive:

a. [Administration Committee, 6/2/14](#)

b. [Board of Health, 6/11/14](#)

c. [Board of Public Works, 6/2/14](#)

d. [Neenah-Menasha Fire Rescue Finance & Personnel, 5/27/14](#)

e. [Neenah-Menasha Fire Rescue Fire Commission, 5/28/14](#)

Communications:

f. [Mayor Merkes, 6/16/14, Public Health Department/Director Update](#)

g. [CA/HRD Captain to ASD Steeno, 6/9/14, Salsa's Mexican Restaurant LLC.](#)

h. [Peggy Murphy, RN, University of Wisconsin-Oshkosh, to DHS Nett, 5/30/14.](#)

i. [Steve Krueger to Mayor Merkes and Common Council, 6/11/14.](#)

j. [Town of Menasha, Incorporation Review Ad Hoc Committee Meeting Minutes, 4/29/14.](#)

k. [Town of Menasha, Incorporation Review Ad Hoc Committee Meeting Minutes, 5/14/14.](#)

l. [Public Service Commission of Wisconsin, 6/6/14, Notice of Proceeding.](#)

Moved by Ald. Benner, seconded by Ald. Keehan to receive Minutes and Communications A-L.

General discussion ensued on Communication i.

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, 6/2/14.](#)
2. Special Common Council Minutes, 5/21/14 (held 6/2/14).
3. [Special Common Council Minutes, 6/5/14.](#)

### Administration Committee, 6/2/14 – Recommends the Approval of:

4. [Inform Commercial Brokers of the availability of lots in Midway Business Park, Province Terrace and Racine Street and offer an 8% commission should they bring in an acceptable offer.](#)

### Board of Public Works, 6/2/14 – Recommends the Approval of:

5. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2015.](#)
6. [Recommendation to Award: Water Treatment Facility Low Lift Pump Modifications Project M0002-930724; J.F. Ahern Company; \\$429,900.00 \(Menasha Utilities\).](#)

Ald. Sevenich requested to remove from Consent Agenda item 4, Inform Commercial Brokers of the availability of lots in Midway Business Park, Province Terrace and Racine Street and offer an 8% commission should they bring in an acceptable offer.

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda items 1, 2, 3, 5, 6,  
Motion carried on roll call 8-0.

## H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda item 4, Inform Commercial Brokers of the availability of lots in Midway Business Park, Province Terrace and Racine Street and offer an 8% commission should they bring in an acceptable offer.

General discussion ensued on the 8% commission.

Motion carried on roll call 8-0.

## I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 6/5/14 to 6/12/14 in the amount of \\$ 2,071,839.43.](#)

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

Ald. Nichols requested to separate check #46418 (Jeff Nichols), she will be abstaining.

Motion to approve accounts payable and payroll minus check #46418 carried on roll call 8-0.

Motion to approve check #46418 carried on roll call 7-0, Ald. Nichols abstained.

2. [Liquor License Applications for 2014-2015 licensing year.](#)

- a. ["Class A" Liquor and Malt, Stop N Go LLC, d/b/a Stop N Go, 1200 Plank Road, Menasha, Kamaljit Gill, agent.](#)

Clerk Galeazzi reported a change in the LLC has been filed and recommends approval.

Moved by Ald. Nichols, seconded by Ald. Keehan to approve "Class A" Liquor and Malt License for Stop N Go LLC, d/b/a Stop N Go, 1200 Plank Road, Menasha, Kamaljit Gill, agent

Motion carried on roll call 7-1. Ald. Zelinski voted no.

- b. ["Class B" Liquor and Malt, Hanks Fifth Ward Tavern LLC, d/b/a Hanks Fifth Ward Tavern, 600 Broad Street, Menasha, Dawn M. Van Vonderen, agent.](#)

Clerk Galeazzi reported all requirements have been meet and recommends approval.

Moved by Ald. Nichols, seconded by Ald. Englebert to approve "Class B" Liquor and Malt License for Hanks Fifth Ward Tavern LLC, d/b/a Hanks Fifth Ward Tavern, 600 Broad Street, Menasha, Dawn M. Van Vonderen, agent

Motion carried on roll call 8-0.

- c. ["Class B" Liquor and Malt, Grog of Menasha LLC, d/b/a The Grog, 546 Broad Street, Menasha, Mary A. John, agent.](#)

Clerk Galeazzi reported all requirements have been meet and recommends approval.

Moved by Ald. Nichols, seconded by Ald. Keehan to approve "Class B" Liquor and Malt License for Grog of Menasha LLC, d/b/a The Grog, 546 Broad Street, Menasha, Mary A. John, agent

Motion carried on roll call 8-0.

DRAFT

d. "Class B" Liquor and Malt, Menasha Grill Inc, d/b/a Menasha Grill, 204 Main Street, Menasha, Charlie Cross, agent.

Clerk Galeazzi reported there is still an outstanding financial obligation to the City.

Moved by Ald. Englebert, seconded by Ald. Benner to table.

Motion carried on roll call 8-0.

e. Reserve "Class B" Liquor and Malt, Margaritaville Lounge LLC, d/b/a Margaritaville, 6 Tayco Street, Menasha, Jennifer Almeida-Sandoval, agent.

Clerk Galeazzi reported all requirements have been met and recommends approval.

Moved by Ald. Nichols, seconded by Ald. Keehan to approve Reserve "Class B" Liquor and Malt license for Margaritaville Lounge LLC, d/b/a Margaritaville, 6 Tayco Street, Menasha, Jennifer Almeida-Sandoval, agent.

Motion carried on roll call 8-0.

f. Reserve "Class B" Liquor and Malt, Mrs. Fajitas LLC, d/b/a Mrs. Fajitas, 403 Racine Street, Menasha, Francisa Jaimes, agent.

Clerk Galeazzi reported there is still an outstanding financial obligation to the City.

Moved by Ald. Benner, seconded by Ald. Keehan to table.

Motion carried on roll call 8-0.

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

Moved by Ald. Nichols, seconded by Ald. Keehan to approve Beverage Operators License Applications as per memo of June 11, 2014

Motion carried on roll call 8-0.

Moved by Ald. Nichols, seconded by Ald. Englebert to deny Beverage Operators License Application of Stacy Quinn

Motion carried on roll call 8-0.

4. Street Use Application-Two Wheel Tuesday-Tuesday June 24, 2014, 6:00pm-9:00pm.

Moved by Ald. Sevenich, seconded by Ald. Taylor to approve Street Use Application for Two Wheel Tuesday on Tuesday June 24, 2014, 6:00pm-9:00pm

PC Styka explained issues that occurred during the last Two Wheel Tuesday event.

Clerk Galeazzi explained Temporary Class "B" (picnic) licenses.

General discussion ensued on issues that occurred at previous events.

Motion carried on roll call 6-2.

Ald. Taylor, Sevenich, Keehan, Zelinski, Engelbert, Benner voted yes.

Ald. Nichols, Langdon voted no.

5. Street Use Application-Communityfest-Parade of Lights, Saturday, July 3, 2014, 9:00pm-10:15pm.

Moved by Ald. Sevenich, seconded by Ald. Taylor to approve Street Use Application for Communityfest Parade of Lights, July 3, 2014, 9:00pm-10:15pm.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTION

1. O-13-14 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances (Polling Places) (Introduced by Ald. Nichols) (Recommended by the Administration Committee)

Moved by Ald. Nichols, seconded by Ald. Englebert to adopt O-13-14

Motion carried on roll call 8-0.

2. R-17-14 Supporting a County Funded Dog Park in Northern Winnebago County (Introduced by Ald. Taylor)

Moved by Ald. Taylor, seconded by Ald. Englebert to adopt R-17-14.

General discussion ensued on the need of a dog park in the northern part of Winnebago County.

Motion carried on roll call 8-0.

K. APPOINTMENTS

1. Reappointment of Gordon Eckrich, 383 Naymut St., Menasha, to the Board of Review, for the period of 7/1/14 – 6/30/19.

Moved by Ald. Englebert, seconded by Ald. Nichols to approve reappointment of Gordon Echrich.  
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. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 7:17 p.m.

Motion carried on voice vote.

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



**STREET USE APPLICATION**

Event: Race the Lake  
Sponsored by: DuTri Run/ARC of Menasha  
Responsible Person: Ben West  
Address: 1170 N. Perkins  
Appleton WI 54914  
Email Address: ben@dutrirun.com Phone: 920 544 2414  
Street Route: see map  
Description of Use (attach map)

Street Use Date: <u>Aug 17</u>
Start Time: <u>7 am</u>
End Time: <u>9:30 am</u>
Number of Units: <u>—</u>
(Parades)

**Liability Insurance has been secured in the amount of \$ 2,000,000 with the City of Menasha named as the additional insured. This is primary insurance.**

Insurance Company Paroubek Insurance Agency Policy No. CPP3214611  
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 3-20-14 Applicant's Signature: [Signature]

**Permit Fee:** Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

**Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

**TO BE COMPLETED BY CITY STAFF** (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: \_\_\_\_\_

Not Required: ☒ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Scheduled Common Council Review Date: 6/16/2014

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**APPROVAL:**Police Dept. [Signature]Fire Dept. [Signature]Public Works Dept. MRCity Attorney [Signature]





# CERTIFICATE OF LIABILITY INSURANCE

DUTRI-2

OP ID: AP

DATE (MM/DD/YYYY)

03/25/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Paroubek Insurance Agency Inc 301 N. Broadway, Suite 206 De Pere, WI 54115 Andy Paroubek		<b>CONTACT NAME:</b> Andy Paroubek <b>PHONE (A/C, No, Ext):</b> 920-347-9115 <b>FAX (A/C, No):</b> 920-347-9116 <b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Secura Insurance Companies	
		<b>INSURER B:</b> Middlesex Insurance Company	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**INSURED**  
**DuTriRun LLC**  
1170 N. Perkins Street  
Appleton, WI 54914

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X	CPP3214611	11/04/2014	11/04/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ Excluded
						PERSONAL & ADV INJURY \$ 1,000,000
	GENERAL AGGREGATE \$ 2,000,000					
	PRODUCTS - COMP/OP AGG \$ 2,000,000					
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY	X	CA3214612	11/04/2014	11/04/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS					PROPERTY DAMAGE (PER ACCIDENT) \$
						\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR	X	CU3214613	11/04/2014	11/04/2015	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB					AGGREGATE \$
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000					\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	89-464-9801	11/21/2014	11/21/2015	WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Menasha, its officers, agents & employees are NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE THE NAMED INSURED. 08/17/2014 Ganther Race the Lake

**CERTIFICATE HOLDER****CANCELLATION**

City of Menasha  
Third Floor, City Hall  
140 Main Street  
Menasha, WI 54952

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**SECURA INSURANCE, A Mutual Company**

P. O. BOX 819 APPLETON, WI 54912-0819

**COMMERCIAL GENERAL LIABILITY****DECLARATION****POLICY NO. 20-CP-003214611-3/000****ACCOUNT NUMBER: 00007279904****NAMED INSURED AND MAILING ADDRESS****AGENCY AND MAILING ADDRESS 484330 0**DUTRIRUN LLC  
1170 N PERKINS ST  
APPLETON WI 54914PAROUBEK INS AGY INC  
STE 206  
301 N BROADWAY  
DE PERE WI 54115**POLICY PERIOD:** From 11/04/2013 to 11/04/2014 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

LOC CLASSIFICATION	CODE	PREMIUM BASIS	PMS RATE	PDTS RATE
<b>SPECIAL EVENT LIABILITY</b> PAPER DISCOVERY DUATHLON SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		
<b>SPECIAL EVENT LIABILITY</b> GREEN BAY TRIATHLON SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		
<b>SPECIAL EVENT LIABILITY</b> HIGH CLIFF TRIATHLON SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		
<b>SPECIAL EVENT LIABILITY</b> CHISAGO LAKES TRIATHLON SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		
<b>SPECIAL EVENT LIABILITY</b> RACE THE LAKE SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		
<b>SPECIAL EVENT LIABILITY</b> LAKE COUNTRY HALF MARATHON SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		
<b>SPECIAL EVENT LIABILITY</b> DOUSMAN DUATHLON SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		
<b>SPECIAL EVENT LIABILITY</b> GREEN BAY DUATHLON SPECIAL EVENT GROUP II 501 TO 1500	20028	OTHER		





SECURA INSURANCE, A Mutual Company  
P. O. BOX 819 APPLETON, WI 54912-0819  
COMMERCIAL GENERAL LIABILITY  
DECLARATION

POLICY NO. 20-CP-003214611-3/000

ACCOUNT NUMBER: 00007279904  
NAMED INSURED AND MAILING ADDRESS

AGENCY AND MAILING ADDRESS 484330 0

DUTRIRUN LLC  
1170 N PERKINS ST  
APPLETON WI 54914

PAROUBEK INS AGY INC  
STE 206  
301 N BROADWAY  
DE PERE WI 54115

POLICY PERIOD: From 11/04/2013 to 11/04/2014 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

ADDITIONAL INSURED(S)

VILLAGE OF ASHWAUBENON  
2155 HOLMGREN WAY  
GREEN BAY WI 54304

PER FORM: CG2026 (07-04)

HIGH CLIFF STATE PARK  
N7630 STATE PARK RD  
SHERWOOD WI 54169

PER FORM: CG2026 (07-04)

VILLAGE OF LAC DE BELLE  
PO BOX 443  
OCONOMOWOC WI 53066

PER FORM: CG2026 (07-04)

YNCA AT PABST FARMS  
1750 E VALLEY RD  
OCONOMOWOC WI 53066

PER FORM: CG2026 (07-04)

FAMILY PATHWAYS  
1575 1ST AVE E  
CAMBRIDGE MN 55008

PER FORM: CG2026 (07-04)

CHISAGO LAKES AREA SCHOOL  
13750 LAKE BLDG  
LINDSTROM MN 55045

PER FORM: CG2026 (07-04)

