

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, May 4, 2015
6:00 PM
AGENDA
AMENDED**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
 - 1. [Proposed amendment of the City of Menasha Year 2030 Comprehensive Plan to rezone a parcel on Racine Road.](#)
 - 2. [Proposed rezoning of the properties in proximity to 165 Main Street, which includes Parcel Numbers 3-00818-00, 3-00818-01, 3-00820-00, 3-00816-01, and 3-00817-01 from C-2 Central Business District to Planned Unit Development \(PUD\) and Amending the Planned Unit Development District \(PUD\) Plan for Parcel Number 3-00798-00 and 3-00790-00 adjacent to Marina Place.](#)
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. FC Auxier - Introduction and oath of new Firefighter Zachary Janke.
 - 2. [FC Auxier – Retirement of Deputy Fire Chief Steve DeLeeuw.](#)
 - 3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 04/21/15.](#)
 - b. [Administration Committee, Special; 04/27/15.](#)
 - c. [Board of Public Works, 04/21/15.](#)
 - d. [Library Board, 04/16/15.](#)
 - e. [NMFR Joint Finance & Personnel Committee, 04/28/15.](#)
 - f. Neenah-Menasha Sewerage Commission, [03/24/15](#) and [04/18/15.](#)
 - g. [Personnel Committee, 04/21/15.](#)
 - h. [Plan Commission, 04/28/15.](#)Communications:
 - i. [Time Warner Cable to Clerk Galeazzi, 4/22/15; Changes to services Time Warner Cable offers.](#)
 - j. [Proclamation – National Police Week, May 11-15, 2015.](#)
 - k. [Proclamation – All City Track and Field Wellness Event, May 12, 2015.](#)
 - l. [City of Menasha Board of Review – 2015, Notice of Open Book of Assessment and Board of Review Meeting.](#)
- 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 Sine Die, 04/21/15.](#)
 - 2. [New Common Council, 04/21/15.](#)Administration Committee, 04/21/15 – Recommends the Approval of:
 - 3. [To authorize an amendment to the plan documents and agreements with Precision Retirement Group \(Pelion Benefits, Inc.\) to include represented employees and confirm the requirement that all eligible city employees are subject to the distribution of accumulated sick leave benefits through the post-employment benefit plan administered by Precision Retirement Group \(Pelion Benefits, Inc.\).](#)

Board of Public Works, 04/21/15 – Recommends the Approval of:

4. [Acceptance of Miron Donation of Concrete Planter at Menasha Library.](#)

NMFR Joint Finance & Personnel Committee, 04/28/15 – Recommends the Approval of:

5. Authorize hiring a replacement for the Deputy Chief of Operations position subject to the departure/retirement of the existing employee with Neenah-Menasha Fire Rescue.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ORDINANCES AND RESOLUTIONS

1. [O-8-15: An Ordinance Amending Title 13 By making Certain Changes to the District \(In Proximity to Main and Mill Street\). \(Introduced by Mayor Merkes\). \(Recommended by the Plan Commission\).](#)

J. APPOINTMENTS

1. [Appointment of David Rashid, 310 Elm Street, Menasha, to Board of Appeals, for the term of 05/04/15 to 02/01/18.](#)
2. Appointment of Shelly Caudill, 1075 Brighton Drive, to the Landmarks Commission, for the term of 05/04/15 to 03/01/18.
3. Appointment of Melissa Rollins-Jump, 1016 Stardust Drive, Menasha, to the Ad-Hoc Sustainability Board.
4. Approval of Alderman Benner to the NMFR Joint Finance and Personnel Committee (1 year term effective immediately).

K. HELD OVER BUSINESS

1. Approval of Alderman Langdon to the Landmarks Commission (1 year term effective immediately).
2. [Appointment of City Attorney – Pamela Captain.](#)

L. CLAIMS AGAINST THE CITY

M. ACTION ITEMS

1. [Accounts payable and payroll for the term of 04/21/15 to 04/30/15 in the amount of \\$987,142.12.](#)
2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)
3. [Beverage Operators License Applications for the 2015-2017 licensing period.](#)
4. [Class "B" Liquor License Application for Menasha Athletic Association \(MAC\) to sell fermented malt beverages, Koslo Park Concession, May 5, 2015 to October 31, 2015, Paul S. Johnson, Agent.](#)
5. Development Agreement by and between The City of Menasha, Wisconsin and Menasha Downtown Development, LLC.
6. [Redevelopment Agreement between City of Menasha, Wisconsin and Developer \(McClone Downtown Development LLC\) dated April 7, 1997. \(DISCUSSION ONLY\)](#)

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

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

P. CLOSED SESSION

1. If necessary, may Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session (Development Agreement by and between The City of Menasha, Wisconsin and Menasha Downtown Development, LLC).
2. May reconvene into open session immediately following any closed session in order to take action on the closed session items. Wis. Stat. §19.85(2).

Q. ADJOURNMENT

MEETING NOTICE
Monday, May 18, 2015
6:00 p.m.
Committee Meetings to Follow

CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha Plan Commission and Common Council will hold public hearings regarding the proposed amendment of the City of Menasha Year 2030 Comprehensive Plan to rezone a parcel on a Racine Road as follows:

Re-designate the land use classification on the Future Land Use Map from "Community Commercial" to "Industrial" on the parcel described as follows:

The West Twenty-seven (27) rods of the North Sixty (60) rods of the North West ¼ of the South West ¼ of Section Two (2) Township Twenty (20) North, of Range Seventeen (17) East, in the Town of Menasha, excepting therefrom the Three (3) tracts of land described as follows, viz:-

1. The North Three Hundred Eight and Seven-tenths (308.7) feet thereof lying easterly of the center line of County Truck Highway "P" as now located.
2. The South Three Hundred Twenty (320) feet thereof.
3. The portion thereof heretofore conveyed to Winnebago County for highway purposes by Instrument recorded in Volume 371 on Page 501.

Subject to rights granted by Instruments recorded in Volume 418 on Page 243 and in Volume 678 on Page 359. Subject to all easements and restrictions recorded and unrecorded, City of Menasha, Winnebago County.



Public hearings will be held as follows:

Plan Commission

Date of Hearings: Tuesday, April 21, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Common Council

Date of Hearings: Monday, May 4, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

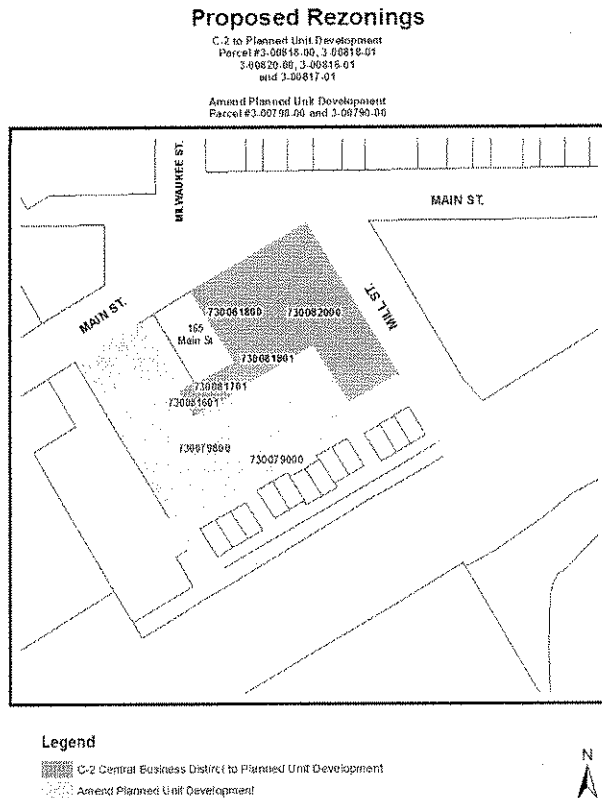
Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Deborah A. Galeazzi
City Clerk

Publish: Friday, April 3, 2015

CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha Plan Commission and Common Council will hold public hearings regarding the following proposed actions: Rezoning of the properties in proximity to 165 Main Street, which includes Parcel Numbers 3-00818-00, 3-00818-01, 3-00820-00, 3-00816-01, and 3-00817-01 from C-2 Central Business District to Planned Unit Development (PUD) and Amending the Planned Unit Development District (PUD) Plan for Parcel Number 3-00798-00 and 3-00790-00 adjacent to Marina Place. The requested is to enable the construction of a new eight story office building and associated parking.



Plan Commission

Date of Hearings: Tuesday, April 28, 2015

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Common Council

Date of Hearings: Monday, May 4, 2015

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

All persons interested in commenting on the proposed amendment are invited to attend.

Deborah A. Galeazzi
City Clerk

Publish: April 20 and 27, 2015



Neenah-Menasha Fire Rescue

Memorandum

TO: Menasha Common Council
Neenah Common Council

FROM: Al Auxier, Chief

DATE: April 30, 2015

RE: Recognition of Deputy Chief Steve DeLeeuw

On May 12, 2015, Deputy Chief Steve DeLeeuw will be retiring from Neenah-Menasha Fire Rescue. We will be saying goodbye to a man that has dedicated most of his life to both the Menasha Fire Department and Neenah-Menasha Fire Rescue. I would like to take time to both thank, and honor, him for over 41 years of service.

Steve began his career as a firefighter with the Menasha Fire Department on January 16, 1974. As he has often said, this was one of the best days of his life. He progressed through the ranks from Firefighter to Driver/Operator to Lieutenant to Captain and eventually Deputy Fire Chief. His commitment to doing his best was always evident in everything he did. As he moved through the ranks, he was always willing to share his knowledge, and express the pride he had for the job, with new firefighters.

On January 1, 2003, the Menasha Fire Department and Neenah Fire Departments consolidated to become Neenah-Menasha Fire Rescue. At that time, Steve was appointed as the Deputy Chief of Operations. The knowledge and skills he gained as the Deputy Chief for the Menasha Fire Department were instrumental in helping form our Department. His dedication, hard work and commitment to do the best job he can, has helped our Department become an extremely successful organization.

In recent conversations with Steve, he has said it is time to retire but I know that deep down inside he will miss the closeness that the brotherhood of firefighting has brought him over the last 41 years. I am sure the friendships he has made will continue to be a large part of his retirement life. Steve looks forward to playing more golf and from one golfer to another I hope every round is nothing but "Fairways and Greens."

Really, the largest adjustment with Steve's retirement will be for his wife Peggy. She said she actually looks forward to having him home. They both enjoy traveling together and I am sure there will be more time for that.

Please join me in extending a heartfelt thank you to Deputy Chief Steve DeLeeuw for 41 years of dedicated service to the communities of Menasha and Neenah. This is something that is truly remarkable and very few of us will be able to accomplish.

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
April 21, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 7:19 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DFC DeLeeuw, CDD Keil, DPW Radtke, ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 2/16/15](#)

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. [CVMIC Policyholder Disclosure Notice of Terrorism Insurance Coverage](#).

No Discussion.

E. DISCUSSION/ACTION ITEMS

1. Election of Chairman

Clerk Galeazzi opened the floor for nominations for Chairman.

Moved by Ald. Keehan seconded by Ald. Benner to nominate Ald. Nichols for Chairman.

Hearing no other nominations, the Clerk closed the nominations.

A unanimous ballot was cast for Ald. Nichols for Chairman.

Chairman Nichols took over as Chairman.

2. Election of Vice-Chairman

Chairman Nichols opened the floor for nominations for Vice-Chairman.

Moved by Ald. Zelinski seconded by Ald. Langdon to nominate Ald. Rollins-Jump for Vice-Chairman

Hearing no other nominations, Chairman Nichols closed the nominations.

A unanimous ballot was cast for Ald. Rollins-Jump for Vice-Chairman.

3. [Post-Employment Retirement Plan with Precision Retirement Group \(Pelion Benefits, Inc.\)](#)

CA Captain explained the current post-employment retirement plan with Precision Retirement Group. The plan only applies to non-represented employees. With the new police union contract the benefit applies to represented employees also. The plan with Precision Retirement Group will need to be amended to include represented employees. CA Captain also requested confirmation by vote of the non-discretionary distribution of accumulated sick leave benefits to the plan.

Moved by Ald. Benner seconded by Ald. Langdon to recommend to Common Council to authorize an amendment to the plan documents and agreements with Precision Retirement Group (Pelion Benefits, Inc.) to include represented employees and confirm the requirement that all eligible city employees are subject to the distribution of accumulated sick leave benefits through the post-employment benefit plan administered by Precision Retirement Group (Pelion Benefits, Inc.)

Motion carried on roll call 8-0.

4. Status report and timetable – Development Agreement with Menasha Downtown Development, LLC (Discussion only)

CDD Keil reviewed a timeline established by staff and Menasha Downtown Development LLC for the proposed multi-tenant office building and parking structure in the downtown. He explained proposed items to be included in a development agreement.

The Committee members agreed to a special meeting on April 27, 2015 at 6:00pm.

F. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Langdon to adjourn at 7:41 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
SPECIAL ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
April 27, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner, Nichols

ALSO PRESENT: Mayor Merkes, CA Captain, CDD Keil, ASD Steeno, Clerk Galeazzi.

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Stuart Taylor, owner of The Lake House Supper Club, 124 Main Street. Spoke in favor of office building project on Main Street.

Rachel Bachand, co-owner of Flow Yoga and Wellness, 196 Main Street. Spoke in favor of office building project on Main Street.

Joan Ek, co-owner of Flow Yoga and Wellness, 196 Main Street. Spoke in favor of office building project on Main Street.

Pat DuFrane, owner of Weathervane Restaurant, 186 Main Street. Spoke in favor of office building project; voiced concerns of parking during construction of office building and parking ramp.

Paul Brunette, co-owner of 210 Main Street. Spoke in favor of office building project; voice concerns of parking during construction of office building and parking ramp and after project is completed.

D. COMMUNICATIONS

1. [Wisconsin Department of Revenue Publication-How Does TIF Work?](#)
2. [CDI Grant Narrative Relating to Economic Impact of Office Tower Project](#)

No discussion.

E. DISCUSSION/ACTION ITEMS

1. [Development Agreement by and between The City of Menasha, Wisconsin and Menasha Downtown Development, LLC](#)

CA Captain presented the proposed project and terms as provided by the developer for the office building and multi-level parking structure for downtown. She discussed the developer's obligations and City's obligations. She explained the funding options for the project. Staff is looking for direction from the Administration Committee if to pursue a development agreement for the project. CA Captain stated any specifics of the development agreement could be discussed in Closed Session.

General discussion ensued on the parking structure; providing alternate parking of 120 stalls as stated in McClone Downtown Development Agreement; funding option for the project; impact on downtown businesses.

Moved by Ald. Benner seconded by Ald. Keehan to direct staff to pursue development agreement with Menasha Downtown Development, LLC for a multi-tenant office building with surface parking facilities and a 300 stall multi-level parking structure and forward to Common Council for consideration.

Motion carried on roll call 7-0. Ald. Taylor abstained.

2. Moved by Ald. Benner seconded by Ald. Rollins-Jump to adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session (Development Agreement by and between The City of Menasha, Wisconsin and Menasha Downtown Development, LLC)

Motion carried on roll call 8-0.

3. May reconvene into open session immediately following any closed session in order to take action on the closed session items. Wis. Stat. 19.85(2).

No action.

F. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 9:30 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
April 21, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by DPW Radtke at 7:42 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DFC DeLeeuw, CDD Keil, DPW Radtke, ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [April 6, 2015](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

DPW Radtke opened the floor for nominations.