UNIVERSITY OF WISCONSIN FOX VALLEY  
1478 MIDWAY RD  
MENASHA WI 54952

PER FORM: CG2026 (07-04)

CITY OF APPLETON  
100 N APPLETON ST  
APPLETON WI 54911

PER FORM: CG2026 (07-04)

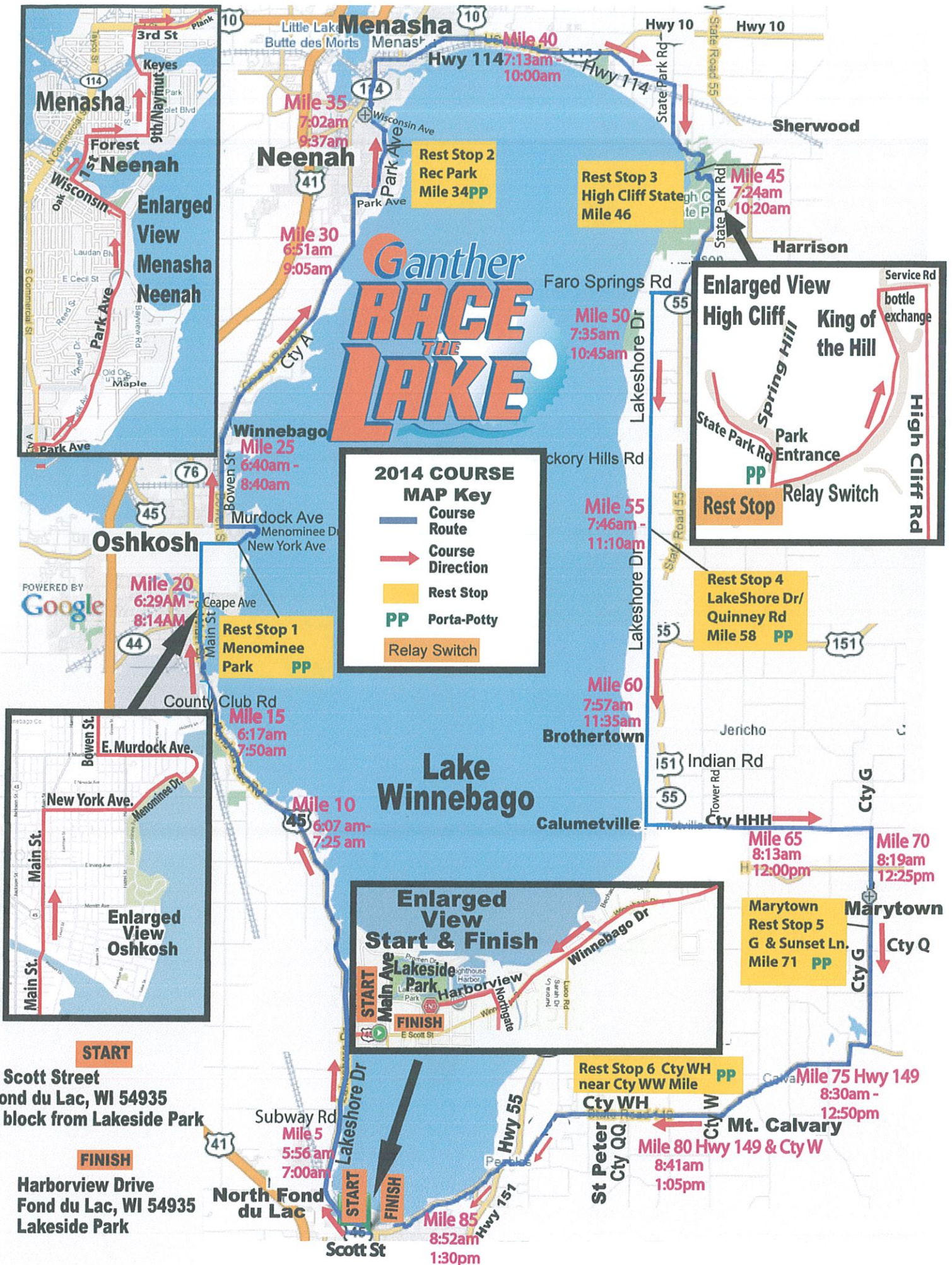
CITY OF MENASHA

PER FORM: CG2026 (07-04)

1140 Main St

Original









## STREET USE APPLICATION

Event: Fredley Gilmore Birthday Party  
Sponsored by: Boys & Girls Brigade  
Responsible Person: Andrew Gilmore  
Address: 709 Elizabeth Ct  
Menasha WI 54952  
Email Address: Capt. onaway@yahoo.com

Street Use Date: 7-12-14  
Start Time: 10:00 AM  
End Time: 10:00 PM  
Number of Units: 7  
(Parades)

Phone: 920-428-3296  
Street Route: Entire Elizabeth Ct. (cul de sac)  
Description of Use (attach map)

Liability Insurance has been secured in the amount of \$ 1,000,000 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company Market American INs Co Policy No 850255349675-3  
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 6-6-14 Applicant's Signature: [Signature]

**Permit Fee:** Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

**Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

-----  
**TO BE COMPLETED BY CITY STAFF** (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: \_\_\_\_\_

Not Required: ☒ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Scheduled Common Council Review Date: 7/7/14

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

## APPROVAL:

Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney [Signature]



THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## PRODUCER

53641 / Swett & Crawford  
920 2nd Ave. S  
Ste. 600  
Minneapolis, MN 55402

CONTACT  
NAME:

PHONE  
(A/C No, Ext):

FAX  
(A/C No):

E-MAIL  
ADDRESS:

## INSURER(S) AFFORDING COVERAGE

## NAIC #

## INSURED

The Boys and Girls Brigade Association, Inc  
A Non-Profit Organization  
109 W. Columbian Ave.  
P.O. Box 665  
Neenah, WI 54956

INSURER A: MARKEL INSURANCE COMPANY

38970

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>				EACH OCCURRENCE \$ 1,000,000
<input type="checkbox"/>	CLAIMS-MADE	<input checked="" type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
<input type="checkbox"/>			8502SS349675-3	01-01-2014	01-01-2015	MED EXP (Any one person) \$ 5,000
<input type="checkbox"/>						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 3,000,000
<input type="checkbox"/>	POLICY	<input type="checkbox"/>				PRODUCTS - COMP/OP AGG \$ 1,000,000
<input type="checkbox"/>	JECT	<input type="checkbox"/>				
<input type="checkbox"/>	LOC					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/>	ANY AUTO					BODILY INJURY (Per person) \$
<input type="checkbox"/>	ALL OWNED AUTOS	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
<input type="checkbox"/>	SCHEDULED AUTOS	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/>	HIRED AUTOS	<input type="checkbox"/>				
<input type="checkbox"/>	NON-OWNED AUTOS	<input type="checkbox"/>				
	UMBRELLA LIAB	<input type="checkbox"/>				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/>				AGGREGATE \$
<input type="checkbox"/>	DED	<input type="checkbox"/>				
<input type="checkbox"/>	RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	Y/N				E.L. EACH ACCIDENT \$
	(Mandatory in NH)	N/A				E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under					E.L. DISEASE - POLICY LIMIT \$
	DESCRIPTION OF OPERATIONS below					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is included as additional insured for operations conducted by the named insured.  
RE: Event - Frehley's Strong Birthday Bash, held 07/12/2014

## CERTIFICATE HOLDER

City of Menasha, It/Es Officers, Agents & Employees,  
Dept of Public Works  
140 Main Street  
Menasha, WI 54952

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
Bruce A. Kay

ELE  
10

ATTACHED TO AND FORMING PART OF  
POLICY NUMBER: 8502SS349675 - 3

COMMERCIAL GENERAL LIABILITY

## Markel Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### COMMERCIAL GENERAL LIABILITY PLUS EXTENSION ENDORSEMENT

Various provisions in this endorsement modify coverage. Read the entire policy carefully to determine rights, duties and what is and is not covered.

Throughout this endorsement the words "you" and "your" refer to the Named Insured shown in the declarations. The words "we," "us" and "our" refer to the company providing this insurance.

This endorsement modifies insurance provided under the following:

#### COMMERCIAL GENERAL LIABILITY COVERAGE PART

Unless specifically stated in this endorsement, all other terms, conditions and exclusions of the policy remain unchanged.

The following is a summary of the limits, additional coverages and extensions provided by this endorsement. For complete details on specific coverages, consult the policy contract wording. As respects any coverage provided by this endorsement, if higher limits are provided on any other schedule, declarations, or endorsement attached to this policy, then the limits and coverage provided by this endorsement would not apply for that coverage.

#### SCHEDULE

Medical Payments	Increased to \$10,000 per person (unless excluded)
Supplementary Payments	
Bail Bonds	Up to \$5000
Loss of Earnings	Up to \$500 a day
Damage to Premises Rented to You	Up to the General Liability Each Occurrence Limit
Non-Owned Watercraft	Increased to 51 feet long
Non-Owned Aircraft	If rented or loaned with a paid crew
Property Damage from Elevator Use	Included
Broadened Definition of Insured	Included
Mental Anguish Resulting from Bodily Injury	Included
Advertising Injury from Televised or Videotaped Material	Included
Broadened Definition of Mobile Equipment	Included
Per Location and Per Project Aggregates	Included
Additional Insured - Managers or Lessors of Premises	Included
Additional Insured - Vendors (Limited)	Included
Additional Insured-By Written Contract, Agreement or Permit	Included
Additional Insured-Mortgagee, Assignee, or Receiver	Included
Extended "Property Damage" - Expected or Intended Injury	Included
Property Damage to Borrowed Equipment	Up to \$10,000 per "occurrence"
Property Damage to "Customers' Goods"	Up to \$10,000 per "occurrence"
Medical Personnel Coverage	Up to \$100,000 per "occurrence" if no other coverage form applies
Limited "Product Withdrawal" Expense Coverage	\$10,000 per "Product Withdrawal"
Waiver of Transfer of Rights of Recovery	Included
Duties in the Event of "Occurrence", Claim or "Suit"	Included
Unintentional Failure to Disclose Hazards	Included
Liberalization	Included

# MEMORANDUM OF UNDERSTANDING

Between the

**Winnebago County Sheriff's Office**

And

**Neenah-Menasha Fire Rescue**

Under the authority of Sec. 66.0301 of Wis. Stats., this agreement is entered into between the Winnebago County Sheriff's Office and Neenah-Menasha Fire Rescue. The purpose of this agreement is to define the role and responsibilities of the Parties, limited to, and as they relate to the rescue response of a Search and Rescue Craft (SRC), to that area of Winnebago County as outlined under the provisions below. This agreement is entered into by both parties, with the intent to provide life saving services for the citizens of Winnebago County. The terms and conditions for this reciprocal mutual aid rescue agreement are as follows:

1. The Sheriff's Office as its option may provide to Neenah-Menasha Fire Rescue, a serviceable SRC, with appropriate trailer to be used for rescue operations and training. Any use of the SRC outside of rescue operations and training will be approved by the Sheriff or his/her designee prior to use.
2. The Winnebago County Sheriff's Office will be responsible to provide funding for routine repair and maintenance concerning the SRC and trailer, to include any needed replacement parts and labor. Minor or routine maintenance may be voluntarily performed by Neenah-Menasha Fire Rescue personnel.
3. Any damage to the SRC while under the operation of Neenah-Menasha Fire Rescue will be reported to the Sheriff's Office in a detailed written report describing the damage and how it occurred. A damage review will be conducted by a panel consisting of a Sheriff's Office Lieutenant, a member of the Neenah-Menasha Fire Rescue Command staff and a member of Neenah-Menasha Fire Rescue line staff. Damage determined to be unavoidable, or normal wear and tear, will be repaired and paid for by the Winnebago County Sheriff's Office. Damage determined to be avoidable will be repaired and paid for by Neenah-Menasha Fire Rescue. In the case of minor damage that does not affect the operation of the SRC, the Sheriff or a designee will determine if the repair will be made.
4. The Winnebago County Sheriff's Office will maintain all ownership of the SRC.
5. Both parties may solicit private funding for improvements or equipment for the SRC. Any modifications to the SRC will require approval from the Sheriff or his/her designee.

6. Winnebago County shall provide accident insurance; including liability, property, and physical damage coverage on the SRC and trailer, and agrees to waive subrogation against the Cities of Neenah and Menasha except for the liability provisions contained within this agreement.
7. Neenah-Menasha Fire Rescue will provide storage for the SRC during the season of use, and personnel to operate the unit when available. When qualified personnel are available Neenah-Menasha Fire Rescue will respond for emergency search and rescue operations within their designated area of response, as described in E911 Advisory Directive PSD #4 (see attachment). If the above described directive is amended by the E911 Committee, the Parties hereby agree to automatically adopt the directive as amended. Neenah-Menasha Fire Rescue will also provide an appropriate tow vehicle for emergency response.
8. The Sheriff or his/her designee has the authority to request Neenah-Menasha Fire Rescue to respond to an emergency search and rescue incident where the Sheriff believes that the use of the SRC is necessary. Neenah-Menasha Fire Rescue will then respond to all such calls, unless the Fire Department has insufficient staffing available to operate the SRC. In such an event the Fire Department will immediately advise the Sheriff's Office. The Sheriff's Office may then retrieve the SRC and use Sheriff's Office Personnel to staff it.
9. The Sheriff's Office will have access to, and staff the SRC when it is needed for patrol, search and rescue, dive operations and training. In the case of a joint search and rescue operation, Sheriff's Office personnel will take over operation of the SRC at an appropriate time, when staffing allows. In case of conflict, the Sheriff or his/her designee will have final authority to designate use of the SRC.
10. Personnel will be properly trained to operate the SRC according to manufacturer's operating guidelines.
11. Each party will be responsible for all wages and related costs for its personnel when operating the SRC.
12. If any use of the SRC by either party may extend outside of Winnebago County, notice of such use should be extended to the other party, and to the backup provider, and will be approved by the Sheriff or his/her designee.
13. Winnebago County and the Cities of Neenah and Menasha will each maintain adequate commercial insurance protections against all loss from liability, worker's compensation, property and marine craft physical damage in accordance with the indemnification provisions of this agreement.

14. Subject to paragraph #15 below, the Cities of Neenah and Menasha agree to indemnify and hold harmless Winnebago County (including the directors, officers, employees, agents, shareholders, insurers, successors, and assigns) from and against any and all claims, demands, penalties, fines, causes of action, liabilities, settlements, damages, costs, and expenses, including without limitations, attorney's and consultant's fees, investigating fees, court costs and otherwise, arising out of or in any way related to Neenah-Menasha Fire Rescue's operation of the SRC, including but not limited to:
- a. Any personal injury or bodily injury (including wrongful death) or property damage (real or personal).
  - b. Any lawsuit brought or threatened, settlement reached, or local, state, or federal government or agency order, including but not limited to claims, costs, liabilities, or expenses arising under federal, state or local law.
  - c. Any violation of laws, orders, regulations, requirements or demands of any governmental authorities.
  - d. Any breach or violation of any contractual provision of whatever kind with any third party.
15. Subject to paragraph #14 above, Winnebago County agrees to indemnify and hold harmless the Cities of Neenah and Menasha (including the directors, officers, employees, agents, shareholders, insurers, successors, and assigns) from and against any and all claims, demands, penalties, fines, causes of action, liabilities, settlements, damages, costs, and expenses, including without limitations, attorney's and consultant's fees, investigating fees, court costs and otherwise, arising out of or in any way related to the Winnebago County Sheriff's Office operation of the SRC, including but not limited to:
- a. Any personal injury or bodily injury (including wrongful death) or property damage (real or personal).
  - b. Any lawsuit brought or threatened, settlement reached, or local, state, or federal government or agency order, including, but not limited to claims, costs, liabilities, or expenses arising under federal, state or local law.
  - c. Any violation of laws, orders, regulations, requirements or demands of any governmental authorities.
  - d. Any breach or violation of any contractual provision of whatever kind with any third party.
  - e. In addition, Winnebago County will indemnify and save harmless the Cities of Neenah and Menasha from and against any and all losses, claims, demands, penalties, fines, causes of action, costs, damages, expenses and liability (including statutory liability under Worker's Compensation or Unemployment Compensation), including without limitation, any attorney or consultant fees, investigation fees, court costs and litigation expenses, and other costs of defense arising out of or in any manner related to product liability or other claims related to the performance of rescue equipment under the terms of this agreement.

16. All wages and disability payments, pensions and Worker's Compensation claims, clothing and medical expenses relating to the use, training and maintenance of the SRC will be paid by the agency regularly employing such employee or officer.
17. This agreement will expire on December 31, 2014, but shall automatically renew according to these terms for successive one-year periods unless either party gives the other not less than thirty days advance notice. Either party may cancel this agreement at any time, provided that a thirty-day written notice is provided to the other party.
18. For the purposes of notice or any other issue relating to this agreement, the Sheriff for Winnebago County and the Fire Chief for Neenah-Menasha Fire Rescue are designated as the responsible parties.
19. Should any provision of this agreement be determined to be illegal by any Court, it is intended that all other provisions of the agreement will remain in force.

WINNEBAGO COUNTY SHERIFF'S OFFICE

NEENAH-MENASHA FIRE RESCUE

BY: \_\_\_\_\_  
Sheriff John Matz

BY: \_\_\_\_\_  
Chief Al Auxier

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
John Bodnar, Winnebago County Corporation Counsel

\_\_\_\_\_  
Atty. Jim Godlewski, Neenah City Attorney

\_\_\_\_\_  
Atty. Pam Captain, Menasha City Attorney



# City of Menasha Disbursements

Weekly Accounts Payable	6/19/14-7/3/14	\$	800,968.54
	Checks # 46519-46775		

Bi-Weekly Payroll	6/26/14	\$	190,404.06
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## Additional Regular Cycle Accounts Payables -Paid Electronically

BMO Harris-Flex Spending	6/13/14	\$	3,816.74
Nationwide-Deferred Compensation	6/13/14	\$	11,166.50
Delta Dental	6/18/14	\$	2,970.40
Federal Tax Withholding	6/18/14	\$	77,466.86
Advanced Disposal-Broad St Recycling	6/23/14	\$	105.60
Delta Dental	6/25/14	\$	2,267.70
Commuity First Credit Union-Payroll Deductions	6/26/14	\$	7,275.00
State Tax Withholding	6/27/14	\$	13,800.02
Nationwide-Deferred Compensation	6/27/14	\$	11,166.50
BMO Harris-Flex Spending	6/27/14	\$	3,733.05
State Sales Tax	6/27/14	\$	3,132.77
State Tax Withholding	6/27/14	\$	12,699.62
Employee Trust Funds	6/30/14	\$	154,893.11
CVMIC-Worker's Compensation	7/1/14	\$	37,580.00
Federal Tax Withholding	7/2/14	\$	72,749.06
Delta Dental	7/2/14	\$	4,958.20

\$ 419,781.13

Total \$ 1,411,153.73

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

Administrative Services Director

7/3/14  
Date

## 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: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AAA PORTABLES	46519	6/19/2014	D-10453	100-0703-553.20-09	1,795.00	Replace Handicap Unit
			Total for check: 46519		1,795.00	
ACCURATE	46520	6/19/2014	1407537	731-1022-541.30-18	26.75	Bolts
		6/19/2014	1407630	731-1022-541.30-18	68.96	Urethane Pads
			Total for check: 46520		95.71	
AIRGAS USA LLC	46521	6/19/2014	9027783246	731-1022-541.30-18	64.92	Tips
		6/19/2014	9027925427	731-1022-541.30-18	220.32	Saw
			Total for check: 46521		285.24	
ANDERSON, SHARON	46522	6/19/2014	ANDERSON	100-0000-441.25-00	15.00	Medical Withdrawal/Class
			Total for check: 46522		15.00	
APEX SOFTWARE	46523	6/19/2014	284264	100-0402-513.21-04	235.00	Maintenance
			Total for check: 46523		235.00	
CITY OF APPLETON	46524	6/19/2014	219377	100-0302-542.25-01	13,459.00	June 2014 Transit Service
			Total for check: 46524		13,459.00	
AT&T	46525	6/19/2014	920R09453006	100-1001-514.22-01	113.90	Alarms
				601-1020-543.22-01	292.50	Alarms
			Total for check: 46525		406.40	
ATSSA	46526	6/19/2014	90090214	100-1002-541.32-01	59.25	Renewal
				625-1002-541.32-01	19.75	Renewal
			Total for check: 46526		79.00	

# AP Check Register

## Check Date: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BADGER LAB & ENGINEERING INC	46527	6/19/2014	INV000057399	601-1020-543.21-02	1,010.00	Intertape Polymer
			Total for check: 46527		1,010.00	
BADGER TRAILER & POWER	46528	6/19/2014	17660	100-0703-553.30-15	3,115.00	Load Trail Trailer
				100-1008-541.30-15	2,690.00	Load Trail Trailer
			Total for check: 46528		5,805.00	
BAY LAKES COUNCIL	46529	6/19/2014	BAYLAKES	824-0810-521.32-01	45.00	New Advisor & Explorer Registration Fees
			Total for check: 46529		45.00	
BEACON ATHLETICS	46530	6/19/2014	0436133-IN	100-0703-553.30-18	148.71	Field Weights
			Total for check: 46530		148.71	
KYLE BENZ	46531	6/19/2014	BENZ/HATTIE	822-0413-554.30-16	250.00	Hattie Minor Scholarship
			Total for check: 46531		250.00	
CALUMET COUNTY REGISTER OF DEEDS	46532	6/19/2014	495577	501-0304-562.21-10	30.00	Redevelopment
		6/19/2014	495578	501-0304-562.21-10	30.00	Cypress Homes
			Total for check: 46532		60.00	
PAMELA A CAPTAIN	46533	6/19/2014	CAPTAIN	100-0201-512.33-01	102.50	May 2014
				100-0202-512.34-01	43.00	May 2014
			Total for check: 46533		145.50	
CDW GOVERNMENT INC	46534	6/19/2014	MC22041	743-0403-513.29-01	189.37	Toner
		6/19/2014	MC51396	100-0918-531.24-01	294.80	Copier
		6/19/2014	MC99030	100-0601-551.30-10	31.42	Computer Supply
		6/19/2014	MD22497	100-0918-531.24-01	149.49	IPad Cases

# AP Check Register

## Check Date: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CDW GOVERNMENT INC...	46534...	6/19/2014	MF79172	100-0918-531.24-01	247.32	Phones
			Total for check: 46534		912.40	Preparedness Grant
CLERK OF COURT OF APPEALS	46535	6/19/2014	WAVSANDIST	100-0201-512.30-18	195.00	Notice of Appeal
			Total for check: 46535		195.00	Waverly Sanitary Dist
COCA-COLA REFRESHMENTS	46536	6/19/2014	3576546934	100-0704-552.30-17	698.23	Concessions
			Total for check: 46536		698.23	
CULLIGAN WATER CONDITIONING	46537	6/19/2014	718387	100-1001-514.20-01	18.90	Rental
			Total for check: 46537		18.90	
UNEMPLOYMENT INSURANCE	46538	6/19/2014	6023361	100-0801-521.15-09	226.00	5/1/14 - 5/10/14
			Total for check: 46538		226.00	
DIGIPRINT	46539	6/19/2014	142725	100-0405-513.29-01	103.80	Business Cards
				100-0000-134.00-00	(15.80)	Business Cards
			Total for check: 46539		88.00	
EARTHLINK BUSINESS	46541	6/19/2014		100-0402-513.22-01	7.18	Assessor
				100-0201-512.22-01	6.98	Attorney
				100-0000-123.00-00	15.94	Building Inspector
				100-0203-512.22-01	14.51	Clerk
				100-0304-562.22-01	26.12	Comm Dev
				100-1001-514.22-01	79.09	City Hall
				100-0401-513.22-01	35.24	Finance
				731-1022-541.22-01	28.35	Garage
				100-0903-531.22-01	53.58	Health
				743-0403-513.22-01	16.76	IT
				100-0601-551.22-01	185.70	Library
				100-0101-511.22-01	11.01	Mayor



# AP Check Register

## Check Date: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
EARTHLINK BUSINESS...	46541...	6/19/2014...	...	100-0702-552.22-01	29.54	Rec
				100-0703-553.22-01	49.62	Parks
				100-0202-512.22-01	17.64	Personnel
				100-0801-521.22-01	273.81	PD
				100-1002-541.22-01	46.02	Eng
				100-0920-531.22-01	14.40	Senior
				100-1008-541.22-01	4.16	Sign
				100-0502-522.22-01	43.74	EOC
				207-0000-123.00-00	29.33	Marina
				100-0000-123.00-00	328.26	Menasha Utilities
				<b>Total for check: 46541</b>	<b>1,316.98</b>	
FAMILY DOLLAR	46542	6/19/2014		FAMILYDOLLAR 100-0000-201.03-00	200.00	Overpay tobacco license
				<b>Total for check: 46542</b>	<b>200.00</b>	
FERGUSON ENTERPRISES #448	46543	6/19/2014	1056580	100-0704-552.24-04	831.19	Cartridge
				<b>Total for check: 46543</b>	<b>831.19</b>	
FOX VALLEY HUMANE ASSOCIATION	46544	6/19/2014		100-0806-532.25-01	1,456.33	April 2014
				<b>Total for check: 46544</b>	<b>1,456.33</b>	
GANNETT WISCONSIN MEDIA	46545	6/19/2014	0008086898	100-0405-513.29-02	928.13	Legals
				100-0203-512.29-02	524.43	Legals
				<b>Total for check: 46545</b>	<b>1,452.56</b>	
KORTNEY GONNERING	46546	6/19/2014	GONNERING	100-0903-531.33-01	49.45	May 2014
				<b>Total for check: 46546</b>	<b>49.45</b>	
GRIESBACH READY-MIX LLC	46547	6/19/2014	3008	625-1003-541.30-18	1,321.50	

# AP Check Register

## Check Date: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GRIESBACH READY-MIX LLC...	46547 ...	6/19/2014...	3008...	100-1009-541.30-18	256.50	
			<b>Total for check: 46547</b>		<b>1,578.00</b>	
ALYSSA GUARD	46548	6/19/2014	GUARD/HATTIE	822-0413-554.30-16	250.00	Hattie Minor Scholarship
			<b>Total for check: 46548</b>		<b>250.00</b>	
HAAACK, LARRY	46549	6/19/2014	HAACK	100-0000-441.28-00	118.57	Refund Boat Slip
				100-0000-201.08-00	6.43	Refund Boat Slip
			<b>Total for check: 46549</b>		<b>125.00</b>	
KRISTINE HEIM	46550	6/19/2014	HEIM	100-0304-562.30-11	25.10	April, May 2014
			<b>Total for check: 46550</b>		<b>25.10</b>	
DONALD HIETPAS & SONS INC	46551	6/19/2014		601-1020-541.24-04	1,654.25	636 London Street Repair Lateral Riser
			<b>Total for check: 46551</b>		<b>1,654.25</b>	
HUB INTERNATIONAL	46552	6/19/2014		733-0000-201.03-00	161.84	Liability Insurance Parade
			<b>Total for check: 46552</b>		<b>161.84</b>	
INFINITY TECHNOLOGY INC	46553	6/19/2014	502947	743-0403-513.21-04	990.00	June Managed Services
			<b>Total for check: 46553</b>		<b>990.00</b>	
KWIK TRIP INC	46554	6/19/2014		100-0801-521.38-01	126.13	
			<b>Total for check: 46554</b>		<b>126.13</b>	
LANDLORD SERVICES LLC	46555	6/19/2014	19105	100-0801-521.21-06	17.00	Credit Report
			<b>Total for check: 46555</b>		<b>17.00</b>	