Moved by Ald. Nichols seconded by Ald. Keehan to nominate Ald. Krautkramer for Chairman.

Hearing no other nomination, DPW Radtke closed the nominations.

A unanimous ballot was cast for Ald. Krautkramer for Chairman.

Chairman Krautkramer took over.

2. Election of Vice-Chairman

Chairman Krautkramer opened the floor for nominations.

Moved by Ald. Zelinski seconded by Ald. Langdon to nominate Ald. Taylor for Vice-Chairman.

Moved by Ald. Nichols seconded by Ald. Benner to nominate Ald. Langdon for Vice-Chairman.

Paper ballots were passed out. Ald. Langdon received the most votes and was declared the Vice-Chairman.

3. [Acceptance of Miron Donation of Concrete Planter at Menasha Library](#)

DPW Radtke explained with the relocation of the Veteran's memorial from the Library to the Isle of Valor a void will be created at the main entrance to the Library. Price proposals were sought to construct a new planter in the void space. A proposal was received from Miron Construction Company to donate the planter construction work. The Library Board has accepted the donation and forwarded the request to the Board of Public Works for formal acceptance.

Moved by Ald. Benner seconded by Ald. Taylor to recommend to Common Council acceptance of Miron donation of concrete planter at Menasha Library.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Langdon to adjourn at 7:51 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
April 16, 2015

Call to order at 4:00pm by Crawmer.

Present: Crawmer, Eisen, Murray, Nichols, VanderHeyden, Wicihowski and Kaminski

Absent: Golz

Also Present: Director Lenz and Beson (Head of Children's Services)

Public Comment/Communication

Nichols indicated that she is stepping down from the library board. Wicihowski has agreed to serve another 3-year term, if approved by the Common Council.

Consent Business

Motion made by Nichols to approve the Library Board meeting minutes from March 19, 2015, seconded by Wicihowski. Motion carried unanimously.

Authorization of Bills

Eisen asked if there was a double entry made for Unique Books for \$107.40 and Unique Management for \$107.40. This will be corrected on the list of bills to be signed. Motion made by Eisen to authorize payment of the April 2015 bills from the 2015 budget with the above correction, seconded by Murray. Motion carried unanimously.

Director's Report/Information Items

1. March Statistics. Circulation is down 3.7% for the month of March and 1% so far this year.
2. 2015 Budget Status. The current budget shows that 24.7% of the year is past and 29.4% has been spent due to some annual expenses being paid.
3. Endowment Reports. The endowment report was reviewed.
4. Staff Reports.
 - Staff participated in city-wide Equal Employment Opportunity training.
 - The thank-you cards written out by board members were mailed to volunteers thanking them for their service. Diane Hotynski was nominated for the Janet Berry Volunteer of the Year Award.
 - The Friends provided refreshments, treats, and prizes during National Library Week. Crawmer provided 1 course of a 5 course meal each day in the staff lounge, along with shredded books to guess the titles and win a prize, in appreciation of staff during National Library Week.
 - Food for Fines donations will benefit the Double Portions Food Pantry in Menasha.
 - The Fox Cities Book Festival will be held April 20 through April 26.
 - We are working on the logistics to provide a ceiling mounted screen, projector, and speakers in the story room. These will enable easy demonstration of technology offered at the library, including the recent app project for iPads. Nichols suggested considering a smart board.
 - Public Works Deputy Adam Alix is working on getting quotes for the roof replacement. The cooling tower needs to be permanently lifted before the roof is replaced.
 - A shatterproof film was put on the old Mill Street Library Cabinet in the fiction. The cabinet was donated by the new Lemon Loves Lime business moving into the downtown.
5. Staff Development Plan. Trustees reviewed the Staff Development Plan completed earlier this year by the library's Staff Development Committee. This is an important component of the library's Succession Plan, which is still under development.
6. Strategic Plan Update. The updated Strategic Plan was reviewed.

Discussion/Action Items

7. Fundraising Committee Report.

- The Fundraising Committee met on April 14 and approved the following mission statement:
The Elisha D. Smith Public Library Board Fundraising Committee works with the library's Friends and volunteers to: bring attention to the library's valuable role in our community; ensure that future generations have as great a library as we have today, promote the library endowment's value as a charity; build a larger endowment for the library through gifts, memorials, and fundraising projects; provide more funding for the library materials, equipment, services, and programs; and develop ways for individuals to express their support of our great library.
- The committee discussed how to sell the Smith Family Book Collection donated last year.
- Each year the library will hold three books sales instead of two. This summer's sale will be abbreviated and feature materials in abundance.
- The committee is discussing the idea of a Murder Mystery fundraiser around Halloween.
- The 2015-2016 committee goals are to hold one major fundraising event per year; have three book sales per year; conduct an end-of-year letter campaign; and distribute legacy brochures to attorneys, accountants, and financial planners.
- It was agreed that the committee will get board approval on all fundraising projects.
- Cawmer and Wicihowski will be attending Library Fundraising: The Lancaster Success Story trustee workshop in Ripon on April 22.

8. Contract for Library Entrance Project. Miron Construction is offering to remove the concrete, replace some of the sidewalk, and construct a planter similar to the planters adjacent to this area at no cost to the library. Funds that were put aside for this project will be used for the roof project. Motion made by Eisen to approve the contract with Miron to complete the entrance project with sidewalks and planter at no cost to the library, seconded by Nichols. Motion carried unanimously.

9. Trustee Essentials Chapter 25. Nichols summarized Chapter 25 – Liability Issues. This chapter addresses basic issues concerning trustee and municipal liability and actions that can be taken to limit liability.

Adjournment

Motion to adjourn the meeting at 4:55pm was made by Nichols and seconded by Wicihowski. Motion carried unanimously.

Respectfully submitted,
Kathy Beson, recording secretary

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting Minutes
April 28, 2015 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha

Present: Ald. Taylor, Stevenson, Ramos, Keehan and Kunz.

Also Present: Chief Auxier, Director Steeno, and OM Theisen.

Members of the Public: Neenah HR Director Heather Barber, L275 President Jamie Leonard, Greg Wroblewski and Al Wroblewski.

Ald. Ramos called the meeting to order at 5:35 p.m.

Election of Chair: **Motion made by Ald. Taylor to nominate Ald. Keehan as Chair. Motion failed due to the lack of a second.** The Committee agreed it would be best to hold the election of the Chair until the May meeting as there will be a third member of Menasha appointed to the Committee and equal representation from both Cities.

Election of Vice-Chair: The Committee agreed to hold the election of vice-chair until the May meeting as there will be a third member of Menasha appointed to the Committee and equal representation from both Cities.

Public Forum: Local 275 President, Jamie Leonard addressed the Committee and said every position on our Department is vital. It is crucial to fill the Deputy Chief's position and maintain the current staffing levels we have so our Department can continue to provide the quality and high-level of service the citizens of Neenah and Menasha expect from us. He noted it is L275's opinion this position needs to be filled and he strongly encouraged all members to consider this and make a recommendation to fill the Deputy Chief position. He invited everyone to attend our open house on Saturday, May 2, 2015. It will be held at Station 31 located at 1080 Breezewood Lane in the City of Neenah. There are a lot of activities planned and the weather looks promising for the event. Lastly, he noted Tim Patterson, a L275 Firefighter, has been busy planning the 4th Annual Back Draft Bike Tour. This event is scheduled for Sunday, June 7th at Jefferson Park in the City of Menasha. All proceeds from this event help send burn injured youth to summer camp. He noted Ald. Stevenson has helped out the past few years with the event and has knowledge of how well received this event is. He asked for everyone's support for the Back Draft Bike tour and invited Committee Members to contact him if they are interested in volunteering to help.

Minutes: The Committee reviewed the February 24, 2015 meeting minutes. **MSC Kunz/Keehan to approve the February 24, 2015 meeting minutes, all voting aye.**

Monthly Budget Report: The Committee reviewed the March 2015 budget report. Ald. Taylor asked if the Department tracks the overtime usage of special operations. Chief Auxier confirmed this is done and noted we receive reimbursement for this training from the State. Ald. Keehan asked about the auto physical damage line item and if it is lower than expected due to experience. Chief Auxier noted he would have to ask Director Easker this question as the City of Neenah takes care of handling the costs for this. Ald. Kunz asked about maintenance of motor vehicles and if the budget usage is low due to the replacement of the Quint and if there are any additional repairs to other vehicles that we know of. Chief Auxier said he plans on this line item remaining within budget as there are no issues right now with any of our vehicles. However, the oldest vehicle in our fleet is our reserve engine and we will have to consider replacing this in the near future as it's our only back-up vehicle. Ald. Stevenson asked about the FVTC reimbursement line item and why it is a negative number. Chief Auxier explained when FVTC vacated the building they paid the remainder of their lease and utilities, which was through June. Ald. Kunz asked about the City of Neenah IS Services and asked if it is advantageous for our Department to know if they are going to make major purchases so it can be budgeted ahead of time. He said there are some major purchases coming up that will affect our current budget and these were not budgeted for this year. Chief Auxier said the Neenah IS Department uses the previous years' experience to recommend a dollar figure for our upcoming budget. They do let us know if there will be major purchases that would affect the follow year's budget so we can plan accordingly. Ald. Stevenson said it his understanding the major purchased planned for this year has already been included in the current budget and confirmed there is a complicated formula that figures

out what actual usage by the Department so they can budget appropriately. The potential change within the City of Neenah is to attempt to capture capital payments. Chief Auxier said the current discussion regarding City of Neenah IS Services is strictly related to a City of Neenah building. Therefore, this is only a City of Neenah expense. Each Department is responsible for their portion of shared usage but this wouldn't affect our current budget. **MSC Ald. Stevenson/Taylor to approve the March 2015 budget report and place on file, all voting aye.**

Monthly Activity and Automatic Aid Reports: Chief Auxier noted OM Theisen ran two different reports from Firehouse for review. The first report shows the activity for the month of March and compares activity to previous years during the month of March. The second report shows how the activity for the first three months of 2015 and compares activity to previous years during the same time period. He noted we continue to experience and increase in fire calls this year compared to previous years. Chief Auxier reminded everyone due to the current construction on 441/Appleton Road automatic aid calls will be very limited due road closures in this area. Ald. Kunz asked if we can make the headings on the automatic aid report more descriptive. Chief Auxier said we can change the heading on the reports for everyone. **MSC Taylor/Stevenson to approve the March 2015 activity and automatic aid reports and place on file, all voting aye.**

Review of Cold/Ice Water Response Area: The Committee reviewed the shoreline analysis information. Chief Auxier noted OM Theisen ran a report and reviewed calls from the past 11 years. Of the 105 calls we responded to on Little Lake Butte Des Morts only 8 of them were in the Town of Menasha. A second map he received from Winnebago County was reviewed. He noted this map was used to help the county establish their areas of responsibility for the waters and the municipalities these fell into. Our Department, Oshkosh Fire Department and Winneconne Poygan Fire District all provide back up to each for water/ice calls. We do not help Winneconne Poygan as much as Oshkosh Fire Department and this is because Oshkosh Fire Department is closer to Winneconne and can respond faster. Winnebago County Sheriff's Department provides us with a Husky airboat, Marine 3, pays for all of the fuel, maintenance and related equipment to operate both boats. In return, we provide staffing and this is so we can respond to calls quicker. Previous discussions from this Committee included receiving reimbursement from the Town of Menasha for calls within their district. He noted it is inappropriate to ask the towns for reimbursements. Instead this request should be from Winnebago County as they are responsible for the waterways. Chief Auxier did speak to Sheriff Matz and he cannot provide reimbursement for calls as he doesn't have money in his budget and if he does this for us he will have to make sure he does this for other departments that respond to calls.

Ald. Kunz asked if we would provide service to the Town of Neenah if there was a water call. It is difficult for him to accept the Cities providing additional services, that are better than what the Towns provides, we pay for these services through our budget but the Towns receives these services for free and flaunt how their taxes are much lower than ours. He asked if we provide the money for the manpower and the County provides the equipment is this tradeoff still equal to what it was years ago when the agreement was made. Chief Auxier said there were increased response times for calls within our areas when this service was provided only by the County. There is always the chance that whoever we are rescuing from the water is a resident from another City or Town but our goal is to help people and to try to save lives and that's how the agreement started. If there is a disparity in the costs we pay for manpower versus what the County pays for the equipment it would be up to the Cities of Neenah and Menasha to decide if this agreement is still a feasible trade off and discussions regarding this would have to be done at the City level. Ald. Taylor said at this time the City of Menasha is experiencing a village war with the Town of Menasha and Town of Harrison and they consistently state how cheap their taxes are compared to the City of Menasha but they do not provide the same services. He said he would like to see the original document that was signed when this agreement was made and what was spelled out in that contract. Chief Auxier said this was done prior to the merger of NMFR and he can try to find the document. Ald. Taylor asked if the dive team service is above and beyond what the county expects from us. Chief Auxier confirmed it is. Ald. Taylor said we are providing an additional service to the area townships and we need to figure out a way to recoup these costs from them. He suggested we look at increasing boat launch fees and a specific amount in the increased fees would be used set aside for costs associated with the dive team. He asked what would happen if the Cities pulled out completely from this agreement and where they would respond from. Chief Auxier said if the Cities decided to discontinue the agreement the Sheriff's Department would be the only one responding and it would be from Oshkosh. There is a great chance they would not have divers on duty to respond to the call right away. Therefore, they would have to call off duty people in who would have to pick up the equipment from Oshkosh and then respond. This would increase response times to help people within our area. Ald. Taylor asked if the County would provide funds for the dive team. Chief Auxier said he already discussed this with Sheriff Matz and he doesn't have the funds within his current

budget. Ald. Stevenson noted he was on this committee previously and all of the questions the current committee members have regarding this service were discussed at length. When the Peterson Family asked to provide the gift of money to start our dive team there were several discussions on what happens if we accept this gift of money and how we can fund this services in the future after the money runs out. Members expressed the same frustrations of how the area towns will not provide money for the services we provide but reap the benefits. The family members expressed frustration in the delayed response from the County due to the logistics of where they respond from and they didn't want this to happen this to another family. The firefighters expressed frustration in their helplessness in not being able to help during this and during other times when this has happened. Winnebago County has a legislative responsibility to provide this service. Either we address this funding issue with the County and try to come up with a mutual decision. If we can't the Cities have to decide to give all of the responsibility back to the County or continue with the current agreement. Ald. Taylor said he is looking for a vehicle to generate revenue from people who come from out of town and require the service from us. Ald. Keehan asked how we could potentially generate revenue with fees. Ald. Taylor said non-residents pay higher fees to launch their boats and we should look at this to see if we can add additional fees to fund the dive team. The Committee directed Chief Auxier to discuss this request with Director McCoy and Director Tungate. They would like information on how many yearly permits and revenue each City generates from boat launch fees. Information for the past few years should be broken out to reflect residents versus non-residents permits and revenues, how often each City increases their rates and what they were increased from/to when they were increased and are there certain times of the year where each City sees an influx of permits. Ald. Kunz asked if we can review the agreements the County has with Oshkosh Fire Department and Winneconne Poygan Fire Department to see if we are receiving the same things as they are. Chief Auxier said the County provides Oshkosh Fire Department and Winneconne Poygan Fire District a Husky airboat. However, they provide us a Husky airboat and Marine 3.