# AP Check Register

## Check Date: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LINCOLN CONTRACTORS SUPPLY INC	46556	6/19/2014	J28281	625-1003-541.30-18	162.77	Underdrain Work Supplies Curb & Gutter
			Total for check: 46556		162.77	
MARTA, STEPHEN	46557	6/19/2014	MARTA	100-0000-441.13-00	65.10	Cart Removal
			Total for check: 46557		65.10	
MATTHEWS TIRE & SERVICE CENTER	46558	6/19/2014	50985	731-1022-541.38-02	907.88	Tires & Hardware
			Total for check: 46558		907.88	
MCQUILLAN, ROBERT	46559	6/19/2014	MCQUILLAN	100-0000-441.13-00	27.75	Cart Exchange
			Total for check: 46559		27.75	
MCSE	46560	6/19/2014		100-0908-531.34-02	75.00	
			Total for check: 46560		75.00	
MENARDS-APPLETON EAST	46561	6/19/2014	47584	100-0703-553.30-18	49.25	Compost & Manure
			Total for check: 46561		49.25	
TOWN OF MENASHA FINANCE DEPARTMENT	46562	6/19/2014	7781	625-0410-571.61-02	8,606.67	Tayco Pond/Interest
				625-0000-264.00-00	26,758.99	Tayco Pond/Principle
			Total for check: 46562		35,365.66	
MENASHA JOINT SCHOOL DISTRICT	46563	6/19/2014	MOBILE HOME	100-0000-412.00-00	6,175.12	June Mobile Home
			Total for check: 46563		6,175.12	
MENASHA NEENAH MUNICIPAL COURT	46564	6/19/2014		100-0201-512.30-18	10.00	Right to Appeal Notice
			Total for check: 46564		10.00	Transcript Review Notice
MENASHA TREASURER	46565	6/19/2014	PD	100-0801-521.30-11	44.00	Postage

# AP Check Register

## Check Date: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA TREASURER...	46565...	6/19/2014...	PD...	100-0801-521.34-03	24.50	Training
				100-0801-521.33-03	18.18	Travel
				<b>Total for check: 46565</b>	<b>86.68</b>	
MENASHA UTILITIES	46568	6/19/2014		100-1008-541.22-03	168.29	Electric
				100-1008-541.22-05	67.42	Water
				601-1020-543.22-03	43.72	Electric
				100-0704-552.22-03	283.44	Electric
				100-0704-552.22-05	473.00	Water
				731-1022-541.22-03	1,288.49	Electric
				731-1022-541.22-05	762.10	Water
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	1,467.30	Electric
				100-0801-521.22-05	332.11	Water
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	1,062.53	Electric
				100-0000-123.00-00	240.49	Water
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	97.35	Electric
				100-0601-551.22-03	3,263.09	Electric
				100-0601-551.22-05	500.32	Water
				100-0601-551.22-06	103.75	Storm
				207-0707-552.22-05	239.60	Water
				100-1019-552.22-03	256.89	Electric
				100-1019-552.22-05	12.38	Water
				100-0000-123.00-00	6.75	Electric
				100-1001-514.22-05	12.38	Water
				100-1001-514.22-06	2.50	Storm
				100-0703-553.22-03	1,855.48	Electric
				100-0703-553.22-05	34.42	Water
				100-0703-553.22-06	700.63	Storm
				485-0304-562.22-06	33.13	Storm
				457-0304-562.22-06	2.50	Storm



# AP Check Register

## Check Date: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	46568...	6/19/2014...	...	485-0304-562.22-06	15.00	Storm
				457-0304-562.21-10	31.12	Electric
				100-0305-562.22-06	5.00	Storm
				501-0304-562.22-06	280.01	Storm
				267-0102-581.22-05	405.29	198 River
				267-0102-581.22-03	1,933.31	198 River
				100-0703-553.22-06	50.00	Storm Water
		6/19/2014	993THIRD	Total for check: 46568	17,112.93	
MID-AMERICAN RESEARCH CHEMICAL	46569	6/19/2014	0524798-IN	731-1022-541.30-18	101.34	Coil Cleaner
			Total for check: 46569		101.34	
MINNESOTA LIFE INSURANCE COMPANY	46570	6/19/2014		100-0000-204.07-00	2,719.14	July 2014
			Total for check: 46570		2,719.14	
MIRON CONSTRUCTION CO INC	46571	6/19/2014	91412	267-0102-581.20-04	12,986.66	Equipment Removal
			Total for check: 46571		12,986.66	
MONOPRICE INC	46572	6/19/2014	10010747	743-0403-513.30-15	25.80	Switch Box
			Total for check: 46572		25.80	
MORTON SAFETY	46573	6/19/2014	886704	731-1022-541.30-18	19.80	Eyewear
			Total for check: 46573		19.80	
NEENAH FOUNDRY	46574	6/19/2014	96307	100-1009-541.30-18	156.00	Placement Hooks
			Total for check: 46574		156.00	

# AP Check Register

## Check Date: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NIELSON COMMUNICATIONS	46575	6/19/2014	FV14-29352	100-0918-531.24-01	480.00	Batteries
			Total for check: 46575		480.00	Preparedness Grant
OSHKOSH FIRE & POLICE EQUIPMENT INC	46576	6/19/2014	155719	100-0801-521.29-04	373.00	LED Module
		6/19/2014	156415	100-0801-521.29-04	813.00	Lights
			Total for check: 46576		1,186.00	
DAVE POWELL	46577	6/19/2014	POWELL	100-1001-514.33-01	45.60	Jan - May 2014
			Total for check: 46577		45.60	
PRECISION SEALCOATING INC	46578	6/19/2014		100-1003-541.20-10	33,037.80	Crack Seal
			Total for check: 46578		33,037.80	Project
PRIORITY 1 POLICE & FIRE	46579	6/19/2014	1001	100-0801-521.29-04	2,500.00	New Squad Install
			Total for check: 46579		2,500.00	
SPEEDY CLEAN DRAIN & SEWER INC	46580	6/19/2014	56928	731-1022-541.24-03	388.50	Water Jet & Televis
			Total for check: 46580		388.50	
STAPLES ADVANTAGE	46581	6/19/2014	3231027240	100-0201-512.30-10	4.36	Supplies
				100-0202-512.30-10	19.74	Supplies
				100-0203-512.30-10	4.36	Supplies
				100-0405-513.30-10	15.88	Supplies
				100-0101-511.30-10	4.35	Supplies
				100-0202-512.30-10	9.99	Supplies
				100-0801-521.30-10	52.94	Supplies
			Total for check: 46581		111.62	
SUBURBAN ELECTRICAL ENGINEERS	46582	6/19/2014	90249	100-1008-541.24-03	131.30	Repair Breaker

# AP Check Register Check Date: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SUBURBAN ELECTRICAL ENGINEERS...	46582...	6/19/2014	90250	100-1008-541.24-04	58.00	Light Racine & 7th
			Total for check: 46582		189.30	
TOYS FOR TRUCKS	46583	6/19/2014	12356	731-1022-541.38-03	26.00	
			Total for check: 46583		26.00	
TRI-CITY GLASS INC	46584	6/19/2014	103038038	731-1022-541.24-03	165.00	Air Louvers/Tape
			Total for check: 46584		165.00	
UNIFIRST CORPORATION	46585	6/19/2014	097 0164703	731-1022-541.20-01	120.01	Mat/Mop/Clothing Service
			Total for check: 46585		120.01	
UR WASHINSTUFF INC	46586	6/19/2014	10071	100-0801-521.29-04	85.65	April 15 Car Washes
			Total for check: 46586		85.65	
VALLEY CHEMICAL LLC	46587	6/19/2014	0047447-IN	100-0704-552.30-18	751.84	Filter Powder
			Total for check: 46587		751.84	
VERIZON WIRELESS	46588	6/19/2014	9726262382	100-1002-541.22-01	167.19	
				625-1002-541.22-01	55.73	
				601-1020-543.22-01	36.88	
	6/19/2014		9726262383	100-0601-551.22-01	5.60	
	6/19/2014		9726262384	100-0919-531.22-01	8.93	
				743-0403-513.22-01	120.03	
	6/19/2014		9726262385	743-0403-513.22-01	178.07	
	6/19/2014		9726262386	100-0801-521.22-01	558.90	
			Total for check: 46588		1,131.33	

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## Check Date: 6/19/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VISION INSURANCE PLAN OF AMERICA	46589	6/19/2014	147357	100-0000-204.10-00	991.60 July 2014	
			Total for check: 46589		991.60	
WE ENERGIES	46590	6/19/2014		267-0102-581.22-04	2.60 River Street	
			Total for check: 46590		2.60	
WHEELER, ZACHARY	46591	6/19/2014		100-0000-441.13-00	70.68 Cart Removal	
			Total for check: 46591		70.68	
WINNEBAGO COUNTY CLERK OF COURTS	46592	6/19/2014		100-0201-512.30-18	129.50 Right to Appeal Notice Hinz	
			Total for check: 46592		129.50	
WINNEBAGO COUNTY TREASURER	46593	6/19/2014	LF120902	266-1027-543.25-01	155.75 Tires	
		6/19/2014	LF120999	266-1027-543.25-01	479.90 May Direct Haul	
				100-1016-543.25-01	14,097.60 May Direct Haul	
				100-1017-543.25-01	5,210.28 May Direct Haul	
			Total for check: 46593		19,943.53	
WISCONSIN DEPT OF NATURAL RESOURCES	46594	6/19/2014	471033640-2014	267-0102-581.32-01	1,280.00	
			Total for check: 46594		1,280.00	
WISCONSIN DNR-ENVIRONMENTAL FEES	46595	6/19/2014	471020660-2014	100-1016-543.32-01	572.00 Waste Program License	
		6/19/2014	471175320-2014	625-1010-541.25-01	3,000.00 Stormwater Fees	
			Total for check: 46595		3,572.00	
					178,462.36	

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## Check Date: 6/24/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACC PLANNED SERVICE INC	46596	6/24/2014	12592	100-0601-551.24-03	366.17	Filters/Belts
			Total for check: 46596		366.17	
BAKER & TAYLOR INC	46597	6/24/2014	2029354262	100-0601-551.30-14	725.01	Library Materials
		6/24/2014	2029365224	100-0601-551.30-14	919.28	Library Materials
		6/24/2014	2029367613	100-0601-551.30-14	178.67	Library Materials
		6/24/2014	2029374404	100-0601-551.30-14	328.70	Library Materials
		6/24/2014	2029380622	100-0601-551.30-14	106.52	Library Materials
		6/24/2014	2029388907	100-0601-551.30-14	470.14	Library Materials
		6/24/2014	2029397075	100-0601-551.30-14	477.00	Library Materials
		6/24/2014	2029401739	100-0601-551.30-14	176.95	Library Materials
		6/24/2014	2029411241	100-0601-551.30-14	713.72	Library Materials
		6/24/2014	2029420073	100-0601-551.30-14	611.16	Library Materials
		6/24/2014	2029425373	100-0601-551.30-14	209.17	Library Materials
		6/24/2014	5013123755	100-0601-551.30-14	15.99	Library Materials
		6/24/2014	5013143663	100-0601-551.30-14	130.66	Library Materials
		6/24/2014	M42604150	100-0601-551.30-14	28.79	Library Materials
		6/24/2014	M43445250	100-0601-551.30-14	66.93	Library Materials
			Total for check: 46597		5,158.69	
BLACKSTONE AUDIO INC	46598	6/24/2014	705743	100-0601-551.30-14	245.98	Library Materials
			Total for check: 46598		245.98	
CAPITAL NEWSPAPERS	46599	6/24/2014		100-0601-551.30-14	20.00	Library Materials
			Total for check: 46599		20.00	
CDW GOVERNMENT INC	46600	6/24/2014	LQ89603	100-0601-551.30-10	49.84	Toner
		6/24/2014	LS93553	100-0601-551.30-10	67.21	Ink
		6/24/2014	MK57053	100-0601-551.30-10	77.07	Toner



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## Check Date: 6/24/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CDW GOVERNMENT INC...	46600...	6/24/2014	MK60591	100-0601-551.30-10	429.51	Ink Cartridge
			Total for check: 46600		623.63	
CENTER POINT LARGE PRINT	46601	6/24/2014	1191368	100-0601-551.30-14	133.02	Library Materials
			Total for check: 46601		133.02	
KATHY DREYER	46602	6/24/2014	DREYER	100-0601-551.30-16	9.98	Reimburse/Expense
			Total for check: 46602		9.98	
ENERGY CONTROL & DESIGN INC	46603	6/24/2014	0071149-IN	100-0601-551.24-03	1,004.00	Contract
			Total for check: 46603		1,004.00	
FINDAWAY WORLD LLC	46604	6/24/2014	127798	100-0601-551.30-14	165.72	Library Materials
		6/24/2014	127808	100-0601-551.30-14	73.99	Library Materials
		6/24/2014	128215	100-0601-551.30-14	671.40	Library Materials
			Total for check: 46604		911.11	
GALE	46605	6/24/2014	52004148	100-0601-551.30-14	27.19	Library Materials
		6/24/2014	52047747	100-0601-551.30-14	26.39	Library Materials
		6/24/2014	52150566	100-0601-551.30-14	215.92	Library Materials
		6/24/2014	52155662	100-0601-551.30-14	38.92	Library Materials
		6/24/2014	52185354	100-0601-551.30-14	43.99	Library Materials
		6/24/2014	52212647	100-0601-551.30-14	27.99	Library Materials
			Total for check: 46605		380.40	
GANNETT WISCONSIN MEDIA	46606	6/24/2014		100-0601-551.30-14	320.27	Subscription
			Total for check: 46606		320.27	
GECRB/AMAZON	46608	6/24/2014	035053050840	100-0601-551.30-14	(3.00)	Credit
		6/24/2014	035059410679	100-0601-551.30-14	94.84	Library Materials