Consideration and Action of Replacing the Deputy Chief's Position: Chief Auxier handed out a memo regarding replacement of the Deputy Chief position. He noted both mayors have agreed to move forward with replacing the position. Ald. Kunz asked if the Mayors looked at not filling the position prior to their support in replacing this position. Chief Auxier said he had several discussions with the Mayors. They looked at what would happen if we moved responsibilities of the Deputy Chief's position to line staff and/or other administrative staff and how that would affect the operations and services we provide. In the end, it was decided what is best is to replace the position. Ald. Kunz asked if the attempt was made to re-evaluate staffing since the merger has been in place. Chief Auxier said when the merger was agreed upon this included eliminating three line staff and one administrative position through attrition. Prior to filling any open position, the process is to review the job responsibilities of the position, see if these duties can be changed, what would happen if they were changed, how this would affect operations, etc. Ald. Stevenson noted this is process is a requirement for the City of Neenah. Ald. Kunz said he has difficulties with this as he has no clue how the department operates and this information isn't included with this request. Chief Auxier said the current table of organization was agreed upon during the merger and positions were reviewed to make sure we had a functional department. When you compare our staffing to other career departments in our area we are on the low end for staffing. He invited Ald. Kunz, and all members, to spend time with us to see how we operate and go over the services we provide. He would be happy to review the department structure, job responsibilities of each position, how they complete these responsibilities, why we staff the way we do, etc. Ald. Kunz said in the City of Neenah when there is a request to fill a position there is always a very lengthy report included with the replacement request and isn't included with this request, it's difficult to understand the responsibilities of the position and why it has taken so long to receive this request. Chief Auxier said it took time to coordinate meetings with two very busy Mayors, he wanted adequate time to review all options and he did have some scheduled vacation during this time period. In the end, all options were explored before the recommendation was made from both Mayors. Ald. Stevenson said whether we like this process, or not, the Mayors have the administrative responsibility to review job functions. They have the ability and time to review this information with the department head and it is their job to do this before it is brought to the committee for a decision. He said he was an alderman during the merger and one administration position was eliminated with the merger. Since the merger, every time a position has been vacated this process was completed prior to replacing positions. Chief Auxier said Menasha's municipal code states the Deputy Chief's position has the responsibility as the Emergency Operations Director for the City of Menasha. This position is also responsible for building maintenance of all four buildings, overseeing maintenance of all equipment, personnel scheduling, helping with the operating and capital budgets, etc. Ald. Keenan said the Mayors, the Chief and the firefighters all see who does the work and we have to trust them on what would happen if the position is not replaced and the department is not currently overstaffed. **MS**

Keehan/Stevenson recommends the City of Neenah and the City of Menasha Common Councils authorizes hiring a replacement for the Deputy Chief of Operations position subject to the departure/retirement of the existing employee with Neenah-Menasha Fire Rescue. Ald. Taylor said both he and Ald. Stevenson were on the councils during the merger. When the merger was first approved, the original thought was there were too many chiefs and the Cities would continue to look at staffing through the years to see if staffing could be reduced. Corporate America is reducing staffing all the time and other departments within the City of Menasha have reduced staffing within the past 4-6 months. He has had many discussions with Mayor Merkes regarding this position and they both feel the same way. He said we didn't want to eliminate jobs when the Cities agreed to the merger. This position is a high ticket item and if we can reduce or eliminate this position we should go through this process to see how it works before filling it. Chief Auxier said the Department did eliminate three line staff positions and one administrative position with the merger and we are functioning at appropriate staffing levels. He's confident in his recommendation and reassured members the current numbers we have for administrative staff is appropriate. It will be very difficult to continue the same level of service if we eliminate this position. Operational issues will carry over into other areas of our Department. Ald. Taylor said he appreciates the feedback from Chief Auxier, and the union, but he is trying to mirror what is happening in the real world and the Cities have to try to see what can be accomplished with the operations before filling the job. Ald. Stevenson said he is all for an evaluation of work flow but he's seen it fail in areas where we do not have a succession planning. He would be more inclined to fill this position, look at the structure of the Department, Chief Auxier should have succession planning with the current staff for when he retires and decide at that time if a position can be eliminated. Ald. Taylor said he spoke to Mayor Merkes and they agree this may be the best time to do this and a requirement of the next chief will be how to reduce administrative staffing. Ald. Kunz asked what the current management structure is. Chief Auxier said we have a Chief, Deputy Chief, two Assistant Chiefs, one Office Manager and 63 line staff. **All voting aye, motion carries.**

Review of Upcoming Events: Chief Auxier invited everyone to our Open House on Saturday, May 2, 2015. He also invited everyone to attend the 4th Annual Backdraft Bike Tour at Jefferson Park on June 7th and commended Local 275 for this event. Ald. Taylor asked if the City of Neenah sponsors the Back Draft Bike Tour and why this communication is on the agenda. He said it's a good event but feels it's inappropriate to allow private organizations to put things on the agenda to advertise. Chief Auxier said the intent was to update the Committee of things that involve our Department and staff. Local 275 does sponsor this event and Administration supports them. He will keep this in mind for future agendas. Ald. Stevenson said having been involved with the Back Draft Bike Tour since its inception; he would vehemently challenge anyone who would question why this communication was put on the agenda. It's the Committee's job to manage the firefighters and they can tell us the things that they are doing that benefit both of the communities.

MSC Stevenson/Keehan to adjourn at 6:50 p.m., all voting aye.

Respectfully Submitted,

Tara Theisen
Office Manager

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday March 24, 2015

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

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

Also Present: Tom Kispert (McMAHON); Rob Franck (MCO); Mayor Don Merkes, Attorney Pam Captain, Mark Radtke (Menasha).

Public Forum. No one in attendance for public forum.

February 24, 2015 Regular Meeting and February 24, 2015 Closed Session minutes: Motion by Commissioner Zielinski, second by Commissioner Sambs to approve the minutes from the February 24, 2015 Regular Meeting and February 24, 2015 Closed Session. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

February 24, 2015 letter to Mayor Don Merkes, City of Menasha from Randall Much, NMSC.
RE: Request to attend the March 24, 2015 NMSC meeting to discuss U.S. Paper Mills contract.

February 24, 2015 letter to Marshelle Slayton, U.S. Paper Mills from Randall Much, NMSC.
RE: Authorization to proceed with metering station modifications.

Manager Much reported on a follow-up yesterday (Monday March 23); there will be some structural changes and the installation is expected to be in June.

March 4, 2015 email to Roger Voigt, NMSC from Tom Kispert, McMahon.
RE: NMSC refund for A/C unit.

March 6, 2015 letter to Dale Youngquist, NMSC from Robert Liska, DNR.
RE: DNR approval of NMSC Pretreatment Program changes.

March 2015 letter to Dan Osero, President Town Neenah S.D. 2 from Dale Youngquist, NMSC.
RE: SD 2 Lift Station #3 flow meter replacement.

Discussion With Menasha regarding U.S. Paper Mills contract

Manager Much explained the purpose for the original U.S. Paper Mills and Gilbert Paper contracts. President Youngquist asked for any concerns from the City with the Commission considering not renewing the current agreement it has with U.S. Paper Mills. Attorney Captain questioned why the NMSC feels is no longer needs to contract with U.S. Paper Mills as a contracted industrial user when it issued the first contract and is now under a second contract

with them. Manager Much explained the Commission needed to have the second contract due to the first contract did not require U.S. Paper Mills to participate in any future construction costs – without the second contract they would not be required to pay the costs from the last upgrade or the current upgrade. Attorney Thiel added U.S. Paper Mills would be treated as an industrial user after the current agreement ends; Manager Much indicated this would also reduce one of the City's billing concerns of subtraction in calculating the Menasha bill. Mayor Merkes questioned if the Commission is looking at changing the Ordinance Contract by eliminating the Contracted Industrial User; Commissioner Gunz responded no and further explained the history in the 1970's leading up to why industries were required to become contracted. Mayor Merkes indicated they were looking at the Ordinance Contract and it would need to be amended. A future meeting will be set up to further discuss this matter. Attorney Captain will send dates to Accountant Voigt that will work as meeting dates.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. Attorney Thiel reported the Memo of Understanding is not complete; he will have it at the next meeting.

Phosphorus Removal – Manager Much distributed quotes and information received from HACH on the phosphorus analyzer unit. The quote for the two units is \$90,000 plus shipping. It is also recommended to have the field service in the 2nd year of service at a cost of \$12,000. Manager Much further explained why flow is an issue in treating for phosphorus and why this unit is preferred. Manager Much further explained how alum works to remove phosphorus; he also explained the properties of a new product Sorbix and how it works to remove phosphorus and the benefits over the use of alum. With the use of Sorbix it is expected we could meet our phosphorus limits with no construction costs. President Youngquist suggested we should wait until the next meeting for approval; Commissioner Gunz questioned if we are searching for a solution to a problem we don't have. Manager Much responded the phosphorus limits are coming and we need to start to address how to meet the limits; we will need to comply with the limits in 6-8 years. We will need to provide the DNR our solution on how we will meet the limits in the next 2-3 years. Commissioners further discussed; Manager Much is to obtain data from other users and chemical cost savings from using the HACH phosphorus analyzer unit and bring the information to the next meeting.

To accommodate those in attendance, motion by Commissioner Gunz, second by Commissioner Zielinski to proceed to Agenda item 7-J, NMSC Pretreatment Ordinance 2015-1.

Manager Much discussed the changes made to the Pretreatment Ordinance; it includes updates to meet Federal regulations. All Contract Users will also need to pass this same wording to update their Pretreatment Ordinances. After discussion, motion by Commissioner Gunz, second by Commissioner Zielinski to approve NMSC Pretreatment Ordinance 2015-1. Motion carried unanimously.

The meeting returned to the Agenda as published; Attorney Thiel excused from the meeting.

McMahon Construction Progress Update. Tom Kispert reviewed and discussed the status of the NMSC list of 10 items to be completed for the construction project which was distributed at the February meeting. Manager Much requested to add programming of the SCADA system to this list of items still needing attention.

Town of Neenah S.D 2 lift station #3 flow meter update. Manager Much reported Chad Olsen and Rob Franck are working on updating the flow metering; the final specifications are being developed to order the flow meter. The Town will build and bill the Commission.

Tom Kispert reported on the electronic communication of flow data from remote sites; 2 antennas will be installed at the plant and one at the 9th Street metering station, the last two radios are programmed and are ready to install.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; reports are being put together and should be available in 2-3 weeks for staff to review.

Focus on Energy grant application. Tom Kispert reported a grant application request for \$500,000 was put together and sent to Focus on Energy for saving energy on renewable resources (electric generation from plant biogas). At this point there is no cost or financial obligation to the Commission. The proposed project would be constructed by private industry; the grant would be used to cover costs incurred by the private industry for equipment and construction; there would be a long term agreement to maintain the equipment; the Commission would purchase the electricity generated. President Youngquist signed the application after being guaranteed there is no financial obligation to the Commission; President Youngquist reported he also talked with Manager Much who expressed some concerns and reservations on items with the proposed project. Tom indicated there will be updates at a future time on this proposed project.

Motion by Commissioner Gunz second by Commissioner Zielinski to approve for payment McMahon invoices #42053 and #42054 in the amounts of \$2,600.00 and \$5,200.00. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of February 2015. The plant is operating well; the mercury levels are down; the solids are down; we are proceeding with the modifications to the sampling setups based on designs from Kaempfer & Associates. After discussion, motion by Commissioner Zielinski second by Commissioner Sambs to approve the operating report for the month of February 2015. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of February 2015. The auditor is almost complete; it is expected to be presented at the next meeting. The financial statements do not reflect all the final year-end adjustments. MCO generated \$4,000 in income to the Commission. After discussion, motion by Commissioner Zielinski, second by Commissioner Hamblin to accept the Accountant's Report for the month of February 2015. Motion carried unanimously.

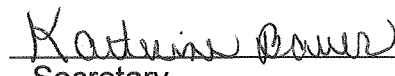
Motion by Commissioner Gunz, second by Commissioner Coburn to approve for payment MCO invoices #19111 and #19149 in the amounts of \$123,501.42 and \$832.40 with payment to be made after April 1, 2015. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Coburn to approve Operating and Payroll Vouchers #134868 through #134920 in the amount of \$293,357.81 and Construction Voucher #251 in the amount of \$130.00 for the month of February 2015. Motion carried unanimously.

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



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Saturday April 18, 2015

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

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

Excused: Commissioner Kathy Bauer.

Also Present: Tom Kispert (McMAHON); Paul Much (MCO).

New Business

Operations, Engineering, Planning

President Youngquist explained the purpose for the special meeting; modifications to the chlorine pumps and hypochlorite storage tanks are proposed to solve issues with the pumps. The Commission will need to begin disinfection on May 1 and if approved this will allow completion of the modifications by this date. The Commission proceeded to the chlorine storage room to view the equipment and see the issues that need to be resolved. Tom Kispert explained the problems encountered and the proposed solution to fix the problems; the storage tanks will have the current 2-inch nozzle taken out and replaced with a 6-inch nozzle; the chlorine pumps will be moved from the current table they are mounted on to being mounted on the building wall; the plumbing of the system would be changed. Commissioner Gunz questioned why the system wasn't configured this way initially; Tom responded it was a timing issue, when initially installed the pumps needed to be completed in time for the disinfection season. Tom further reported Crane Engineering will take the system responsibility at no cost to the Commission. With modifications being made to the hypochlorite storage tanks there is concern of keeping the original warranty intact. Currently there are 8 pumps; the new design will use 7 pumps; the remaining pump will be kept and used as a spare unit. After discussion, motion by Commissioner Gunz, second by Commissioner Zielinski to proceed with the system modifications subject to receipt of a letter guaranteeing the remainder of the tank warranty. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:20 a.m.


President


Secretary

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
April 21, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by ASD Steeno at 7:51 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner, Mayor Merkes

ALSO PRESENT: CA Captain, PC Styka, DFC DeLeeuw, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, PHD McKenney, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 3/16/15](#)

Moved by Mayor Merkes seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

ASD Steeno opened the floor for nominations.

Moved by Ald. Langdon seconded by Ald. Taylor to nominate Ald. Zelinski for Chairman.

Moved by Mayor Merkes seconded by Ald. Benner to nominate Ald. Keehan for Chairman.

Hearing no other nominations, ASD Steeno closed the nominations.

Paper ballots were passed out. Ald. Keehan received the most votes and was declared the Chairman.

Chairman Keehan took over.

2. Election of Vice-Chairman

Chairman Keehan opened the floor for nominations for Vice-Chairman.

Moved by Ald. Nichols seconded by Ald. Keehan to nominate Ald. Benner for Vice-Chairman.

Moved by Ald. Taylor seconded by Ald. Zelinski to nominate Ald. Zelinski for Vice-Chairman.

Hearing no other nomination, Chairman Keehan closed the nominations.

Paper ballots were passed out. Ald. Benner received the most votes and was declared the Vice-Chairman.

3. [Appointment of City Assessor – Associated Appraisal Consultants, Inc](#)

CA/HRD Captain explained in accordance to the City's Charter Ordinance the appointing the City Assessor is for the Personnel Committee to make a recommendation to the Mayor with confirmation by the Common Council. The Charter Ordinance allows for either an individual or corporation.

Moved by Ald. Benner seconded by Ald. Nichols to recommend to the Mayor the appointment of Associated Appraisal Consultants, Inc. as City Assessor.

Motion carried on roll call 9-0.

E. ADJOURNMENT

Moved by Ald. Nichols seconded by Ald. Zelinski to adjourn at 8:00 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
April 28, 2015
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Cruickshank and DeCoster.

OTHERS PRESENT: CDD Keil, CDC Heim (arrived at 3:45 pm), John Hogerty, Menasha Downtown Development, LLC and Todd Hietpas, Performa, 124 N Broadway, DePere, Steve Grenell, Menasha Utilities and Alex Ronallo, Fox 11 News.

3:30 PM – Informal Public Hearing on the Proposed Rezoning Regarding the Following Proposed Actions:

- **Rezoning of the properties in proximity to 165 Main Street, which includes Parcel Numbers 3-00818-00, 3-00818-01, 3-00820-00, 3-00816-01, and 3-00817-01 from C-2 Central Business District to Planned Unit Development (PUD)**
- **Amending the Planned Unit Development District (PUD) Plan for Parcel Number 3-00798-00 and 3-00790-00 adjacent to Marina Place**

Mayor Merkes opened the public hearings at 3:31 PM.

CDD Keil explained the purpose of the rezoning's.

No public input was received.

The hearings were closed at 3:35 PM.

C. MINUTES TO APPROVE

1. Minutes of the April 14, 2015 Plan Commission Meeting

Motion by Comm. Sturm, seconded by Comm. Schmidt to approve the April 14, 2015 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. None.

F. ACTION ITEMS

1. Site Plan Review and Rezoning of Parcels from C-2 Central Business District to Planned Unit Development (PUD) and Amendment to PUD Plan

CDD Keil provided some discussion points that staff and the developer have had regarding site lines, street width of Mill Street, dumpster enclosure location, overall grading of the site and landscaping.

Commissioners and the developer discussed the following:

- Type of lighting fixture presented and if it meets city ordinance

- Need of photometric plan for the drive-thru canopy lights
- Dumpster enclosure detail with location
- No minimum landscape requirement due to PUD zoning
- Width of Mill Street
- On-street parking on Mill Street
- Driveway section for drive-thru to be designed to keep the sidewalk at uniform grade
- Water runoff design for the drive-thru
- Pedestrian crossing design
- Downtown parking during and after construction
- Building materials

Motion by DPW Radtke, seconded by Ald. Benner to approve the site plan as presented and the rezoning of the parcels from C-2 Central Business District to Planned Unit Development and amendment to the PUD plan with the following conditions:

1. Photometric plan be submitted for the canopy lighting for staff review
2. Staff review of city ordinance to verify if lighting fixture presented meets city ordinance
3. Dumpster enclosure detail with location be finalized and submitted to Plan Commission for final approval
4. Street width of Mill Street be forty (40) feet
5. Building materials be consistent with what was presented to Landmarks Commission and submitted to be placed on file with the city

The motion carried 5-0.

2. **Site Plan Review – Broad Street Parking Lot – Multi-level Parking Structure**

CDD Keil gave an overview of staff review of the proposed parking structure including the nature of the sidewalks around the structure, landscaping and alterations to the aesthetics of the structure.

Mr. Hietpas addressed the safety concerns for the pedestrian traffic in and around the parking structure and the thought process for the sidewalks and their placements. Mr. Hietpas also shared two modified images which included acid washed concrete for façade texture as well as dyed concrete with darkening the color on the corners. Stain is to be applied after the structure is poured. It was the consensus of the Commission that the image which depicts the two-tone with reveal was preferred.

Commissioners discussed the following:

- Possibility of the structure being shifted to the east to allow for possible future expansion to the west
- Brick portions of the structure to match the office building
- Landscaping around the structure to soften the aesthetics
- Curb on Broad Street which is scheduled for reconstruction in the near future
- Surface parking vs. parking structure

Motion by Ald. Benner, seconded by DPW Radtke to accept the design and layout of the Broad Street multi-level parking structure as presented subject to Common Council approval of a Development Agreement which incorporates a multi-level parking structure. The motion carried 5-0.

3. **Temporary Use of City Owned Property for Construction Staging and Contractor Parking**

The following items were discussed regarding the construction staging/ contractor parking for the Broad Street parking structure:

- Possibility of sliding the construction area in the Southwest corner Broad Street 12 feet north, adding another exit into the alley or angled parking on one side to accommodate patron parking
- Mr. Hogerty did commit to moving the 12 feet after the required time needed for the larger equipment on site, approximately 3 months from start of construction
- The need to verify if parking on Broad Street will be affected with the proposed construction area

- Contractors not parking on Broad Street during construction phase

The following items were discussed regarding the construction staging/ contractor parking for the office tower project in the Main Street parking ramp:

- Mr. Hogerty indicated that the submittal presented is the least intrusive use of space in the existing lot and freed up an additional 6 parking stalls from previously submitted plan
- The possibility of the area on Main Street be pulled in once the area is restored to allow additional downtown parking during construction phase
- Hours of construction and possibility of starting earlier in the day to free up parking in Broad Street lot was well as the Main Street area

Mr. Hogerty offered to take these suggestions back to Miron Construction to verify if the changes requested by the Commission would allow ample space for construction equipment.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Schmidt, to adjourn at 5:34 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.



April 22, 2015

VIA CERTIFIED MAIL

MS. DEBBIE GALEAZZI
MENASHA, CITY OF
140 MAIN STREET
MENASHA, WI 54952

Dear Ms. Galeazzi:

From time to time, Time Warner Cable makes certain changes in the services that we offer. On or after Tuesday, May 26, 2015, Time Warner Cable will be making technical changes to our cable system in Southeast and Northeast Wisconsin that may disrupt some customers ability to view unencrypted ("in-the-clear") channels, including Public Educational, and Government ("PEG") access channels on a digital television or other device that includes a QAM tuner (a "ClearQAM device").

If this occurs, affected customers will simply need to go into the settings menu on their ClearQAM device and perform a "channel scan" in order to resume viewing these channels. Customers using digital cable set-top boxes or digital adapters will NOT see any change.

Customers without a cable set-top box or digital adapter, who are directly connected to televisions with a QAM tuner will find the PEG channels in your community as follows:

TWCT Access channel 2 will be found on digital channel 97.2

This change is not only affecting the PEG channels. The following channels will also require a new channel scan. CSN Chicago, WBAY, WBAY HD, WBAY Weather, WBAY LiveWell, WFRV, WFRV HD, WPNE, WPNE HD, WPT Wisconsin, WPT Create, WCWF, WCWF HD, WLUK, WLUK HD, WGBA, WGBA HD, WACY, WACY HD, WBWT, WYTU, WYTU HD, WMNU, WLUC, WISN, WISN HD, WITI, WITI HD, WITI Antenna TV, WMVS, WMVS HD, WMVS World, WMVS Vme, WVMS Weather, WPXE, WPXE HD, WVTU, WVTU HD, WVTU Get TV, WCGV, WCGV HD, WCGV Zuus Country, WTMJ, WTMJ HD, WMVT, WMVT HD, WMVT Create, WMVT Classical, WMVT Jazz, WMVT Traffic, WMLW, WMLW HD, WDJT, WDJT HD, WBME, WDJT Heroes & Icons, WDJT Decades, WIWN, WIWN HD, WWSR, WVCY, WBBM, WMAQ, WLS, WFLD. If this occurs, customers will need to go into the settings menu on their ClearQAM device and perform a new channel scan in order to resume viewing these channels.

As always, please feel free to contact me directly at 414-277-4193 or via e-mail at celeste.flynn@twcable.com. You may also contact our Manager of Government Relations Margaret Bailey-Stewart at 414-277-4087 or margaret.bailey-stewart@twcable.com.

Sincerely,

Celeste Flynn
Vice President of Government Relations
Time Warner Cable

RECEIVED

APR 27 2015

CITY OF MENASHA
BY dg

PROCLAMATION

National Police Week - May 11-May 15, 2015

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

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

WHEREAS, the Congress and President of the United States have designated the week May 11 - May 15, 2015 as National Police week; and

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

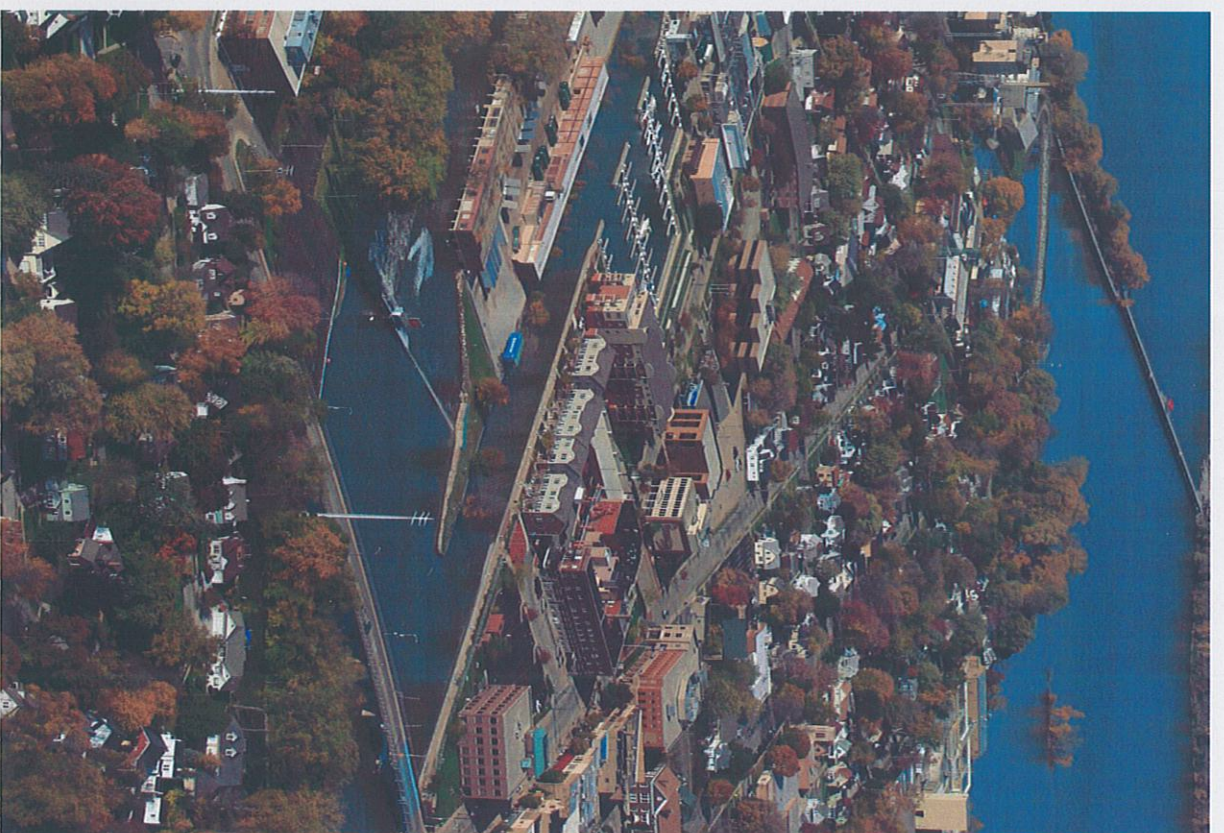
WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the Second Annual Candlelight Vigil hosted by the Menasha Police Department, on the evening of Wednesday, May 13, 2015 in Smith Park; and

NOW, THEREFORE, BE IT PROCLAIMED that the Common Council of the City of Menasha with the Mayor concurring proclaim May 11 through May 15, 2015 to be;

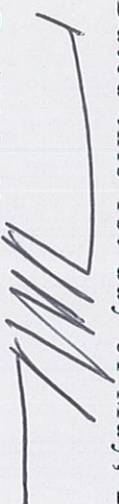
NATIONAL POLICE WEEK in the City of Menasha

BE IT FURTHER PROCLAIMED that May 15th, 2015 is observed as
PEACE OFFICERS MEMORIAL DAY

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



Dated this 1st day of May, 2015.


Donald Merkes, Mayor



PROCLAMATION

All City Track and Field Wellness Day

May 12, 2015

WHEREAS, 2015 is the 41st Anniversary of the All City Track and Field Wellness Day, an annual event that thousands of Menasha students have partaken in; and

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

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

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

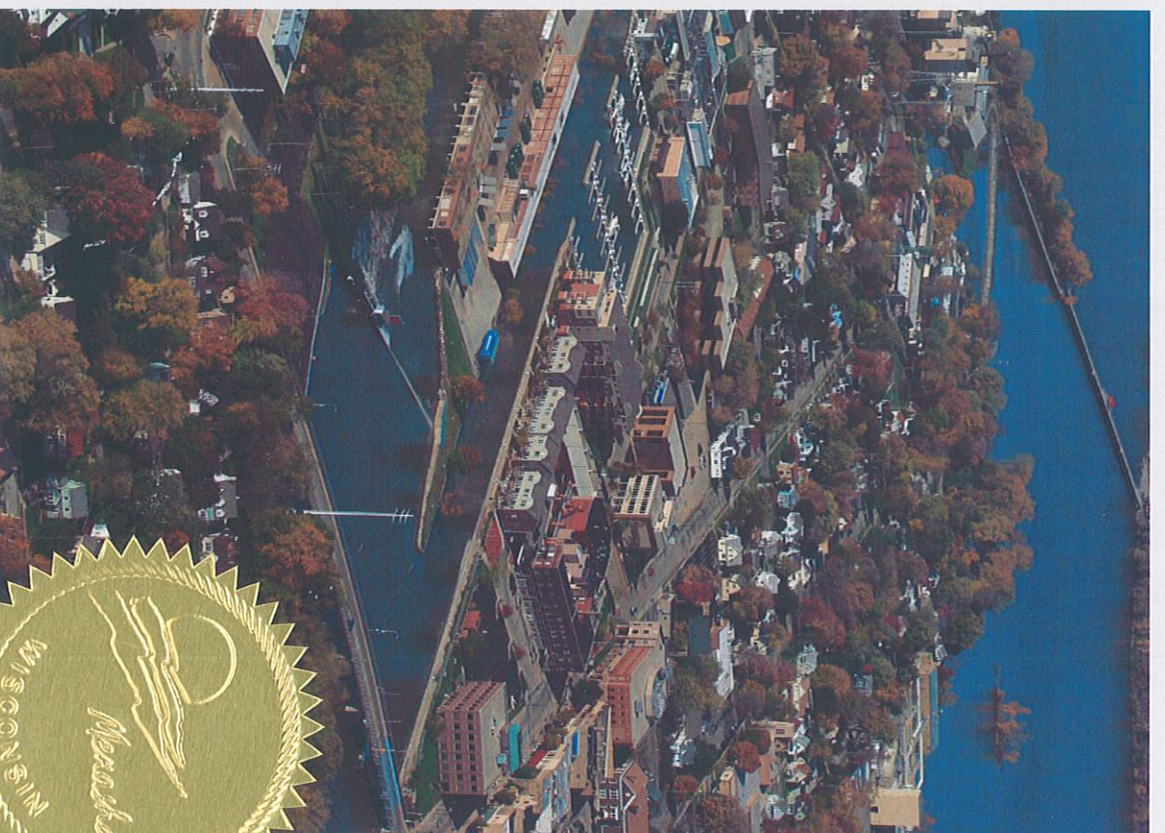
- A better quality of life by being physically fit
- Demonstrating that physical activity can be fun
- Improves mental focus
- Reduces stress and improves one's mental well being; and

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

NOW, THEREFORE, BE IT PROCLAIMED, that the City of Menasha Common Council and the Menasha Joint School Board does hereby proclaim May 12, 2015 to be

All City Track and Field Wellness Day

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



Dated this 4th day of May, 2015.