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## Check Date: 6/24/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GECRB/AMAZON...	46608...	6/24/2014	035059887563	100-0601-551.30-14	53.88	Library Materials
		6/24/2014	108211347760	100-0601-551.30-14	52.97	Library Materials
		6/24/2014	108214175235	100-0601-551.30-14	85.86	Library Materials
		6/24/2014	108214930263	100-0601-551.30-14	248.86	Library Materials
		6/24/2014	108217873479	100-0601-551.30-14	29.73	Library Materials
		6/24/2014	108219734928	100-0601-551.30-14	(8.00)	Credit
		6/24/2014	176563814559	100-0601-551.30-14	(0.89)	Credit
		6/24/2014	176568075317	100-0601-551.30-14	283.71	Library Materials
		6/24/2014	176569298345	100-0601-551.30-14	36.86	Library Materials
		6/24/2014	200550040028	100-0601-551.30-14	9.99	Library Materials
		6/24/2014	200550875291	100-0601-551.30-14	11.88	Library Materials
		6/24/2014	200552411701	100-0601-551.30-14	22.48	Library Materials
		6/24/2014	200552559364	100-0601-551.30-14	(6.97)	Credit
		6/24/2014	200553098715	100-0601-551.30-14	36.51	Library Materials
		6/24/2014	200553911884	100-0601-551.30-14	(2.03)	Credit
		6/24/2014	200553919985	100-0601-551.30-14	74.45	Library Materials
		6/24/2014	200556205406	100-0601-551.30-14	143.75	Library Materials
		6/24/2014	200556281536	100-0601-551.30-14	34.96	Library Materials
		6/24/2014	200558564422	100-0601-551.30-14	319.15	Library Materials
		6/24/2014	263480380411	100-0601-551.30-14	22.98	Library Materials
		6/24/2014	263485035324	100-0601-551.30-14	(2.47)	Credit
GENERAL BOOK COVERS					<b>1,780.10</b>	
KITZ & PFEIL INC	46609	6/24/2014	14324	100-0601-551.30-18	132.55	Book Covers
			<b>Total for check: 46609</b>		<b>132.55</b>	
	46610	6/24/2014	051214-0250	100-0601-551.24-03	12.40	Drawer Lock
			<b>Total for check: 46610</b>		<b>12.40</b>	

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## Check Date: 6/24/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
RON LINDBERGH	46611	6/24/2014	LINDBERGH	100-0601-551.20-05	200.00	Mad Science 7/2/14
			Total for check: 46611		200.00	
MADER NEWS AGENCY INC	46612	6/24/2014	27642	100-0601-551.30-14	91.16	Library Materials
		6/24/2014	29368	100-0601-551.30-14	100.76	Library Materials
			Total for check: 46612		191.92	
MANDERFIELD BAKERY	46613	6/24/2014	452150	100-0601-551.30-16	23.75	Cookies
			Total for check: 46613		23.75	
MENARDS-APPLETON EAST	46614	6/24/2014	47583	100-0601-551.24-03	137.99	Library Sump
			Total for check: 46614		137.99	
MIDWEST TAPE	46615	6/24/2014	91834310	100-0601-551.30-14	43.99	Library Materials
		6/24/2014	91850053	100-0601-551.30-14	186.89	Library Materials
		6/24/2014	91866421	100-0601-551.30-14	120.91	Library Materials
		6/24/2014	91888193	100-0601-551.30-14	45.96	Library Materials
		6/24/2014	91888195	100-0601-551.30-14	101.93	Library Materials
			Total for check: 46615		499.68	
MINITEX	46616	6/24/2014	85011	100-0601-551.30-18	2,586.00	Processing Supplies
			Total for check: 46616		2,586.00	
PENWORTHY COMPANY	46617	6/24/2014	564392	100-0601-551.30-14	312.20	Library Materials
			Total for check: 46617		312.20	
PIGGLY WIGGLY MIDWEST LLC	46618	6/24/2014	9867966	100-0601-551.30-16	39.50	
			Total for check: 46618		39.50	

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## Check Date: 6/24/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
RANDOM HOUSE INC	46619	6/24/2014	1080364615	100-0601-551.30-14	33.75	Library Materials
		6/24/2014	1080429118	100-0601-551.30-14	105.00	Library Materials
		6/24/2014	1080446232	100-0601-551.30-14	30.00	Library Materials
			<b>Total for check: 46619</b>		<b>168.75</b>	
RECORDED BOOKS LLC	46620	6/24/2014	74935937	100-0601-551.30-14	111.37	Library Materials
		6/24/2014	74937417	100-0601-551.30-14	92.47	Library Materials
		6/24/2014	74937930	100-0601-551.30-14	78.97	Library Materials
			<b>Total for check: 46620</b>		<b>282.81</b>	
SERVICEMASTER BUILDING MAINTENANCE	46621	6/24/2014	12523	100-0601-551.20-01	1,425.00	Contract
			<b>Total for check: 46621</b>		<b>1,425.00</b>	
UNIQUE BOOKS INC	46622	6/24/2014	362030.3	100-0601-551.30-14	15.74	Library Materials
		6/24/2014	362473	100-0601-551.30-14	15.74	Library Materials
		6/24/2014	362474	100-0601-551.30-14	212.85	Library Materials
		6/24/2014	362520	100-0601-551.30-14	74.64	Library Materials
			<b>Total for check: 46622</b>		<b>318.97</b>	
UNIQUE MANAGEMENT SERVICES INC	46623	6/24/2014	257234	100-0000-441.19-00	179.00	Collection Agency Fees
			<b>Total for check: 46623</b>		<b>179.00</b>	
WINNEFOX AUTOMATED LIBRARY SYSTEM	46624	6/24/2014	2377	100-0601-551.30-11	284.07	Hold & Overdue Notices
			<b>Total for check: 46624</b>		<b>284.07</b>	
WOOD BOILER SOLUTIONS LLC	46625	6/24/2014	7463	100-0601-551.30-13	819.00	Cooling Tower Treatment
			<b>Total for check: 46625</b>		<b>819.00</b>	
					<b>18,566.94</b>	



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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AACE	46626	6/26/2014	200000052	100-0801-521.34-02	425.00	Conference
			<b>Total for check: 46626</b>		<b>425.00</b>	
ACC PLANNED SERVICE INC	46627	6/26/2014	12590	100-1001-514.24-03	781.75	Strap piping Repair
		6/26/2014	12591	100-0801-521.24-03	1,625.40	V3 Controller PD 2013 Funds
		6/26/2014	12593	100-0501-522.24-03	1,083.60	V3 Controller PD 2013 Funds
		6/26/2014	12594	100-0920-531.24-03	57.12	Media Filter
		6/26/2014	12595	731-1022-541.24-03	197.95	Belt/Filter
				100-0801-521.24-03	205.58	Filter/Belt
				100-0501-522.24-03	137.06	Filter/Belt
		6/26/2014	12596	100-0801-521.24-03	766.28	Motor Service
				100-0501-522.24-03	510.86	Motor Service
			<b>Total for check: 46627</b>		<b>5,365.60</b>	
ACCURATE	46628	6/26/2014	1405501	731-1022-541.30-18	226.50	Blades/Eraser
		6/26/2014	1408107	731-1022-541.30-18	52.00	Clamps/Drills
			<b>Total for check: 46628</b>		<b>278.50</b>	
THE ACTIVE NETWORK INC	46629	6/26/2014	1008645	100-0702-552.34-03	900.00	Computer Training
			<b>Total for check: 46629</b>		<b>900.00</b>	
AIRGAS USA LLC	46630	6/26/2014	9028137558	731-1022-541.30-18	68.70	Oxygen
		6/26/2014	9918942199	100-0703-553.30-18	17.35	Acetylene/Oxygen
		6/26/2014	9918942201	731-1022-541.30-18	170.45	Acetylene/Argon
			<b>Total for check: 46630</b>		<b>256.50</b>	
ALLEN, JIM	46631	6/26/2014	JIMALLEN	100-0702-552.30-18	36.98	Archery Supplies
			<b>Total for check: 46631</b>		<b>36.98</b>	

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## Check Date: 6/26/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ALWAYS AT YOUR SURFACE	46632	6/26/2014	152	100-0703-553.24-03	192.50	Floor Cleaning
			Total for check: 46632		192.50	
APPLETON RADIATOR AND ATS	46633	6/26/2014	2428	731-1022-541.38-03	915.73	New Core Repair Radiator
			Total for check: 46633		915.73	
ARING EQUIPMENT EXCHANGE	46634	6/26/2014	701237	731-1022-541.38-03	183.32	Filter Cartridge/Filter Bulb
		6/26/2014	701506	731-1022-541.38-03	273.40	Filters
			Total for check: 46634		456.72	
ASSOCIATED APPRAISAL CONSULTANTS	46635	6/26/2014	17529	100-0402-513.21-09	4,991.67	Professional Services Agreement
				100-0402-513.30-11	5.28	Postage
		6/26/2014	17530	100-0402-513.21-09	59.76	Internet Posting Records
			Total for check: 46635		5,056.71	
BADGER LAB & ENGINEERING INC	46636	6/26/2014	INV000057415	601-1020-543.21-02	950.00	Dura-Fibre
		6/26/2014	INV000057416	601-1020-543.21-02	805.00	Graphics Packaging
		6/26/2014	INV000057418	601-1020-543.21-02	950.00	Sun Chemical
			Total for check: 46636		2,705.00	
BOBCAT PLUS	46637	6/26/2014	IG21193	731-1022-541.38-02	540.33	Tire/Wheel
			Total for check: 46637		540.33	
BRUCE MUNICIPAL EQUIPMENT INC	46638	6/26/2014	5141955	731-1022-541.38-03	236.14	Elec Enclosure
		6/26/2014	5142037	731-1022-541.38-03	165.49	Gauge/Hose
			Total for check: 46638		401.63	
BUCKLIN'S TREE SERVICE	46639	6/26/2014	200	625-1010-541.30-18	31.78	1-1/2" Clear
		6/26/2014	202	625-1010-541.30-18	13.28	1-1/2" Clear
		6/26/2014	5094	625-1003-541.30-18	101.58	3/4" Clear

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## Check Date: 6/26/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BUCKLIN'S TREE SERVICE...	46639...	6/26/2014	5592	625-1010-541.30-18	75.00	Natural Mulch
		6/26/2014	5596	625-1010-541.30-18	75.00	Natural Mulch
		6/26/2014	5611	625-1003-541.30-18	149.25	3/4" Clear
		6/26/2014	5701	625-1003-541.30-18	97.31	Waste
			Total for check: 46639		543.20	
CONSULTANTS LABORATORY	46640	6/26/2014		100-0905-531.21-05	1,350.00	Lab Fees
			Total for check: 46640		1,350.00	
CUMINGS ELECTRIC	46641	6/26/2014	CUMINGS	100-0000-422.02-00	55.58	Refund/Overpay
			Total for check: 46641		55.58	
DUMKE & ASSOCIATES &	46642	6/26/2014	316 RACINE	100-0903-531.29-06	2,163.33	316 Racine Street
			Total for check: 46642		2,163.33	
FASTENAL COMPANY	46643	6/26/2014	WINEE95132	100-0703-553.30-18	230.04	Coil Link
			Total for check: 46643		230.04	
FIRST SUPPLY LLC - APPLETON	46644	6/26/2014	2531661-00	207-0707-552.30-18	125.18	Sharkbite
			Total for check: 46644		125.18	
FONDY AUTO ELECTRIC	46645	6/26/2014	A28857	731-1022-541.38-03	221.75	Golf Cart Parts
			Total for check: 46645		221.75	
GRIESBACH READY-MIX LLC	46646	6/26/2014	3014	625-1003-541.30-18	869.90	Curb & Gutter
				100-1009-541.30-18	96.66	Sidewalk
				625-1010-541.30-18	(22.31)	Credit/Error
			Total for check: 46646		944.25	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GUNDERSON CLEANERS	46647	6/26/2014	182199	100-0801-521.30-13	34.66	Towels/Mats
			Total for check: 46647		34.66	
HELKE, JENNIFER	46648	6/26/2014	HELKE	100-0000-441.25-00	20.00	Class Cancelled
			Total for check: 46648		20.00	Refund
HORN PRECAST	46649	6/26/2014	6031	625-1010-541.30-18	2,609.00	
			Total for check: 46649		2,609.00	
PATRICK JAMES	46650	6/26/2014	JAMES	743-0403-513.30-15	79.43	Reimburse/Supplies
				743-0403-513.33-01	6.75	May 2014
				743-0403-513.33-01	25.85	April 2014
				743-0403-513.33-01	9.90	March 2014
				743-0403-513.33-01	32.65	Feb 2014
				743-0403-513.33-01	17.95	Jan 2014
				743-0403-513.33-01	16.45	December 2013
				743-0403-513.33-01	14.90	November 2013
			Total for check: 46650		203.88	
JX ENTERPRISES INC	46651	6/26/2014	G-241210003	731-1022-541.29-04	1,894.92	Engine Work
			Total for check: 46651		1,894.92	
KAEMPFER & ASSOCIATES INC	46652	6/26/2014	17463	601-1020-543.21-02	121.44	Ninth Street
			Total for check: 46652		121.44	Project E145-08.09
KJ WASTE SYSTEMS INC	46653	6/26/2014		266-1027-543.21-06	1,202.00	May 2014/Cardboard
			Total for check: 46653		1,202.00	Co-Ming
LEVENHAGEN CORPORATION	46654	6/26/2014	053234A-IN	100-0000-131.00-00	9,745.75	Fuel
		6/26/2014	053235A-IN	100-0000-131.00-00	10,935.00	Fuel