Donald Merkes, Mayor

Joe Lingnofski, Board President

**CITY OF MENASHA
BOARD OF REVIEW – 2015**

**NOTICE OF OPEN BOOK OF ASSESSMENT
AND
BOARD OF REVIEW MEETING**

Open Book Period for such examination will be on May 5, 2015 from 8:30 a.m. to noon and May 7, 2015 from noon to 7:00 p.m. in the Conference Room, 1st Floor, City Hall, 140 Main Street, Menasha.

The City's contracted revaluation firm, Associated Appraisal, will have staff present to discuss how they arrived at your assessed value. If you wish to meet with an appraiser, please call Associated Appraisal at 920-967-3638 to schedule an appointment.

MEETING OF THE BOARD OF REVIEW

Notice is hereby given that the Board of Review of the City of Menasha, Winnebago and Calumet Counties for the year 2015, will be in session on Thursday May 28, 2015 at 10:00 a.m. in the 3rd floor Council Chambers, City Hall, 140 Main St. Menasha, pursuant to Wisconsin State Statutes Section 70.47 for the purpose of reviewing and examining the assessment rolls.

Please be advised of the following requirements to appear before the Board of Review and procedural requirements if appearing before the board:

1. No person will be allowed to appear before the board of review, to testify to the board by telephone, or to contest the amount of any assessment of real or personal property if the person has refused a reasonable written request by certified mail of the assessor to view the property.
2. After the first meeting of the board of review and before the board's final adjournment, no person who is scheduled to appear before the board of review may contact or provide information to a member of the board about the person's objection, except at a session of the board.
3. The board of review may not hear an objection to the amount or valuation of property unless, at least 48 hours before the board's first scheduled meeting, the objector provides to the board's clerk written or oral notice of an intent to file an objection, except that upon a showing of good cause and the submission of a written objection, the board shall waive that requirement during the first 2 hours of the board's first scheduled meeting, and the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days with proof of extraordinary circumstances for failure to meet the 48-hour notice requirement and failure to appear before the board of review during the first 2 hours of the first scheduled meeting.
4. Objections to the amount or valuation of property shall first be made in writing and filed with the clerk of the board of review within the first 2 hours of the board's first scheduled meeting, except that, upon evidence of extraordinary circumstances, the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days. The board may require objections to the amount or valuation of property to be submitted on forms approved by the Department of Revenue, and the board shall require that any forms include stated valuations of the property in question. Persons who own land and improvements to that land may object to the aggregate valuation of that land and improvements to that land, but no person who owns land and improvements to that land may object only to the valuation of that land or only to the valuation of improvements to that land. No person may be allowed in any action or proceedings

to question the amount or valuation of property unless the written objection has been filed and that person in good faith presented evidence to the board in support of the objections and made full disclosure before the board, under oath, of all of that person's property liable to assessment in the district and the value of that property. The requirement that objections be in writing may be waived by express action of the board.

5. When appearing before the board of review, the objecting person shall specify in writing the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.
6. No person may appear before the board of review, testify to the board by telephone, or object to a valuation if that valuation was made by the assessor or the objector using the income method of valuation, unless the person supplies the assessor with all the information about income and expenses, as specified in the assessor's manual under s. 73.03(2a) Wis. stats., that the assessor requests. The City of Menasha has an ordinance for the confidentiality of information about income and expenses that is provided to the assessor under this paragraph that provides exceptions for persons using information in the discharge of duties imposed by law or the duties of their officer or by order of a court.* The information that is provided under this paragraph, unless a court determined that it is inaccurate, is not subject to the right of inspection and copying under s. 19.35 (1) Wis. stats.
7. The board shall hear upon oath, by telephone, all ill or disabled persons who present to the board a letter from a physician, surgeon, or osteopath that confirms their illness or disability. No other persons may testify by telephone unless the Board, in its discretion, has determined to grant a property owner's or their representative's request to testify under oath by telephone or written statement.
8. No person may appear before the board of review, testify to the board by telephone, or contest the amount of any assessment unless, at least 48 hours before the first meeting of the board, or at least 48 hours before the objection is heard if the objection is allowed under s.70.47 (3) (a), Wis. stats., that person provides to the clerk of the board of review notice as to whether the person will ask for the removal of a member of the board of review and, if so, which member, and provides a reasonable estimate of the length of time the hearing will take.

To schedule an appointment before the Board of Review, please complete the **Notice of Intent to File Objection and Objection Form for Real Property Assessment** and return them both to the City Clerk's office at least 48-hours prior to the Board of Review. The Board of Review functions like a court in that it is required to evaluate evidence based on facts. You must provide factual information showing your property is incorrectly assessed.

Menasha City Clerk
140 Main Street
Menasha, WI 54952
920-967-3603

For more information about property assessment and taxation in Wisconsin, please review **Guide for Property Owners** provided by the Department of Revenue.

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Tuesday, April 21, 2015
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 5:00 p.m.

B. PLEDGE OF ALLEGIANCE

A moment of silence was observed for city employee Glen Pemrich who passed away on April 11, 2015.

C. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DFC DeLeeuw, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, PHD McKenney, LD Lenz, Clerk Galeazzi

D. PUBLIC HEARING

None

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

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

Andrea Smith, 734 E. Washington Street, Appleton. Beverage Operator's License Application.

Dave Mix, representing Menasha VFW Post 2126. Moving of Veterans memorial to Isle of Valor.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. [Board of Health, 03/12/15.](#)
- b. [Board of Public Works, 04/06/15.](#)
- c. [Committee on Aging, 03/12/15.](#)
- d. Plan Commission, [04/07/15](#) and [04/14/15.](#)

Communications:

- e. [Waverly Sanitary District Meeting Minutes, 03/19/15.](#)
- f. [Mayor Merkes, 04/10/15; Letter to Village of Harrison, Attn: Travis Parish.](#)
- g. [Mayor Merkes, 04/16/15; Appointment of the Weed Commissioner.](#)
- h. [DPW Radtke, 04/16/15; Press Release; Public Informational Meeting, City of Menasha, 3rd Street, Lake Winnebago Slough & Approaches, Winnebago County.](#)
- i. [CDD Keil, 04/16/15; Rezoning of Parcels in the Vicinity of Main and Mill Street from C2 to PUD.](#)
- j. [CDD Keil, 04/16/15; Schedule of Public Hearings on Zoning Changes.](#)

Moved by Ald. Benner seconded by Ald. Langdon to approve Minutes and Communications A-J.

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, 04/06/15.](#)

Board of Public Works, 04/06/15 – Recommends the Approval of:

- 2. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2016.](#)
- 3. [Authorization to Execute State/Municipal Agreement for STH 441/Midway Road Interchange.](#)
- 4. [Authorization to Execute State/Municipal Agreement for USH 10/Oneida Street Interchange.](#)

Plan Commission, 04/07/15 – Recommends the Approval of:

5. [The relocation of Veterans Memorial from Menasha Public Library to Isle of Valor consistent with the recommendation from Park Board.](#)

Plan Commission, 04/14/15 – Recommends the Approval of:

6. [The Certified Survey Map on Winnebago Avenue.](#)

Mayor Merkes requested removal of item 4 from Consent Agenda.

Ald. Sevenich requested removal of item 5 from Consent Agenda.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1, 2, 3, 6.

Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

DPW Radtke explained Consent Agenda item 4, Authorization to Execute State/Municipal Agreement for USH 10/Oneida Street Interchange, does not require action at this time as the municipal lighting cost share issue has not been worked out and lighting is the only cost associated with this contract.

Moved by Ald. Sevenich seconded by Ald. Taylor to approve Consent Agenda item 5, the relocation of Veterans Memorial from Menasha Public Library to Isle of Valor consistent with the recommendation from Park Board.

Dave Mix, representing Menasha VFW Post 2126, spoke on moving of the memorial. He provided drawings of what memorial will look like once relocated to Isle of Valor.

Motion carried on roll call 8-0.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 04/09/15 to 04/16/15 in the amount of \\$2,168,191.83.](#)

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

Motion carried on roll call 8-0.

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

Moved by Ald. Nichols seconded by Ald. Keehan to approve Beverage Operators License Applications for the 2013-2015 licensing year as listed in memo dated 4/15/15.

Motion carried on roll call 8-0.

The Police Department recommends the denial of the Beverage Operators License Application for Andrea Smith as she does not meet the criteria under the Guidelines for Operator Licenses.

Andrea Smith addressed the Council and explained the past situation and her current situation.

Moved by Ald. Zelinski seconded by Ald. Langdon to approve Beverage Operators License Application for Andrea Smith.

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

3. [Extension Agreement for Assessment and Tax Listing Services for City of Menasha by Associated Appraisal Consultants, Inc.](#)

ASD Steeno explained the current contract ends on 4/30/15. Because the 2015 assessment year work will not be completed at that time per normal course of business, staff is recommending the extension of the agreement through 7/31/15. Staff is planning for a Request for Qualifications process before 7/31/15.

Moved by Ald. Benner seconded by Ald. Keehan to approve Extension Agreement for Assessment and Tax Listing Services for City of Menasha by Associated Appraisal Consultants, Inc.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. [R-10-15 Resolution Approving a 2014 Budget Adjustment of \\$60,002 for Street Lighting Equipment. \(Introduced by Alderman Nichols\).](#)

Moved by Ald. Nichols seconded by Ald. Keehan to adopt R-10-15 Resolution Approving a 2014 Budget Adjustment of \$60,002 for Street Lighting Equipment.

ASD Steeno explained the funds represent an overpayment in 2014 and must be part of the 2014 budget before being part of the continuing appropriations.

Motion carried on roll call 8-0.

2. [R-11-15 Resolution Continuing Appropriations \(2014 Fund Balance Reservations\) \(Introduced by Alderman Nichols\).](#)

Moved by Ald. Nichols seconded by Ald. Benner to adopt R-11-15 Resolution continuing Appropriations (2014 Fund Balance Reservations)

Motion carried on roll call 8-0.

3. [R-12-15 Resolution Transferring/Appropriating 2014 Budget Funds.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to adopt R-12-15 Resolution Transferring/Appropriating 2014 Budget Funds.

Motion carried on roll call 8-0.

4. [R-13-15 Resolution Dissolving Tax Incremental Finance District #1 \(Introduced by Mayor Merkes\).](#)

Moved by Ald. Sevenich seconded by Ald. Nichols to adopt R-13-15 Resolution Dissolving Tax Incremental Finance District #1.

Motion carried on roll call 8-0.

5. [R-14-15 Resolution Opposing the Elimination of Personal Property and Computer Aid Tax \(Introduced by Alderman Nichols\).](#)

Moved by Ald. Nichols seconded by Ald. Keehan to adopt R-14-15 Resolution Opposing the Elimination of Personal Property and Computer Aid Tax.

ASD Steeno explained the impact to the City budget by eliminating personal property and computer aid tax.

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

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. [Creation of Administrative Services Department/Human Resources Coordinator Position \(Held 04/06/15\).](#)

Original Motion: Moved by Ald. Benner seconded by Ald. Langdon to approve Creation of Administrative Services Department/Human Resources Coordinator Position with a proposed salary beginning at \$55,550 for Human Resources Coordinator, with a midpoint of \$61,711 and a maximum after 25 years of \$67,872.

Motion carried on roll call 8-0.

Ald. Sevenich stated Point of Order; he ask that in the future the motion be restated by people who made the original motion in case there is a change.

Mayor Merkes accepted the Point of Order.

M. CLAIMS AGAINST THE CITY

N. PRESENTATION TO OUTGOING COMMITTEE/BOARD/COMMISSION MEMBERS

- | | |
|--------------------------------------|--|
| 1. Tom Gloede – Board of Appeals | 6. Sue Smith – Redevelopment Authority |
| 2. Dave Rodriguez – Board of Appeals | 7. Paul Van de Sand – Sustainability Board |
| 3. Ruth Neeck – Board of Health | 9. Peg Doctor – Landmarks Commission |
| 4. Lee Murphy – Committee on Aging | 10. Kristi Lynch – Landmarks Commission |
| 5. Sue Steffen – Committee on Aging | |

Mayor Merkes recognized the outgoing members with certificates and City pins.

Sue Steffen and Lee Murphy were present.

O. PRESENTATION TO OUTGOING ALDERMEN

1. Alderman Stan Sevenich – District 3

Mayor Merkes presented a plaque to Ald. Sevenich and thanked him for his service to the City and residents.

Ald. Sevenich said a few words of thanks to the Council, staff and residents.

2. Alderman Jim Englebert – District 7

Mayor Merkes presented a plaque to Ald. Englebert and thanked him for his service to the City and residents.

Ald. Englebert said a few words of thanks to the Council, staff and residents.

P. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

Q. ADJOURNMENT – Sine Die

Moved by Ald. Sevenich seconded by Ald. Englebert to adjourn Sine Die at 5:57 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
NEW COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
TUESDAY, April 21, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:10 p.m.

B. PLEDGE OF ALLEGIANCE

Moment of Silence for the New Council to make good decisions to benefit the community in the upcoming year.

Oath of Office – Newly Elected Officials. Clerk Galeazzi administered the Oath of Office to Ald. Rebecca Nichols, Ald. Wil Krautkramer, Ald. Michael Keehan, and Ald. Melissa Rollins-Jump.

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner.
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DFC DeLeeuw, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi

D. PUBLIC HEARING

1. [Proposed Rezoning of Property located immediately north of 1737 Racine Road, Parcel #4-00762-03, C-1 General Commercial District to I-1 Heavy Industrial District.](#)

CDD Keil explained the request to rezone the property from C-1 General Commercial District to I-1 Heavy Industrial District for the purpose of using the property for storage of construction equipment. No action will be required as this was held in Plan Commission.

No one spoke.

Mayor Merkes closed the public hearing.

2. [Proposed Rezoning of Property located immediately east of 1233 Midway Road, Parcel #6-01635-00, C-3 Business and Office District to C-4 Business Park District.](#)

CDD Keil explained the request for rezoning the property from C-3 Business District and Office to C-4 Business Park District is to be consistent with the zoning classification of the other parcels purchased by Kwik Trip.

No one spoke.

Mayor Merkes closed the public hearing.

3. [Proposed rezoning of the properties in proximity to 165 Main Street, Parcels #3-00818-00, #3-00818-01, #3-00820-00, #3-00816-01, #3-00817-01, C-2 Central Business District to Planned Unit Development \(PUD\) and Amending Planned Unit Development District \(PUD\) Plan for Parcel #3-00798-00, #3-00790-00 adjacent to Marina Place.](#)

CDD Keil explained the request for rezoning the properties at the Main/Mill Street intersection from C-2 Central Business District to Planned Unit Development District and amendments to Planned Unit Development District for the proposed office building. No action will be required at this time. A new public hearing on this will be schedule for a future meeting.

No one spoke.

Mayor Merkes closed the public hearing.

4. [Proposed Amendment to Title 13 of the Menasha Code of Ordinance pertaining to permitted uses and parking requirement in the Planned Unit Development \(PUD\) District.](#)

CDD Keil explained the amendment to the City Code for parking in Planned Unit Development District.