# AP Check Register

## Check Date: 6/26/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LEVENHAGEN CORPORATION...	46654...	6/26/2014	85317	207-0707-552.38-01	1,565.19	Fuel
		6/26/2014	85322	207-0707-552.38-01	2,052.99	Fuel
		6/26/2014	85331	207-0707-552.38-01	3,282.57	Fuel
		6/26/2014	85332	207-0707-552.38-01	2,074.66	Fuel
		6/26/2014	85348	207-0707-552.38-01	222.77	Fuel
		6/26/2014	85354	207-0707-552.38-01	1,978.25	Fuel
			<b>Total for check: 46654</b>		<b>31,857.18</b>	
LINCOLN CONTRACTORS SUPPLY INC	46655	6/26/2014	J29177	100-1003-541.30-15	35.81	Edger
				100-1009-541.30-15	8.95	Edger
			<b>Total for check: 46655</b>		<b>44.76</b>	
MATTHEWS TIRE & SERVICE CENTER	46656	6/26/2014	51096	731-1022-541.38-02	2,115.97	Replace Tires
			<b>Total for check: 46656</b>		<b>2,115.97</b>	
MCMAHON	46657	6/26/2014	48399	625-1010-541.21-02	4,120.00	UNPS Stormwater
			<b>Total for check: 46657</b>		<b>4,120.00</b>	Planning
MCNEILUS TRUCK & MFG COMPANY	46658	6/26/2014	2540452	731-1022-541.38-03	338.43	Belt/Arm/Cover
			<b>Total for check: 46658</b>		<b>338.43</b>	
MENARDS-APPLETON EAST	46659	6/26/2014	48007	100-0703-553.24-03	38.14	Nail/Mem Back Door
		6/26/2014	48032	100-0801-521.24-03	94.09	PD Squad Shelving
		6/26/2014	48158	100-0703-553.24-03	27.75	Trim/Caulk/Tool Bag
			<b>Total for check: 46659</b>		<b>159.98</b>	
MENASHA TREASURER	46660	6/26/2014	PWF	266-1027-543.30-11	49.00	Stamps
			<b>Total for check: 46660</b>		<b>49.00</b>	
MENASHA UTILITIES	46662	6/26/2014		100-1008-541.22-03	290.22	Electric

# AP Check Register

## Check Date: 6/26/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	46662...	6/26/2014...	...	100-0000-123.00-00	16.17	Electric
				100-1012-541.22-03	89.09	Electric
				501-0304-562.22-03	24.60	Electric
				501-0304-562.22-06	43.13	Storm
				625-0304-562.22-03	8.24	Electric
				100-1013-541.22-03	40.76	Electric
				100-1013-541.22-06	277.51	Storm
				207-0707-552.22-03	1,069.56	Electric
				207-0707-552.22-05	45.42	Water
				207-0707-552.22-06	48.76	Storm
				100-0703-553.22-03	1,082.00	Electric
				100-0703-553.22-05	1,131.82	Water
				100-0703-553.22-06	343.77	Storm
				100-1001-514.22-03	882.49	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	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	181.51	Electric
				100-1019-552.22-05	40.82	Water
				601-1020-543.22-03	34.45	Electric
				100-0304-562.22-03	25.26	Electric
				267-0102-581.22-05	35.41	198 River
				Total for check: 46662		8,725.25
MODERN BUSINESS MACHINES	46663	6/26/2014	26346833	743-0403-513.29-01	243.10	Printer/Copier
				Total for check: 46663		243.10
MODERN DAIRY INC	46664	6/26/2014	221133	100-0704-552.30-17	582.75	Concessions
				Total for check: 46664		582.75

Final Bill

Maintenance

# AP Check Register

## Check Date: 6/26/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MORTON SAFETY	46665	6/26/2014	879830	731-1022-541.30-18	40.18	Cartridge
		6/26/2014	887137	731-1022-541.30-18	109.31	Sqwincher/Ear Plugs
		6/26/2014	888338	100-0704-552.30-10	84.93	First Aid Supplies
			Total for check: 46665		234.42	
CITY OF NEENAH	46666	6/26/2014	NM FIRE SVCS	100-0501-522.25-01	259,083.00	Fire/Rescue Services
			Total for check: 46666		259,083.00	
NETWORK HEALTH SYSTEM INC	46667	6/26/2014	318444	100-0202-512.21-06	90.00	Screening
		6/26/2014	318557	100-0202-512.21-06	659.00	Screening
			Total for check: 46667		749.00	
NORTHEAST ASPHALT INC	46668	6/26/2014	1275820	100-1003-541.30-18	3,829.88	Patches/Roundabout
		6/26/2014	1277912	100-1003-541.30-18	253.70	Tack Premixed
			Total for check: 46668		4,083.58	
PERSONNEL EVALUATION INC	46669	6/26/2014	9160	100-0801-521.21-06	320.00	JV Pep Billing
			Total for check: 46669		320.00	
RASMUSSEN, NOAH	46670	6/26/2014	RASMUSSEN	100-0704-552.30-13	10.49	Reimbursement
			Total for check: 46670		10.49	Pool Employee
REINDERS INC	46671	6/26/2014	2624681-00	625-1010-541.30-18	583.77	Bio Filters
				625-1003-541.30-18	312.59	Bio Filters
			Total for check: 46671		896.36	
RIECKMANN CREATIONS & FABRICATIONS	46672	6/26/2014	128	100-0801-521.29-04	50.00	Fabricate Bracket
			Total for check: 46672		50.00	



# AP Check Register

## Check Date: 6/26/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
RIESTERER & SCHNELL INC	46673	6/26/2014	664899	731-1022-541.38-03	16.86	Vent
			Total for check: 46673		16.86	
ROUTE 41 PIZZA LLC	46674	6/26/2014	0013544-IN	100-0702-552.30-18	161.85	Program pizza
			Total for check: 46674		161.85	
DR TERESA RUDOLPH	46675	6/26/2014	RUDOLPH	100-0903-531.21-05	150.00	City Physician
			Total for check: 46675		150.00	
SAM'S CLUB/GEGRB	46676	6/26/2014		100-0702-552.30-18	95.57	Rec Supplies
				100-0918-531.24-01	1,337.00	IPADS
				743-0403-513.32-01	45.00	Membership Fee
				100-0704-552.32-01	45.00	Membership Fee
				100-0702-552.32-01	135.00	Membership Fee
			Total for check: 46676		1,657.57	
DIANE SCHABACH	46677	6/26/2014	SCHABACH	207-0707-552.21-06	11,500.00	June Contract Payment
			Total for check: 46677		11,500.00	
SERVICEMASTER BUILDING MAINTENANCE	46678	6/26/2014	12217	100-0903-531.20-01	490.00	Contract Janitorial
		6/26/2014	12249	100-1001-514.20-01	1,095.00	Contract Janitorial
		6/26/2014	12250	731-1022-541.20-01	494.00	Contract Janitorial
			Total for check: 46678		2,079.00	
SKID & PALLET	46679	6/26/2014	4886	100-0703-553.30-18	126.00	Mulch
			Total for check: 46679		126.00	

# AP Check Register

## Check Date: 6/26/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SMT MANUFACTURING & SUPPLY	46680	6/26/2014	0028014-IN	731-1022-541.38-03	5.07 Oil Seal	
			Total for check: 46680		5.07	
			Total for check: 46681		350.18	
SPEEDY CLEAN DRAIN & SEWER INC	46681	6/26/2014	56965	100-0703-553.24-03	350.18 Clovis Shelter	
			Total for check: 46682		752.85	
			Total for check: 46683		485.00	
SPORTS GRAPHICS	46682	6/26/2014	0614-009	100-0703-553.30-18	232.20 T-shirts	
				100-1008-541.30-18	27.15 T-shirts	
				100-1003-541.30-18	27.15 T-shirts	
				625-1010-541.30-18	27.15 T-shirts	
				266-1028-543.30-18	27.15 T-shirts	
				100-0704-552.30-10	412.05 Staff shirts	
STATE BAR OF WISCONSIN	46683	6/26/2014		100-0201-512.32-01	485.00	
			Total for check: 46684		102.00	
			Total for check: 46685		2,806.00	
STOPTECH LTD	46684	6/26/2014	T003500-IN	100-0801-521.29-04	102.00 SUV Deployment Bag	
			Total for check: 46686		114.01	
			Total for check: 46687		31.75	
SUNGARD PUBLIC SECTOR INC	46685	6/26/2014	83093	743-0403-513.24-04	2,806.00 Monthly Acctg System	Maintenance
			Total for check: 46688		114.01	
			Total for check: 46689		31.75	
UNIFIRST CORPORATION	46686	6/26/2014	097 0165185	731-1022-541.20-01	114.01 Mat/Mop/Clothing Service	
			Total for check: 46690		31.75	
			Total for check: 46691		31.75	
UNITED WAY FOX CITIES	46687	6/26/2014	20140626	100-0000-202.09-00	31.75 PAYROLL SUMMARY	
			Total for check: 46692		31.75	
			Total for check: 46693		31.75	

# AP Check Register

## Check Date: 6/26/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
US VENTURE	46688	6/26/2014	L49874	731-1022-541.21-06	24.00	24.00 Samples
				<b>Total for check: 46688</b>	<b>24.00</b>	
UW-EXTENSION	46689	6/26/2014	LEARNINGSTORE	100-0402-513.34-02	28.00	28.00 BOR Training
				<b>Total for check: 46689</b>	<b>28.00</b>	
VALLEY CHEMICAL LLC	46690	6/26/2014	0047500-IN	100-0704-552.30-18	148.65	148.65 Powder/Reagent
				<b>Total for check: 46690</b>	<b>148.65</b>	
VERIZON WIRELESS	46691	6/26/2014	9726262381	100-0703-553.22-01	37.87	37.87 Parks
				100-0601-551.22-01	8.98	8.98
				100-0703-553.22-01	5.28	5.28
				100-0801-521.22-01	6.07	6.07
				100-1001-514.22-01	6.07	6.07
				<b>Total for check: 46691</b>	<b>64.27</b>	
WALHDAB	46692	6/26/2014		100-0903-531.32-01	363.00	363.00 Membership Renewal
				<b>Total for check: 46692</b>	<b>363.00</b>	
WEA INSURANCE TRUST	46693	6/26/2014		100-0000-204.11-00	13,135.66	13,135.66
				100-0000-204.08-00	119,072.32	119,072.32
				<b>Total for check: 46693</b>	<b>132,207.98</b>	
WERNER ELECTRIC SUPPLY CO	46694	6/26/2014	S4187302.001	100-0601-551.30-13	331.40	331.40
				100-1001-514.30-15	360.31	360.31
				100-1001-514.24-03	167.58	167.58 Wireless Devices Cable
				100-0501-522.24-03	174.36	174.36
				100-0801-521.24-03	110.12	110.12
				<b>Total for check: 46694</b>	<b>1,143.77</b>	



# AP Check Register

## Check Date: 6/26/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WEYERS EQUIPMENT INC	46695	6/26/2014	01-51126	100-1003-541.30-18	24.76	Silica Sand/Adhesive
			Total for check: 46695		24.76	
WIL-KIL PEST CONTROL	46696	6/26/2014	24533235	731-1022-541.20-07	66.50	Commercial Contract
		6/26/2014	2454283	100-1019-552.20-07	27.00	
		6/26/2014	2454706	100-1019-552.20-07	108.00	Exterior Insect
			Total for check: 46696		201.50	
WINNEBAGO COUNTY CLERK OF COURTS	46697	6/26/2014		100-0000-201.03-00	285.00	Bond Report #14-101059
			Total for check: 46697		285.00	
WINNEBAGO COUNTY TREASURER	46698	6/26/2014	5837	100-0703-553.32-01	30.00	Recording Fees Parks
				100-0203-512.21-08	30.00	Recording Fees
				263-0306-562.70-01	60.00	Recording Fees
			Total for check: 46698		120.00	
WISCONSIN	46699	6/26/2014	2938	743-0403-513.21-04	2,041.68	Internet 12/13 - 6/14
			Total for check: 46699		2,041.68	
WISCONSIN DEPT OF JUSTICE	46700	6/26/2014	L7101T	100-0801-521.21-06	105.00	April Name Searches
			Total for check: 46700		105.00	
WISCONSIN DNR	46701	6/26/2014	WU45214	267-0102-581.32-01	125.00	2014 Water Use Fees
			Total for check: 46701		125.00	

**AP Check Register**  
**Check Date: 6/26/2014**

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISCONSIN SUPPORT COLLECTIONS	46702	6/26/2014	20140626	100-0000-202.03-00	955.49	PAYROLL SUMMARY
			<b>Total for check: 46702</b>		<b>955.49</b>	

**501,089.94**

**AP Check Register**  
**Check Date: 6/27/2014**

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WINNEBAGO COUNTY CLERK OF COURTS	46703	6/27/2014		100-0201-512.30-18	144.50	Notice of Appeal
					144.50	Mark Hlnz
				<b>Total for check: 46703</b>	<b>144.50</b>	
					<b>144.50</b>	



# AP Check Register

## Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AAA PORTABLES	46704	7/3/2014	D-10965	100-0703-553.20-09	20.54	Rental
		7/3/2014	D-10966	100-0703-553.20-09	20.54	Rental
			Total for check: 46704		41.08	
ACCURATE	46705	7/3/2014	1408454	731-1022-541.30-18	199.00	Vise
			Total for check: 46705		199.00	
ALL-SPORT TROPHY	46706	7/3/2014	48515	100-0702-552.30-18	56.00	Name Tags
			Total for check: 46706		56.00	
APPLETON ELECTRONICS SUPPLY LLC	46707	7/3/2014	12892	731-1022-541.38-03	10.77	Switch Lever
			Total for check: 46707		10.77	
ARCTIC GLACIER INTERNATIONAL INC	46708	7/3/2014	164415601	100-0704-552.30-17	172.80	Concessions
			Total for check: 46708		172.80	
ARING EQUIPMENT EXCHANGE	46709	7/3/2014	701575	731-1022-541.38-03	124.14	Pipe
			Total for check: 46709		124.14	
BADGER LAB & ENGINEERING INC	46710	7/3/2014	INV000057472	601-1020-543.21-02	620.00	Gunderson
		7/3/2014	INV000057473	601-1020-543.21-02	560.00	Whiting
			Total for check: 46710		1,180.00	
BAYCOM INC	46711	7/3/2014	87632	100-0801-521.29-04	22.50	Antenna Mounting Kit
			Total for check: 46711		22.50	
BEACON ATHLETICS	46712	7/3/2014	0438012-IN	100-0703-553.30-18	265.64	Tarp
			Total for check: 46712		265.64	