No one spoke.

Mayor Merkes closed the public hearing.

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. CDD Keil & Menasha Downtown Development, LLC – Presentation on Office Tower Project and Related Improvements in the downtown.

CDD Keil and John Hogerty, representing Menasha Downtown Development, LLC, gave an overview of the proposed office building and parking structure.

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

Minutes to receive:

- a. Plan Commission, [4/7/15](#); [4/14/15](#)

Communications:

- b. [VFW Nicolet Post No. 2126, 4/1/15; Invitation to Armed Forces Day Celebration.](#)
- c. [PRD Tungate, 4/15/15; New Eastside Park Sponsorships.](#)
- d. [CDD Keil, 4/16/15; Rezoning of Parcels in the vicinity of Main & Mill Streets from C2 to PUD.](#)
- e. [CDD Keil, 4/16/15; Schedule of Public Hearings on Zoning Changes.](#)

Moved by Ald. Benner seconded by Ald. Taylor to received Minutes and Communications A-E.

Motion carried on voice vote.

G. CONSENT AGENDA

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

Plan Commission, 04/7/15 – Recommends the Approval of:

1. Rezoning of vacant parcel immediately east of 1233 Midway Road, Parcel #6-01635-00 from C-3 Business and Office District to C-4 Business Park District.

Plan Commission, 04/14/15 – Recommends the Approval of:

2. Amendment to the Planned Use Development (PUD) ordinance as submitted

Ald. Taylor requested to remove item 2 from Consent Agenda.

Moved by Ald. Benner seconded by Ald. Langdon to approve Consent Agenda Item 1.

Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner seconded by Ald. Langdon to approve Consent Agenda item 2, Amendment to the Planned Use Development (PUD) ordinance as submitted.

General discussion ensued the public hearing notification.

Motion carried on roll call 8-0.

I. RESOLUTIONS

1. [R-15-15 Resolution Providing for the Method of Selecting Certain Council/Committee Officials](#)
(Introduced by Ald. Taylor)

Moved by Ald. Taylor seconded by Ald. Langdon to adopt R-15-15 Resolution Providing for the Method of Selecting Certain Council/Committee Officials.

Motion carried on roll call 8-0.

J. ACTION ITEMS

None

K. APPOINTMENTS

1. Common Council Appointments

a. Council President (1 year term effective immediately)

Moved by Ald. Zelinski seconded by Ald. Langdon to nominate Ald. Taylor for Council President.

Moved by Ald. Nichols seconded by Ald. Keehan to nominate Ald. Benner for Council President.

Hearing no other nominations, the Mayor closed the nominations.

1st – 3rd rounds of paper ballots tied 4-4.

Names were put in a hat and Dan Kelpinski, from UW-Fox Valley was asked to draw.

Ald. Taylor's name was drawn. Ald. Taylor was declared Council President.

b. An Alderman Member to the Plan Commission (1 year term effective immediately)

Moved by Ald. Nichols seconded by Ald. Zelinski to nominate Ald. Benner as Alderman Member to Plan Commission.

Hearing no other nominations, the Mayor closed the nominations.

A unanimous ballot was cast for Ald. Benner for Alderman Member to Plan Commission.

c. An Alternate Alderman Member of the Plan Commission (1 year term effective immediately)

Moved by Ald. Benner seconded by Ald. Nichols to nominate Ald. Zelinski for Alternate Alderman Member to Plan Commission.

Hearing no other nominations, the Mayor closed the nominations.

A unanimous ballot was cast for Ald. Zelinski for Alternate Alderman Member to Plan Commission.

d. [City Attorney – Pamela Captain](#)

Moved by Ald. Benner seconded by Ald. Keehan to appoint Pamela Captain as City Attorney.

Moved by Ald. Taylor seconded by Ald. Zelinski to hold.

Item is held.

e. [City Clerk – Deborah A. Galeazzi](#)

Moved by Ald. Benner seconded by Ald. Keehan to appoint Deborah A. Galeazzi as City Clerk.

Motion carried on roll call 8-0.

L. RECESS TO COMMITTEES

7:16 p.m. – recessed to Administration Committee, Board of Public Works, Personnel Committee.

8:00 p.m. – reconvened.

M. APPOINTMENTS

1. Common Council Appointments

a. NM Fire Rescue Joint Finance and Personnel Committee:

1) Ald. Taylor as Council President

2) Ald. Keehan as Personnel Committee Chairman

b. Information Systems Steering Committee

Ald. Nichols as Administration Committee Chairman

No action required.

2. Mayor's Appointments

a. City Assessor – Associated Appraisal Consultants, Inc.

Moved by Ald. Benner seconded by Ald. Rollins-Jump to approve Mayor's Appointment of Associated Appraisal Consultants, Inc as City Assessor.

Motion carried on roll call 8-0.

- b. Approval of Ald. Zelinski to Parks & Recreation Board (1 year term effective immediately)
- c. Approval of Ald. Langdon to the Landmarks Commission (1 year term effective immediately)
No action.
- d. Approval of Ald. Taylor to the NM Fire Rescue Joint Finance and Personnel Committee
(1 year term effective immediately)
No action.
- e. Approval of Ald. Krautkramer to the Heckrodt Wetland Reserve Board
(1 year term effective immediately)
- f. Re-appointment of Sheila Brooks, 238 Butte des Morts Drive, At Large Member to Heckrodt
Wetland Reserve Board (1 year term effective immediately)
- g. Re-appointment of Jim Liebahuser, 1004 Grove Street, Menasha to Neenah-Menasha Joint Fire
Commission for the term 5/1/15 to 5/1/18
- h. Re-appointment of Tony Gutierrez, 1234 Darlene Drive, Menasha to Police Commission for
the term 5/1/15 to 5/1/20
- i. Re-appointment of Catherine Cruckshank, 1056 Tahoe Court, Menasha to Plan
Commission for the term 5/1/15 to 5/1/18
- j. Re-appointment of Kathy Wichowski, 341 Willow Lane, Menasha to Library Board for the
term 7/1/15 to 7/1/18
- k. Re-appointment of Ken Kubiak, 1214 Fieldview, Menasha to Board of Appeals for the
term 4/22/15 to 2/1/18
- l. Appointment of Rebecca Nichols, 402 Elm Street, Menasha to Redevelopment Authority for
the term 4/22/15 to 8/31/17
- m. [Accept resignation of David J. Rodriguez from Board of Appeals](#)
- n. Appointment of Kara Homan, 3086 Winnipeg Street, Menasha to Board of Appeals for the
term 4/22/15 to 2/1/16
- o. [Accept resignation of Nicholas Kiley from Library Board](#)
- p. Appointment of Jim Englebert, 1209 Greendale, Menasha to Library Board for the terms
4/22/15 to 7/1/15 and 7/1/15 to 7/1/18
- q. [Accept resignation of Rebecca Nichols from Library Board](#)
- r. Appointment of Melissa Rollins-Jump, 1016 Stardust Drive, Menasha to Library Board for
term 4/22/15 to 7/1/16.
- s. [Appointment of Tami Lee, 519 Riverway, Menasha to Ad-Hoc Sustainability Board.](#)

Moved by Ald. Benner seconded by Ald. Keehan to approve items b, e-s.
Motion carried on roll call 8-0.

N. CLAIMS AGAINST THE CITY

None

O. ORDINANCE

1. [O-6-15 An Ordinance Amending Title 13 by Making Certain Changes to the District
\(Midway Road, Parcel #6-01635-00\) \(Introduced by Mayor Merkes on the recommendation
of the Plan Commission\)](#)

Moved by Ald. Benner seconded by Ald. Keehan to adopt O-6-15 an Ordinance Amending Title 13 by
making certain changes to the district (Midway Road, Parcel #6-01635-00).
Motion carried on roll call 8-0.

2. [O-7-15 An Ordinance Amending Title 13, Article C of the Municipal Code of Ordinances Planned Unit Development \(PUD\) District \(Introduced by Mayor Merkes on the recommendation of the Plan Commission\)](#)

Moved by Ald. Benner seconded by Ald. Keehan to adopt O-7-15 An Ordinance Amending Title 13, Article C of the Municipal Code of Ordinances Planned Unit Development (PUD) District.
Motion carried on roll call 8-0.

P. HELD OVER BUSINESS

None

Q. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

R. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Keehan to adjourn at 8:05 p.m.

Motion carried on voice vote.

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



MEMORANDUM

Date: April 9, 2015

To: Administration Committee

From: Pamela A. Captain, City Attorney

RE: Post-Employment Retirement Plan
Precision Retirement Group (Pelion Benefits, Inc.)

Prior to April 21, 2009, as part of the City's non-represented employee benefits package, upon an employee's death or retirement through the Wisconsin Retirement System, accumulated sick leave up to a maximum of ninety (90)/ninety-five (95) days was paid to the beneficiary/employee in a lump sum based on the employee's regular straight time pay rate at the time of death or retirement. After April 21, 2009, the Common Council approved the city's involvement with a post employment retirement plan through Precision Retirement Group (Pelion Benefits, Inc.). Rather than a lump sum cash payout, the funds are distributed to a trust account administered by a third-party and can only be used for certain qualifying medical expenses or retirement (as defined under IRS code/ERISA). The change to distributing the funds to a post retirement employment plan saved both the city and the employee money as an outright distribution of cash subjects that amount to income and FICA taxes. The fees associated with administration are borne by the former employee/beneficiary.

The distribution of accumulated sick leave benefits to Precision Retirement Group (Pelion Benefits, Inc.) cannot be an option to employees or it subjects all sick leave benefits to taxation. In other words, an employee/beneficiary cannot have an option to take a cash payout or it subjects all sick leave benefits to taxation. In order to maximize the tax benefits to both the city and the employee the distribution of these funds must be required by city policy.

Prior to 2015 this benefit applied only to non-represented employees. Union contracts required a cash payout. With the new police union contract this benefit applies to Menasha's represented employees (only upon retirement under WRS).

RECOMMENDATION: We need to amend the plan documents, agreements and the sick leave policy to apply to Menasha's represented employees. It is also recommended that the Common Council affirm the policy requiring the deposit of these funds to the post employment retirement plan and that no sick leave cash payout option is available.

REQUESTED MOTION: (1) Authorize an amendment to the plan documents and agreements with Precision Retirement Group (Pelion Benefits, Inc.) to include represented employees; and (2) Confirm the requirement that all eligible city employees are subject to the distribution of accumulated sick leave benefits to the post employment benefit plan administered by Precision Retirement Group (Pelion Benefits, Inc.).



Memorandum

DATE: April 16, 2015

TO: Board of Public Works

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

RE: Acceptance of Miron Donation of Concrete Planter at Menasha Library

With the upcoming relocation of the Veteran's memorial display from the Menasha Library to the Isle of Valor, a void will be created at the main entrance to the Menasha Library. Library management is concerned about the safety and security of their facility without the Veteran's structure in place at the entrance.

Because of that, price proposals were sought to construct a new planter in the void space upon relocation of the Veteran's display. One of the responses to the solicitation was a proposal from Miron Construction Company to donate the planter construction work (enclosed). It is my understanding the Library Building Committee has accepted the donation and forwarded the proposed donation onto the Board of Public Works for formal acceptance of the donation.

Enclosure

M:\word\BPW memo re Library planter donation_4-16-15.docx



Building Excellence

MIRON CONSTRUCTION CO., INC.

1471 McMahon Drive • Neenah, WI 54956-6305

P.O. Box 509 • Neenah, WI 54957-0509

P 920.969.7000 F CALL FOR DEPT FAX

April 8, 2015

Adam Alix
City Of Menasha
Menasha Public Library
Menasha WI 54952

Re: Menasha Library West Side Planter

Project Overview

Based on previous discussions, we understand that you are interested in wanting concrete removed and a planter constructed of cast in place concrete, similar to the planters adjacent to this area. We presented drawings and perspectives of proposed planter for your prior review. Approximate size of planter is 10' x 16' at it largest dimension.

Construction Budget

Based on the scope identified above, Miron Construction offers to provide this work at No Cost to the Menasha Library.

The sidewalk replacement work is included.

We exclude top soil and plantings in the planter from our work.

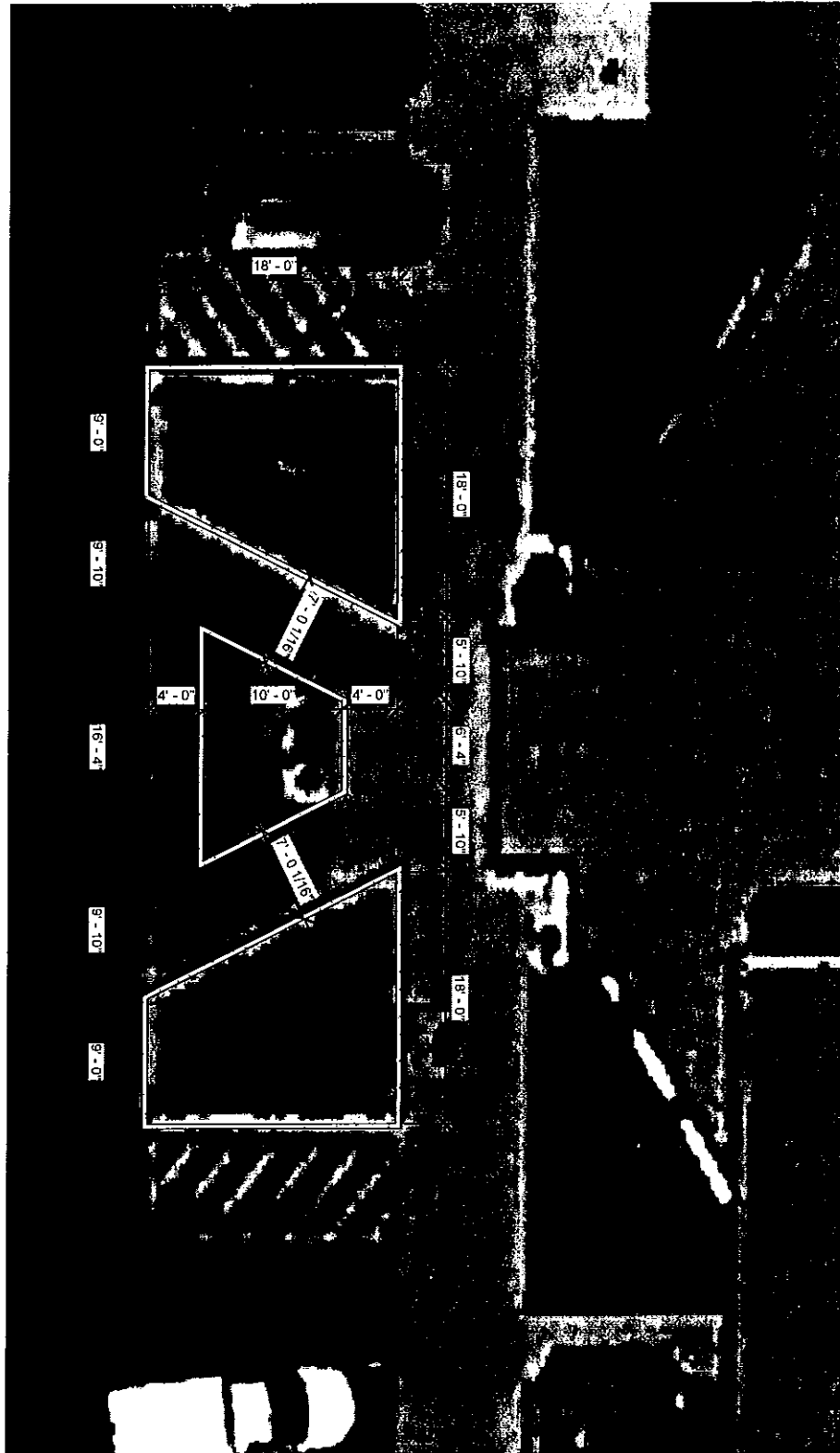
Please review and feel free to contact me at (920) 969-7044 with any questions.