# AP Check Register

## Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BMO HARRIS BANK NA	46713	7/3/2014	4043116	100-0202-512.21-06	260.00	Monthly Fees
			Total for check: 46713		<u>260.00</u>	
BOARDMAN & CLARK LAW FIRM LLP	46714	7/3/2014	38108	100-0201-512.21-01	647.50	Professional Services
			Total for check: 46714		<u>647.50</u>	
BROCK WHITE COMPANY	46715	7/3/2014	12427465-00	100-0704-552.24-05	96.96	Speedcrete
			Total for check: 46715		<u>96.96</u>	
BRUCE MUNICIPAL EQUIPMENT INC	46716	7/3/2014	5142038	731-1022-541.38-03	501.58	Encoder
		7/3/2014	5142070	731-1022-541.38-03	170.27	Dirt Shoe Runner
		7/3/2014	5142109	731-1022-541.38-03	80.24	Assy-Hyd Tube
			Total for check: 46716		<u>752.09</u>	
BUCKLIN'S TREE SERVICE	46717	7/3/2014	5767	100-0703-553.30-18	36.86	Screenings
		7/3/2014	5830	100-0703-553.30-18	21.76	Fill Sand
			Total for check: 46717		<u>58.62</u>	
PAMELA A CAPTAIN	46718	7/3/2014		100-0201-512.34-01	50.00	Muni Atty Conference
				100-0201-512.34-01	5.00	Muni Atty Conference
				100-0201-512.34-03	20.00	Muni Atty Conference
				100-0201-512.33-01	7.37	Winnebago City Hearing
				100-0202-512.30-16	12.66	Wellness Program
			Total for check: 46718		<u>95.03</u>	
CARDMEMBER SERVICE	46722	7/3/2014	1237	100-0801-521.29-04	111.20	Amazon
		7/3/2014	1614	100-0801-521.29-04	343.77	Chief Supply
		7/3/2014	195	100-0601-551.30-16	22.00	Pizza Hut
		7/3/2014	2217	100-0704-552.30-10	87.92	American Lifeguard
		7/3/2014	2232	100-0704-552.30-10	103.96	Suits
		7/3/2014	3072	743-0403-513.30-15	Jackets	Batteries
					69.98	Batteries Plus

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# AP Check Register

## Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	46722...	7/3/2014	3332	100-0801-521.34-02	99.00	Fred Pryor
		7/3/2014	3399	100-1008-541.24-03	10.47	Home Depot Sign Shop Door
		7/3/2014	3590	100-0801-521.29-04	5.48	Amazon
		7/3/2014	3701	100-0601-551.32-01	(20.00)	WI Dept of Fin Credit
		7/3/2014	3984	100-0801-521.30-15	2,151.52	Taser International
		7/3/2014	4013	100-0901-515.34-02	30.00	Scitent Training
		7/3/2014	4047	100-0901-515.34-02	30.00	Scitent Training
		7/3/2014	4284	100-0801-521.34-03	420.00	Pointe Hotel
		7/3/2014	4357	100-0501-522.24-03	31.50	New York Replacement St 36
		7/3/2014	4380	100-0702-552.30-18	112.36	Dominos Program
		7/3/2014	4487	824-0807-521.30-18	42.50	Appanasha Pet Clinic
		7/3/2014	47	100-0202-512.30-16	46.00	Audio Vision
		7/3/2014	4777	100-0601-551.30-10	164.80	Amazon
		7/3/2014	48	100-1001-514.20-01	90.00	Water Right Services
		7/3/2014	4837	100-0801-521.29-04	12.95	Paypal
		7/3/2014	5114	100-0904-531.30-18	33.91	All American Pools Test Kit
		7/3/2014	5271	100-0704-552.30-10	576.90	American Lifeguard Suits
		7/3/2014	5847	100-0802-521.33-03	200.00	Weathervane
		7/3/2014	5962	100-0801-521.29-04	17.29	Amazon
		7/3/2014	6	100-0918-531.34-01	50.00	Isaacs Parking WPH Conf
		7/3/2014	6246	100-0801-521.30-15	99.70	Galls
		7/3/2014	6496	100-0801-521.34-03	320.00	Southwest
		7/3/2014	6590	100-0918-531.24-01	62.86	Monoprice Cables for EOC
		7/3/2014	66	731-1022-541.30-13	54.00	Water Right Services Water PWF
		7/3/2014	6660	100-0704-552.30-10	96.47	American Lifeguard Suits
		7/3/2014	6699	100-0801-521.29-04	5.48	Amazon
		7/3/2014	7	100-0918-531.34-01	10.00	Isaacs Parking WPH Conf
		7/3/2014	7808	100-0801-521.29-04	5.48	Amazon
		7/3/2014	7933	100-0918-531.24-01	179.99	Best Buy EOC Monitor
		7/3/2014	7980	100-0704-552.30-10	45.97	American Lifeguard Suits
		7/3/2014	8174	100-0702-552.30-18	673.00	Swank Motion Pictures Movie
		7/3/2014	8201	100-0801-521.19-03	89.48	Chief Supply
		7/3/2014	8456	100-0801-521.34-02	249.00	Fred Pryor
		7/3/2014	8485	100-0601-551.30-16	20.32	Gunderson Cleaners
		7/3/2014	8702	824-0807-521.30-18	42.59	Pet Supplies



# AP Check Register

## Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	46722...	7/3/2014	9040	100-1001-514.22-01	14.95	Google Brian's Phone
		7/3/2014	9048	743-0403-513.30-15	9.88	WM Supercenter SD Card
		7/3/2014	9064	743-0403-513.30-15	59.99	Best Buy
		7/3/2014	9274	100-1001-514.24-03	592.44	Lighting Spot Parking Ramp Lights
		7/3/2014	93	100-0704-552.30-10	(3.95)	American Lifeguard
		7/3/2014	9364	100-0801-521.32-01	6.25	TLO Transunion
		7/3/2014	942	100-0801-521.34-03	20.90	Gallaghers Pizza
		7/3/2014	9571	100-0918-531.24-01	799.99	Best Buy EOC Smart TV
		7/3/2014	9720	100-1001-514.24-03	252.71	Lighting Spot Parking Ramp Lights
		7/3/2014	9762	100-0801-521.34-03	140.00	Howard Johnson
		7/3/2014	9786	100-0801-521.19-03	129.95	Ray O'Herron
		7/3/2014	9947	100-0918-531.34-03	160.00	Hyatt Hotels WPH Conf
		7/3/2014	9954	100-0918-531.34-03	160.00	Hyatt Hotels WPH Conf
Total for check: 46722					9,140.96	
CAREW CONCRETE & SUPPLY CO INC	46723	7/3/2014	965119	625-1010-541.30-18	19.25	Bio-Filter
	Total for check: 46723				19.25	
COCA-COLA REFRESHMENTS	46724	7/3/2014	3548037311	100-0704-552.30-17	259.80	Concessions
	Total for check: 46724				259.80	
CRESCENT ELECTRIC SUPPLY COMPANY	46725	7/3/2014	087-499191-00	100-0703-553.30-18	240.36	Fuse Holder
		7/3/2014	087-502036-00	100-1001-514.24-03	54.47	City Hall Basement Light Ballasts
		7/3/2014	087-502458-00	625-1010-541.30-18	75.96	Bio Filter/Parking Lot Light Rewire
		7/3/2014	087-502769-00	625-1010-541.30-18	195.02	Bio Filter/Parking Lot Light Rewire
		7/3/2014	087-503060-00	100-0703-553.24-03	43.00	Lamp
		7/3/2014	087-503300-00	100-0801-521.24-03	6.93	EOC Monitor
		7/3/2014	087-504972-00	100-1001-514.24-03	120.48	Flag Light Canopy Light
		7/3/2014	087-505120-00	100-0501-522.24-03	86.51	St 35 Exhaust Fan Switch
		7/3/2014	087-505122-00	100-0801-521.24-03	28.68	EOC-Cable
				100-0501-522.24-03	28.68	EOC-Cable
		7/3/2014	087-505123-00	100-1001-514.24-03	94.04	Ch-Emg Light Switch Cable
		7/3/2014	087-505195-00	731-1022-541.24-03	11.75	PWF - Nite Light
					Page 4	

# AP Check Register

## Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CRESCENT ELECTRIC SUPPLY COMPANY...	46725...	7/3/2014	087-505238-00	100-0703-553.24-03	70.83	Train Trestle Light
		7/3/2014	087-505241-00	731-1022-541.24-03	139.14	PWF/Maint Shop
		7/3/2014	087-505368-00	100-0304-562.21-06	206.71	Motion Sensors
			Total for check: 46725		1,402.56	Night Light Bridge Museum
ENVIRONMENTAL MGT & TESTING SERVICE	46726	7/3/2014	1212	100-0920-531.24-03	175.00	Senior Ctr/Asbestos Test
			Total for check: 46726		175.00	
FABCO EQUIPMENT INC	46727	7/3/2014	C106359	731-1022-541.38-03	32.74	Blade
			Total for check: 46727		32.74	
FACTORY MOTOR PARTS CO	46728	7/3/2014	18-1322798	731-1022-541.38-03	81.26	
			Total for check: 46728		81.26	
FERGUSON ENTERPRISES #448	46729	7/3/2014	1064349	100-1001-514.24-03	234.52	Caulk/Trap/Tube
			Total for check: 46729		234.52	
FERGUSON WATERWORKS #1476	46730	7/3/2014	0150552	625-1010-541.30-18	1,113.00	Curb Inl Firm Type A
		7/3/2014	151765	625-1010-541.30-18	506.60	London St Storm
			Total for check: 46730		1,619.60	Gut Inl Grate Type A
FOX CITIES REGIONAL PARTNERSHIP	46731	7/3/2014	43581	100-0304-562.21-10	11,250.00	2014 Economic Dev
				471-0304-562.21-10	8,750.00	2014 Economic Dev
			Total for check: 46731		20,000.00	Pledge Pledge
FOX VALLEY TECHNICAL COLLEGE	46732	7/3/2014		100-0000-201.03-00	150.00	CPR/First Aid Training
			Total for check: 46732		150.00	

# AP Check Register

## Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MARY FRITZ	46733	7/3/2014		100-0903-531.33-01	11.00	May & June Expenses
			Total for check: 46733		11.00	
GAT SUPPLY INC	46734	7/3/2014	00028850	625-1003-541.30-18	77.14	Willow Lane C&G
			Total for check: 46734		77.14	
KORTNEY GONNERING	46735	7/3/2014		100-0903-531.33-01	100.25	June Expenses
			Total for check: 46735		100.25	
GOPHER SPORT	46736	7/3/2014	8776916	100-0702-552.30-18	195.74	Balls
			Total for check: 46736		195.74	
GRAINGER INC	46737	7/3/2014	9458910511	731-1022-541.30-15	29.16	HSS Thread Die
			Total for check: 46737		29.16	
GRIESBACH READY-MIX LLC	46738	7/3/2014	3022	625-1010-541.30-18	34.50	8th/Racine Storm
			Total for check: 46738		34.50	
GUSTMAN CHEVROLET SALES INC	46739	7/3/2014	32298	731-1022-541.38-03	361.01	Hub
			Total for check: 46739		361.01	
HORST DISTRIBUTING INC	46740	7/3/2014	38962-000	100-0703-553.30-18	79.75	Clay
			Total for check: 46740		79.75	
HUB INTERNATIONAL	46741	7/3/2014		733-0000-201.03-00	169.05	Liability Ins Premium Craft Show/Wine Fest
			Total for check: 46741		169.05	



# AP Check Register Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INTEGRATED TIME SYSTEMS	46742	7/3/2014	21718	100-0703-553.24-03	418.00	Time Clock Repair
			Total for check: 46742		418.00	
INVENTORY TRADING COMPANY	46743	7/3/2014	266834	100-0801-521.19-03	220.00	Clothing
			Total for check: 46743		220.00	
DAVID N JAGLA	46744	7/3/2014	68	100-0801-521.21-06	350.00	Background Check
			Total for check: 46744		350.00	
LORETTA KJEMHUS	46745	7/3/2014		100-0903-531.33-01	32.95	May & June Expenses
			Total for check: 46745		32.95	
LINCOLN CONTRACTORS SUPPLY INC	46746	7/3/2014	J30874	731-1022-541.38-03	99.46	Bearing/Wiper Set
			Total for check: 46746		99.46	
MENARDS-APPLETON EAST	46747	7/3/2014	48240	100-0703-553.30-13	36.45	Sponge/Soap/Refill
			Total for check: 46747		36.45	
MENASHA NEENAH MUNICIPAL COURT	46748	7/3/2014		100-0000-201.03-00	465.00	Bond Report #14-101157
				100-0000-201.03-00	139.00	Bond Report #MP13-000281
				100-0000-201.03-00	346.00	Bond/MEPD 14-101157
			Total for check: 46748		950.00	
MENASHA UTILITIES	46749	7/3/2014		267-0102-581.22-03	606.60	198 River Final Bill
			Total for check: 46749		606.60	
MODERN BUSINESS MACHINES	46750	7/3/2014	26347230	743-0403-513.29-01	218.93	Printer/Copier Maintenance
			Total for check: 46750		218.93	

# AP Check Register Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MORTON SAFETY	46751	7/3/2014	889177	100-0704-552.30-13	26.85	Mask
		7/3/2014	889545	100-0704-552.30-10	131.25	First-aid Supplies
		7/3/2014	890315	100-0702-552.30-18	29.69	First-aid Supplies
		7/3/2014	890360	100-0703-553.30-18	63.35	Rainsuit/Ear Plugs
			<b>Total for check: 46751</b>		<b>251.14</b>	
N&M AUTO SUPPLY	46752	7/3/2014	485477	731-1022-541.38-03	4.64	Radiator Cap
		7/3/2014	485551	731-1022-541.38-03	31.26	Airline Coupler
		7/3/2014	485758	731-1022-541.38-03	195.46	Electric Brake Control
		7/3/2014	486053	731-1022-541.38-03	8.96	Oil Filter
		7/3/2014	486132	731-1022-541.38-03	46.64	Oil Filters
		7/3/2014	486138	731-1022-541.38-03	8.20	Oil Filter
		7/3/2014	486254	731-1022-541.30-18	11.99	Seam Sealer
		7/3/2014	486367	731-1022-541.38-03	81.48	Curotto Can
		7/3/2014	486439	731-1022-541.38-03	244.47	Curotto Can
		7/3/2014	486771	731-1022-541.38-03	26.97	Tire Pressure
		7/3/2014	486902	731-1022-541.38-03	3.54	Spark Plug
		7/3/2014	487236	731-1022-541.30-18	23.00	Cleaner
NEELY, ESTHER	46753	7/3/2014	487351	731-1022-541.38-03	21.00	Filter/Kit/Spark Plug
		7/3/2014	487675	731-1022-541.38-03	36.76	Belt
		7/3/2014	487874	731-1022-541.30-18	31.80	Smart Eraser
			<b>Total for check: 46752</b>		<b>776.17</b>	
			NEELY	100-0000-441.25-00	39.00	Refund
NEENAH FOUNDRY	46754	7/3/2014	97335	100-1009-541.30-18	2,130.00	Frame/Grate/Lid
				601-1020-543.30-18	5,420.00	Frame/Grate/Lid
				625-1010-541.30-18	7,352.00	Frame/Grate/Lid
			<b>Total for check: 46754</b>		<b>14,902.00</b>	
PACKER CITY INTERNATIONAL	46755	7/3/2014	3-241570010	731-1022-541.38-03	57.78	Package
						Canoe Trip Cancelled

# AP Check Register

## Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PACKER CITY INTERNATIONAL...	46755...	7/3/2014	3-241570012	731-1022-541.38-03	171.99	Lube Filters/Caps
		7/3/2014	3-241600033	731-1022-541.38-03	98.97	Air Filters
		7/3/2014	3-241620031	731-1022-541.38-03	6.78	Filter
		7/3/2014	3-241680046	731-1022-541.38-03	33.90	Lube Filter/Lamp
		7/3/2014	3-241680064	731-1022-541.38-03	17.54	Fuel Filter
			Total for check: 46755		386.96	
PITNEY BOWES	46756	7/3/2014	4842044-JN14	100-1001-514.24-04	277.65	Machine Rental
			Total for check: 46756		277.65	
PROFESSIONAL CONCRETE RAISING INC	46757	7/3/2014		100-1009-541.21-06	1,680.00	Mudjacking Services
			Total for check: 46757		1,680.00	
RECREONICS INC	46758	7/3/2014	663895	100-0703-553.24-03	176.00	Battery
			Total for check: 46758		176.00	
REDI-WELDING CO	46759	7/3/2014	14700	100-1016-543.30-18	105.34	Dumpster Bottom
		7/3/2014	14701	100-1008-541.30-18	197.38	Sign Shop
		7/3/2014	14702	100-1016-543.30-15	1,286.25	Currotto Can
			Total for check: 46759		1,588.97	
REINDERS INC	46760	7/3/2014	1491598-00	731-1022-541.38-03	69.58	Screws/Belts
			Total for check: 46760		69.58	
SANOFI PASTEUR INC	46761	7/3/2014	902969759	100-0903-531.30-18	34.95	TB Test Antigen
			Total for check: 46761		34.95	



# AP Check Register Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SCHROTH WHOLESALE SUPPLY CO	46762	7/3/2014	287974	100-0701-533.30-18	34.85	Stand/Bracket
			Total for check: 46762		34.85	
R A SMITH NATIONAL INC	46763	7/3/2014	113629	489-0304-562.21-02	3,587.84	Gilbert Waterfront Trail Final Design
			Total for check: 46763		3,587.84	
SPEEDY CLEAN DRAIN & SEWER INC	46764	7/3/2014	56999	100-0703-553.24-03	155.93	Auger Main Line
		7/3/2014	57016	625-1010-541.21-02	590.63	Televise Storm Sewer
			Total for check: 46764		746.56	Water heater to City main
SPIELBAUER FIREWORKS CO INC	46765	7/3/2014	14ME2519	100-0408-552.21-06	19,000.00	Fourth of July Fireworks
			Total for check: 46765		19,000.00	
SPORTS GRAPHICS	46766	7/3/2014	0614-062	826-0702-552.30-18	400.00	T Shirts
				100-0702-552.30-18	510.45	T Shirts
		7/3/2014	0614-066	100-0702-552.30-18	444.65	T Shirts
			Total for check: 46766		1,355.10	
STAPLES ADVANTAGE	46767	7/3/2014	8030144734	100-0702-552.30-10	17.29	Office Supplies
			Total for check: 46767		17.29	
STEIRO APPRAISAL SERVICE INC	46768	7/3/2014	1634	209-0703-553.21-09	2,500.00	Appraisal
			Total for check: 46768		2,500.00	
TKK ELECTRONICS LLC	46769	7/3/2014	9649	100-0801-521.30-12	6,590.00	Toughbook
			Total for check: 46769		6,590.00	

# AP Check Register

## Check Date: 7/3/2014

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNIFIRST CORPORATION	46770	7/3/2014	097 0165693	731-1022-541.20-01	120.01	Coveralls/Shirts
			Total for check: 46770		120.01	
UNITEL INC	46771	7/3/2014	38590	743-0403-513.30-15	100.00	Telephone
			Total for check: 46771		100.00	
UR WASHINSTUFF INC	46772	7/3/2014	10072	100-0801-521.29-04	125.62	May - 22 Car Washes
			Total for check: 46772		125.62	
WE ENERGIES	46773	7/3/2014		100-1012-541.22-03	2,249.32	Street Lights
				100-0000-123.00-00	428.60	Bill N-M Fire
				100-1001-514.22-04	191.83	City Hall
				100-0801-521.22-04	591.87	Police
				100-0920-531.22-04	20.88	Senior Center
				100-0601-551.22-04	853.15	Library
				100-0703-553.22-04	147.70	Parks
				100-0704-552.22-04	549.17	Pool
				207-0707-552.22-04	35.44	Marina
				731-1022-541.22-04	2,040.97	Garage
			Total for check: 46773		7,108.93	
WISCOLIFT INC	46774	7/3/2014	137612	731-1022-541.38-03	23.37	Cable/Sleeve
			Total for check: 46774		23.37	
WMCA	46775	7/3/2014		100-0203-512.34-02	125.00	WMCA Annual Conference
			Total for check: 46775		125.00	
					102,704.80	



To: Menasha Common Council

From: Jenny Groeschel and Ginger Tralongo, Police Records

RE: Beverage Operator License (Bartender) Applicants

Date: July 2, 2014

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:

Adam Nguyen  
Lillian Lueck  
Tyler Rueth  
Sandeep Gill  
Paul Virnig  
Tiffany Hayse  
Hunter Kemps  
John Koester  
Kirsten Schroeder  
Eric Guerrero  
Erica Cowling  
James Batley





TO: Common Council  
FROM: Nicholas Bartholomew, Community Development Intern *NB*  
Kara Homan, Principal Planner *KH*  
DATE: July 3, 2014  
RE: **Proposed Ordinance Revising Landscaping Requirements in and around  
Parking Lots to accommodate Biofiltration Devices**

#### **BACKGROUND**

On-site stormwater management that reduces the quantity and improves the quality of discharge is required for most new development and redevelopment sites within the City of Menasha per Sec. 6-7-1 of the municipal code. The creation and implementation of this section of the code is required by the City's DNR-issued MS4 (Municipal Separate Storm Sewer System) permit.

Many developments utilize bio-retention devices (such as biofilters and rain gardens) as a strategy to meet the requirements for stormwater management. Bio-retention devices are structural features which collect and purify stormwater runoff before releasing it into the environment. These features work through a variety of different purification techniques including adsorption, filtration, plant uptake, microbial activity, decomposition, sedimentation, and volatilization.

Currently, bio-retention devices are rarely used within and around parking lots in the City of Menasha due to the incompatibility of biofiltration devices with the existing landscaping requirements contained within City's municipal code (Sec 13-1-12(g)). Presently, bio-filtration devices are almost always located separately from the parking lot landscaping areas. As a result, developers are impeded from fully utilizing their sites, and the "buildable footprint" (e.g. the size & location where a building can be located) is unnecessarily restricted.

The proposed ordinance provides flexibility in the types of plants that are allowed in parking lot landscape areas and the location of canopy trees, while still maintaining the need for canopy trees and parking lot screening, and ensuring plantings are neat, orderly, and aesthetic.

Local examples of utilization of bio-retention filters within and around parking structures include the parking lot of Pullmans in Appleton as well as numerous examples in the City of Oshkosh, as shown on the next page.





## RECOMMENDATION

Staff is recommending approval from the Common Council on the proposed amendment to Article B, SEC.13-1-12(g) (O-14-14) in order to facilitate and encourage the use of bio-retention devices within and around parking areas. The proposed additions to the ordinance permit the most productive usage of the lands within the City of Menasha because it allows for one area to serve a dual purpose of both landscaping and stormwater management.

## **ORDINANCE O-14-14**

### **AN ORDINANCE AMENDING TITLE 13, CHAPTER 1 OF THE CODE OF ORDINANCES (Landscaping Design and Material for Site Plan Requirements)**

Introduced by Mayor Merkes at the recommendation of the Plan Commission.

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

SECTION 1: Amend Title 13, Chapter 1, Article B, SEC.13-1-12(g) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

#### **Title 13 – Zoning**

##### **CHAPTER 1**

##### **Zoning Code**

##### **ARTICLE B**

##### **General Provisions**

...

#### **SEC. 13-1-12 SITE PLANS REVIEWED**

...

##### **(g) Landscaping and Design Materials**

...

- (4) Perimeter Landscaping. The front set back area shall be landscaped except for points of ingress and egress approved by the Plan Commission. At least one canopy tree, not less than 1.5 inch caliper shall be provided for every 35 linear feet along the perimeter of the site adjacent to the street. (This provision may be waived by the Plan Commission if the site is already wooded.) At least 25 percent of the perimeter area shall be landscaped utilizing plant material other than turf. Plant materials shall be comprised of a minimum of 25 percent evergreens but no more than 75 percent evergreens.
- (5) Parking Lot Landscaping.
  - a. *Perimeter Screening.* All parking lots adjacent to a street shall provide a landscaped buffer along the street not less than 8 feet in width. At least one canopy tree, not less than 1.5 inch caliper and five shrubs shall be provided for every 30 linear feet within the perimeter. Shrubs shall be



maintained to a height of not less than three feet and shall be comprised of a minimum of 50 percent evergreens. The perimeter screening may be combined with the perimeter requirement in sub (4) above provided, however, that plantings of this section are required.

- b. *Interior Landscaping Areas.* Parking lots 5,000 square feet or larger shall provide interior landscaping areas totaling not less than 10 percent of the parking area. Interior landscaping areas may include landscape islands, landscape peninsulas, or planting strips, or bio-retention-devices. Each such area must be a minimum area of 100 square feet and at least one canopy tree not less than 1.5 inch caliper, plus shrubs and/or groundcover. Turf is prohibited. Landscaped areas, including bio-retention devices, shall be protected by curbing or other means approved by the Plan Commission. Landscaped areas shall provide a minimum of 30 inches for vehicle overhang.

(6) Bio-retention Devices. Perimeter and Parking Lot landscaping requirements pertaining to planting as enumerated in subsections (4) and (5) may be supplanted, in whole or in part, by landscaping contained in bio-retention devices if the following requirements are met:

- a. Plantings contained in bio-retention devices are designed by a landscaping professional, reviewed and approved by Plan Commission as part of the overall landscape plan.
- b. Plant materials shall reflect varying heights, textures, species, and seasonal color, and be designed such that plantings look neat and orderly. Plantings used for the purpose of parking lot screening shall be maintained to a height of at least 3 feet above the finished grade at the parking lot when fully mature.
- c. Applicable requirements pertaining to the number and spacing of canopy trees may be modified only if accommodation of the bio-retention device expressly prohibits installation of the required amount or spacing of trees.
- d. Such devices must be a permitted stormwater management practice, as approved by the Department of Public Works.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_ day of July, 2014.

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Donald Merkes, Mayor

ATTEST:

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Deborah A. Galeazzi, City Clerk

AN ORDINANCE AMENDING TITLE 10, CHAPTER 1  
OF THE CODE OF ORDINANCES  
(Parking Regulations)

Introduced by Alderman Nichols.

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

SECTION 1: Amend Title 10, Chapter 1, Article C, SEC. 10-1-29(4) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

**Title 10 – Motor Vehicles and Traffic**

**CHAPTER 1**

Traffic and Parking

**ARTICLE C**

Parking Regulations

**SEC. 10-1-29 ALL NIGHT PARKING REGULATED.**

NIGHT PARKING RESTRICTED. When signs have been erected at or reasonably near the corporate limits of the City as provided in Sec. 349.13, Wis. Stats., no vehicle shall be parked upon any street, avenue, boulevard, or park thereof, in the City between the hours of 2:00 a.m. and 6:00 a.m. without express permission from the Police Department, except as follows:

...

- (4) Overnight parking will be allowed during the period of April 1 through October 31 on the south side of Roosevelt Street from Manitowoc Street to London Street, the west and north sides of River Way from Keyes Street to Cleveland Street, the east side of Nassau Street, the west side of Oak Street, the south side of Center Street from the cul du sac to 420 feet east, ~~and~~ the west side of Winnebago Avenue from Nicolet Boulevard to Keyes Street, and the west side of Elm Street from Nicolet Boulevard to Keyes Street.

...

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_ day of July, 2014.

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Donald Merkes, Mayor

ATTEST:

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Deborah A. Galeazzi, City Clerk