Sincerely,

MIRON CONSTRUCTION CO., INC.

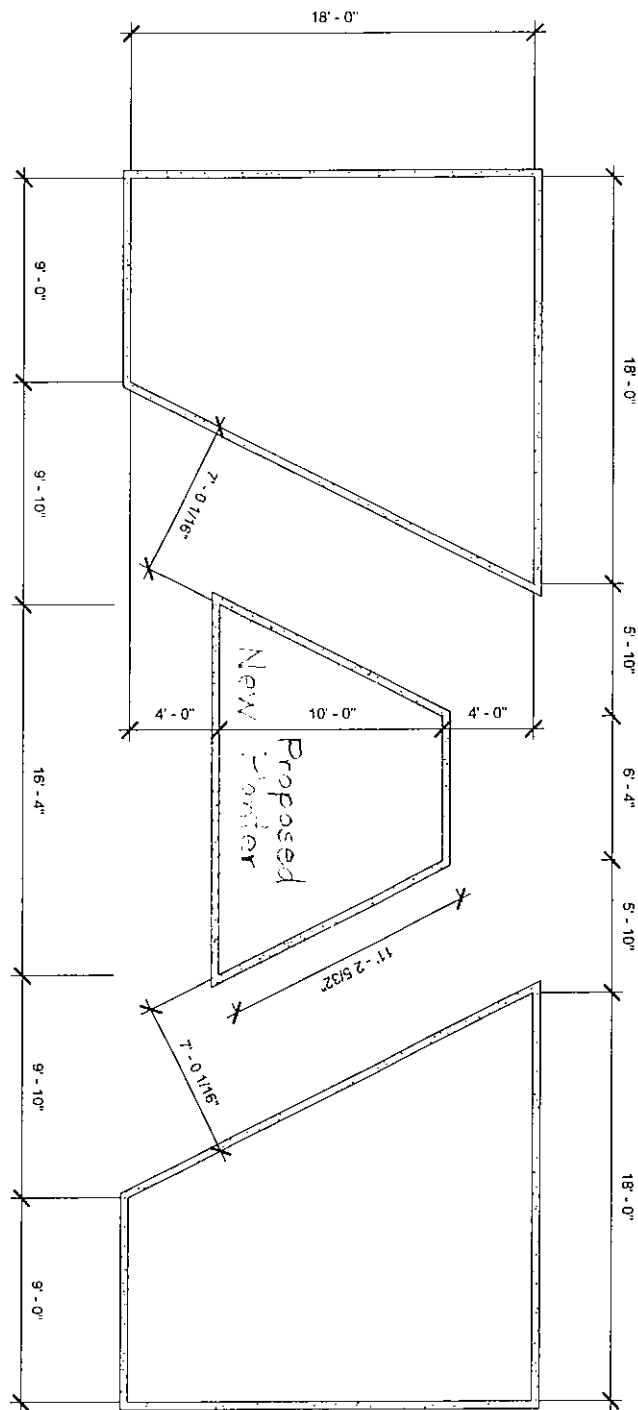
Paul Riederer
Sr. Project Manager

1 NEW LIBRARY PLANTER LAYOUT
1/8" = 1'-0"



PROJECT NO		DATE		VETERAN'S MEMORIAL REPLACEMENT				NO.		REVISION DESCRIPTION		BY		DATE	
1		11/11/14		MENASHA PUBLIC LIBRARY											
100															
														</	

1 NEW LIBRARY PLANTER LAYOUT
3/16" = 1'-0"

[illegible]

VETERAN'S MEMORIAL REPLACEMENT
MENASHA PUBLIC LIBRARY

MENASHA W

DATE 11/11/14
PAGE 100

ORDINANCE 0-8-15

AN ORDINANCE AMENDING TITLE 13 BY MAKING CERTAIN CHANGES TO THE DISTRICT
(IN PROXIMITY TO MAIN AND MILL STREET)

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

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

SECTION 1: The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the zoning of properties: Parcel Numbers 3-00818-00 and 3-00820-00, 3-00818-01, 3-00816-01, and 3-00817-01 from C-2 Central Business District to Planned Unit Development (PUD) including the site plan attached thereto, and amending the PUD Plan for Parcel Numbers 3-00798-00 and 3-00790-00 including the site plan attached thereto described as follows:

Main Street Parcel #3-00818-00 ORIGINAL PLAT OF MENASHA E 37' OF LOT 24 & W 28.25' OF LOT 25 OF BLOCK 2 EXCL THAT LAND DESC IN DOC #1339607 WINNEBAGO COUNTY R.O.D.

Main Street Parcel #3-00820-00 ORIGINAL PLAT OF MENASHA E 31.75' OF LOTS 25 & 26, N 80' OF LOT 27 & N 80' OF THE E 8' OF LOT 28 OF BLOCK 2

Marina Place Parcel #3-00818-01 ORIGINAL PLAT OF MENASHA PART OF LOT 24 & LOT 25 OF BLOCK 2 AS DESC IN DOC #1339607 WINNEBAGO CO R.O.D.

Marina Place Parcel #3-00816-01 ORIGINAL PLAT OF MENASHA PART OF LOT 23 OF BLOCK 2 AS DESC IN DOC #1339608 WINNEBAGO COUNTY R.O.D.

Marina Place Parcel #3-00817-01 ORIGINAL PLAT OF MENASHA PART OF LOT 23 & LOT 24 OF BLOCK 2 AS DESC IN DOC #1339603 WINNEBAGO COUNTY R.O.D.

Marina Place Parcel #3-00798-00 Lot 3 of Certified Survey Map No. 5353 AS DESC IN DOC #1283917 WINNEBAGO COUNTY R.O.D.

Marina Place Parcel #3-00790-00 Marina Place ROW as dedicated in Certified Survey Map No. 5353 AS DESC IN DOC #1283917 WINNEBAGO COUNTY R.O.D.

SECTION 2: All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION 3: This Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of May, 2015.

Donald Merkes, Mayor

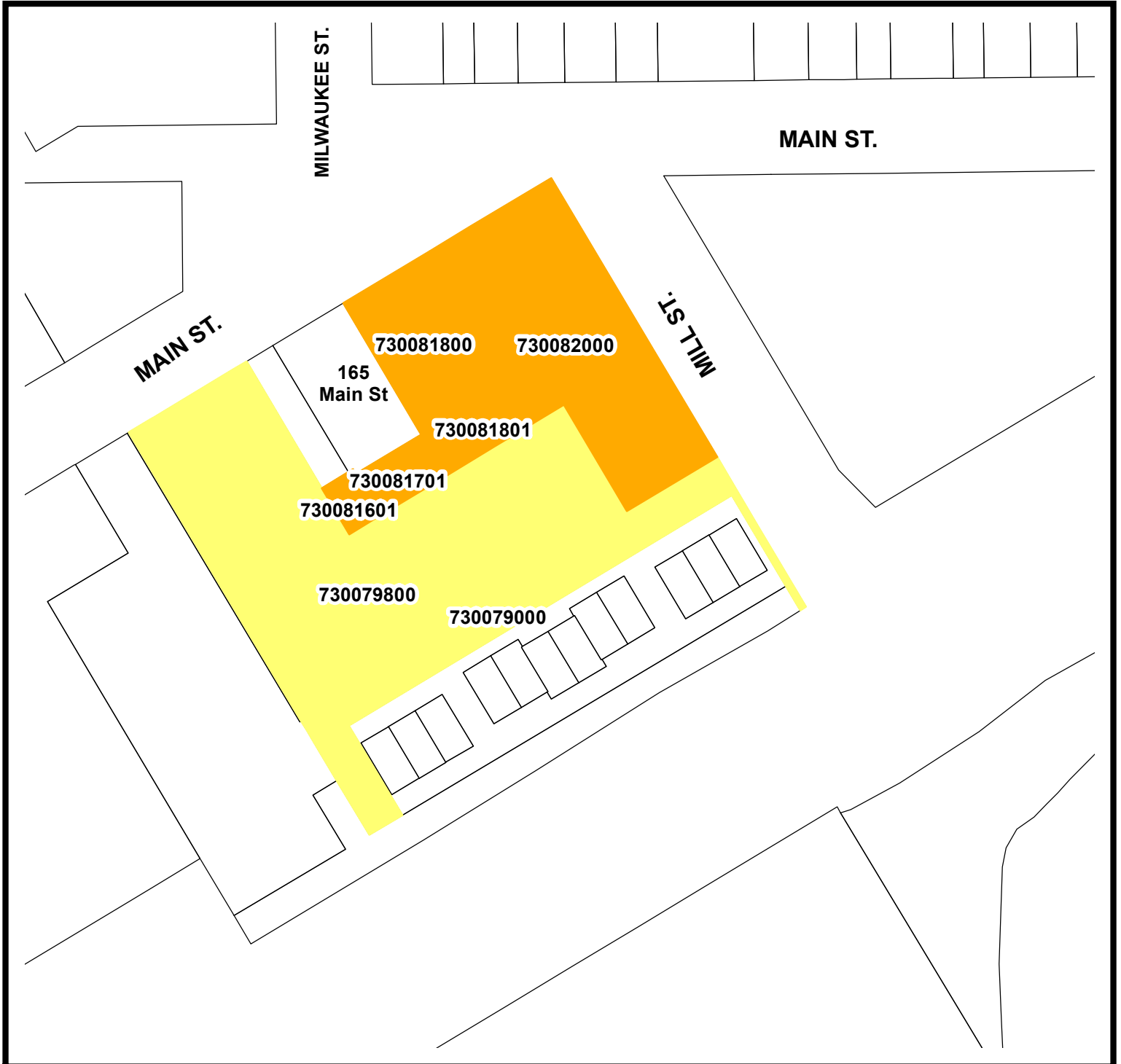
ATTEST:

Deborah A. Galeazzi, City Clerk

Proposed Rezoning

C-2 to Planned Unit Development
Parcel #3-00818-00, 3-00818-01
3-00820-00, 3-00816-01
and 3-00817-01

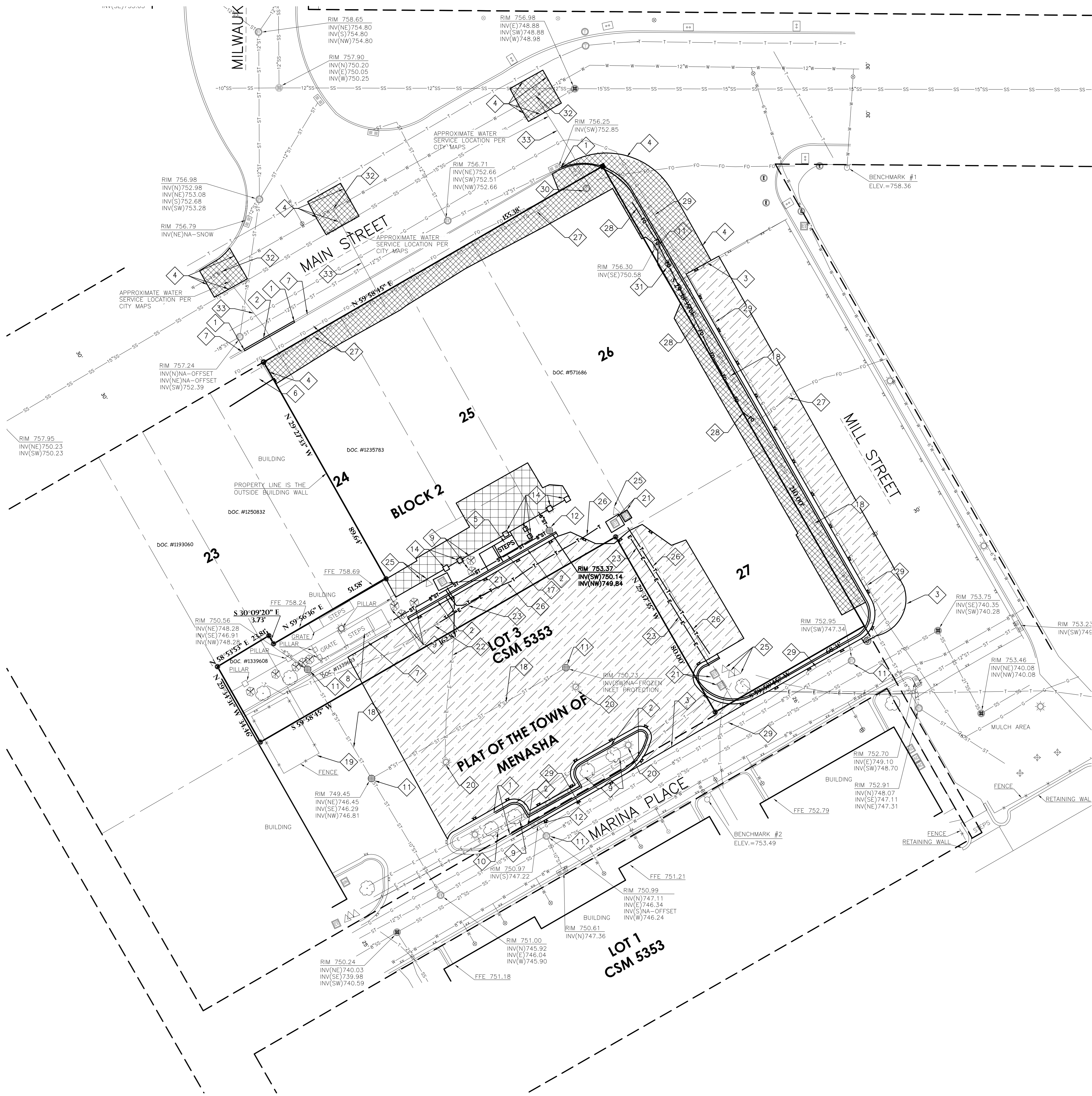
Amend Planned Unit Development
Parcel #3-00798-00 and 3-00790-00



Legend

- C-2 Central Business District to Planned Unit Development
- Amend Planned Unit Development





BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.
BENCHMARK #1
BURY BOLT ON FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF MARINA PLACE, 100' +/- WEST OF MILL STREET.
ELEVATION 753.50

BENCHMARK #2
BURY BOLT OF FIRE HYDRANT LOCATED IN THE SOUTHEAST QUADRANT OF MAIN STREET AND MILL STREET INTERSECTION.
ELEVATION 758.36

DESCRIPTION

BEING ALL OF LOTS 25 AND 26, AND BEING PART OF LOTS 23, 24, 27 AND 28 OF BLOCK 2 OF THE ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN PART OF THE NORTHEAST 1/4 OF SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

GENERAL NOTES:

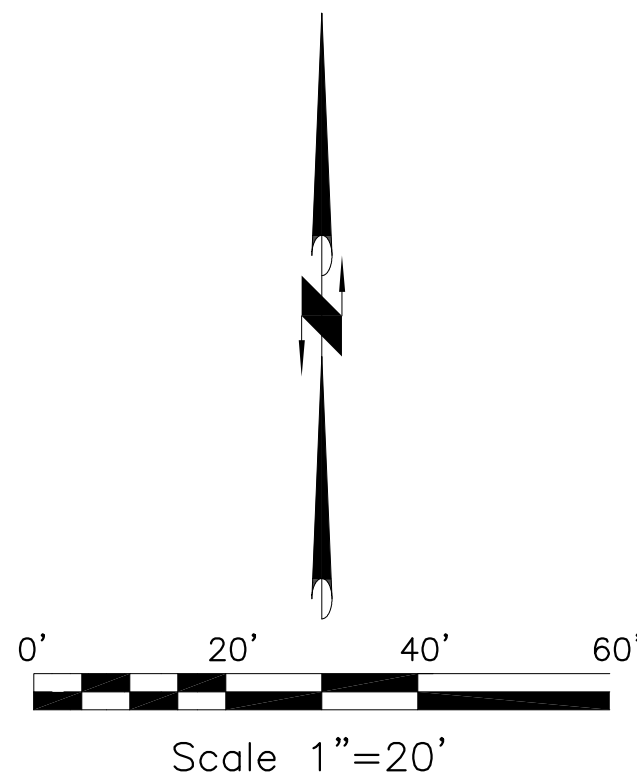
1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. ALL DEMOLITION MATERIALS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A LEGAL MANNER EXCEPT FOR THOSE ITEMS NOTED TO BE SALVAGED, WHICH SHOULD BE TURNED OVER TO THE OWNER.
3. INSTALL ALL REQUIRED EROSION CONTROL MEASURES FOR PERIMETER PROTECTION PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
4. ALL BIDDERS PLANNING ON SUBMITTING A BID SHALL VISIT THE SITE AND REVIEW THE EXISTING CONDITIONS PRIOR TO THE BID DATE.
5. COORDINATE WITH THE OWNER AND LOCAL UTILITY COMPANIES TO LOCATE ANY EXISTING PRIVATE UTILITIES ON SITE PRIOR TO THE START OF WORK.
6. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
7. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF WORK.
8. ALL EROSION CONTROL MEASURES INSTALLED SHALL BE MAINTAINED IN ACCORDANCE WITH THE LOCAL AND STATE GOVERNING AUTHORITIES.
9. STRIP TOPSOIL WITHIN THE PROJECT LIMITS IN ACCORDANCE WITH THE PROJECT MANUAL SPECIFICATIONS.
10. PRIOR TO PERFORMING WORK WITHIN PUBLIC RIGHT OF WAYS, NOTIFY AND COORDINATE WORK WITH THE LOCAL MUNICIPALITY.
11. MAINTAIN TRAFFIC CIRCULATION TO ALL RETAIL AND COMMERCIAL BUILDINGS SHOWN ON THIS DOCUMENT. COORDINATE ALL WORK WITH SAID BUSINESSES.

KEYNOTES:

- | | |
|--|--|
| 1 SAWCUT EXISTING CONCRETE CURBING | 18 MAINTAIN EXISTING STORM SEWER PIPE |
| 2 REMOVE EXISTING CONCRETE CURBING | 19 MAINTAIN EXISTING FENCE |
| 3 SAWCUT EXISTING BITUMINOUS PAVEMENT | 20 REMOVE EXISTING POWER/LIGHT POLE |
| 4 SAWCUT EXISTING CONCRETE | 21 COORDINATE REMOVAL/RELOCATION OF ELECTRICAL TRANSFORMER WITH ELECTRIC COMPANY |
| 5 REMOVE EXISTING CONCRETE STEPS | 22 MAINTAIN AND PROTECT EXISTING ELECTRICAL LINE |
| 6 MAINTAIN EXISTING CONCRETE WALK | 23 REMOVE EXISTING ELECTRICAL LINE |
| 7 MAINTAIN EXISTING CONCRETE CURBING | 24 MAINTAIN AND PROTECT EXISTING TELEPHONE LINE |
| 8 MAINTAIN EXISTING CONCRETE STEPS | 25 COORDINATE RELOCATION OF EXISTING TELEPHONE BOX WITH TELEPHONE COMPANY |
| 9 REMOVE EXISTING TREE | 26 REMOVE/RELOCATE EXISTING UNDERGROUND TELEPHONE LINE |
| 10 MAINTAIN EXISTING TREE | 27 MAINTAIN EXISTING FIBER OPTIC LINE |
| 11 MAINTAIN EXISTING STORM SEWER STRUCTURE | 28 REMOVE/RELOCATE EXISTING FIBER OPTIC LINE |
| 12 REMOVE EXISTING STORM SEWER STRUCTURE | 29 MAINTAIN EXISTING GAS LINE |
| 13 ABANDON EXISTING STORM PIPE | 30 MAINTAIN EXISTING TELEPHONE/FIBER OPTIC MANHOLE |
| 14 REMOVE EXISTING PILLAR | 31 RELOCATE EXISTING ELECTRIC MANHOLE |
| 15 MAINTAIN EXISTING WATER VALVES | 32 DISCONNECT WATER SERVICE AT MAIN. SHUT OFF CORPORATION. COORDINATE WITH CITY. |
| 16 MAINTAIN EXISTING STORM SEWER PIPE | 33 ABANDON EXISTING WATER SERVICE |
| 17 REMOVE EXISTING STORM SEWER PIPE | |

DEMOLITION HATCH PATTERNS:

- | | |
|-----------------------------------|--|
| BITUMINOUS REMOVAL | |
| CONCRETE REMOVAL | |
| REMOVAL OF ELEVATED CONCRETE WALK | |



Land Surveying
Engineering
Landscape Architecture
5709 Winesky Drive, Suite D
Menasha, WI 54952
PHONE: 765.338.8977 FAX: 765.338.3999 www.performa-inc.com

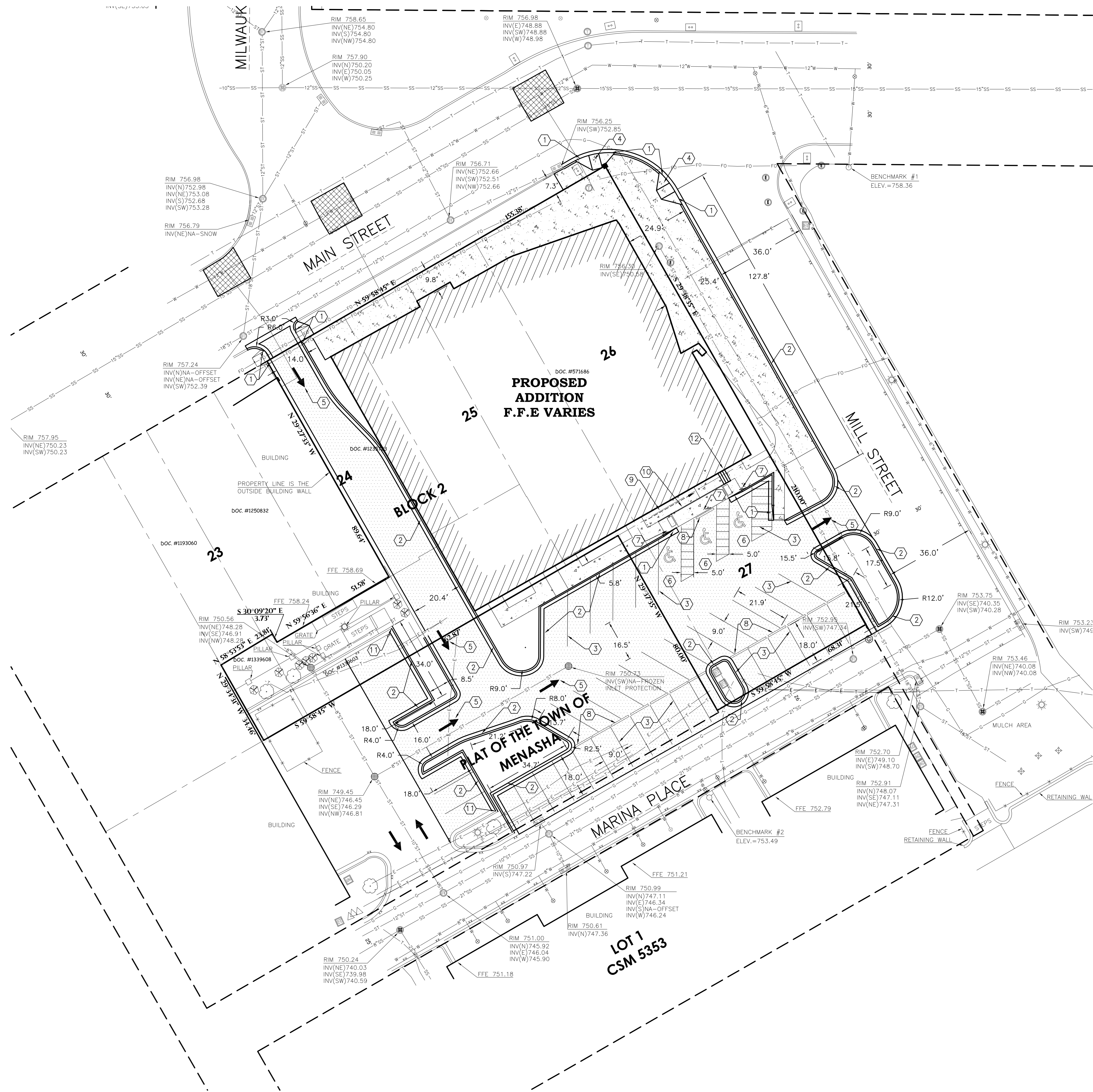
PROJECT NO. 14097
REV. 03/30/15

DEMOLITION PLAN

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

Performa
ARCHITECTS + ENGINEERS
1241 E. BROADWAY, 4TH FLOOR, SUITE 1100
MENASHA, WI 54952
PHONE: 765.338.8977 FAX: 765.338.3999 www.performa-inc.com

DATE
BY
DESCRIPTION



BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.
BENCHMARK #1
BURY BOLT ON FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF MARINA PLACE, 100' +/- WEST OF MILL STREET.
ELEVATION 753.50

BENCHMARK #2
BURY BOLT OF FIRE HYDRANT LOCATED IN THE SOUTHEAST QUADRANT OF MAIN STREET AND MILL STREET INTERSECTION.
ELEVATION 758.36

DESCRIPTION

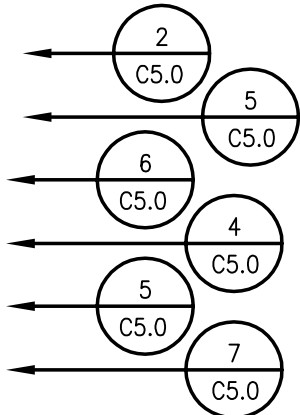
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GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ALL REQUIRED EROSION CONTROL MEASURES ARE TO BE INSTALLED IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
4. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN ACCORDANCE WITH THE DEPARTMENT OF NATURAL RESOURCES AND LOCAL AUTHORITIES.
5. SEE SHEET C3.0 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
6. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
7. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
8. ALL BIDDERS PLANNING ON SUBMITTING A BID SHALL VISIT THE SITE AND REVIEW THE EXISTING CONDITIONS PRIOR TO THE BID DATE.
9. PRIOR TO THE START OF WORK VERIFY WITH THE LOCAL AUTHORITIES THAT ALL REQUIRED PERMITS HAVE BEEN ACQUIRED.
10. COORDINATE CONSTRUCTION IN THE RIGHT OF WAY WITH THE LOCAL AUTHORITIES.
11. PROVIDE PROPER BARRICADES, SIGNS AND TRAFFIC CONTROL TO MAINTAIN THRU TRAFFIC ALONG ADJACENT STREETS IN ACCORDANCE WITH LOCAL MUNICIPAL REQUIREMENTS.
12. SIDEWALK JOINTS TO BE AS INDICATED OR AS APPROVED BY CONSTRUCTION MANAGER.
13. ALL SAWCUTS SHALL BE AT AN EXISTING JOINT IN THE CURB AND PAVEMENT.
14. ALL GENERAL LANDSCAPE AREAS SHALL BE SEEDED/FERTILIZED/ CRIMP HAY MULCHED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

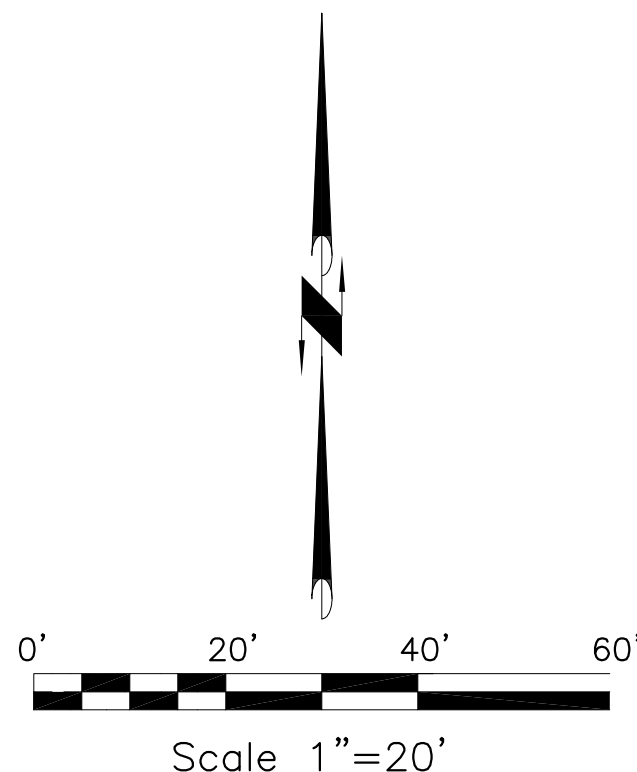
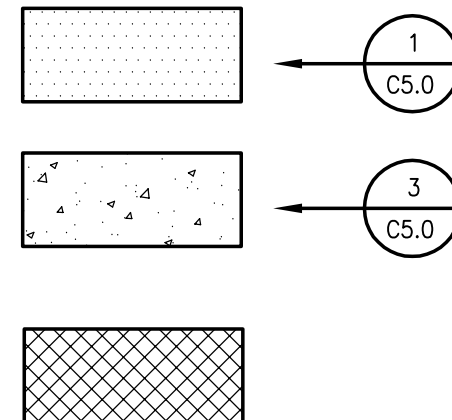
KEYNOTES:

- ① 6" CURB TAPER SECTION
- ② 30" CURB & GUTTER
- ③ PARKING LOT STRIPING
- ④ HANDI-CAP RAMP
- ⑤ DIRECTIONAL ARROW
- ⑥ HANDICAP PARKING STALL
- ⑦ HANDICAP PARKING SIGN
- ⑧ 8' PARKING STOP
- ⑨ ADA ACCESS ROUTE
- ⑩ PROPOSED RETAINING WALL



PAVEMENT HATCH PATTERNS:

- PROPOSED 3" ASPHALTIC CONCRETE PAVEMENT W/ 9" BASE COURSE
- PROPOSED 4" CONCRETE PAVEMENT
- PROPOSED CONCRETE PAVEMENT TO MATCH EXISTING



Land Surveying
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5709 Wiscy Drive, Suite D
Menasha, WI 54952
PHONE: 765.535.8977 FAX: 765.535.3999 www.performa-inc.com

ROB

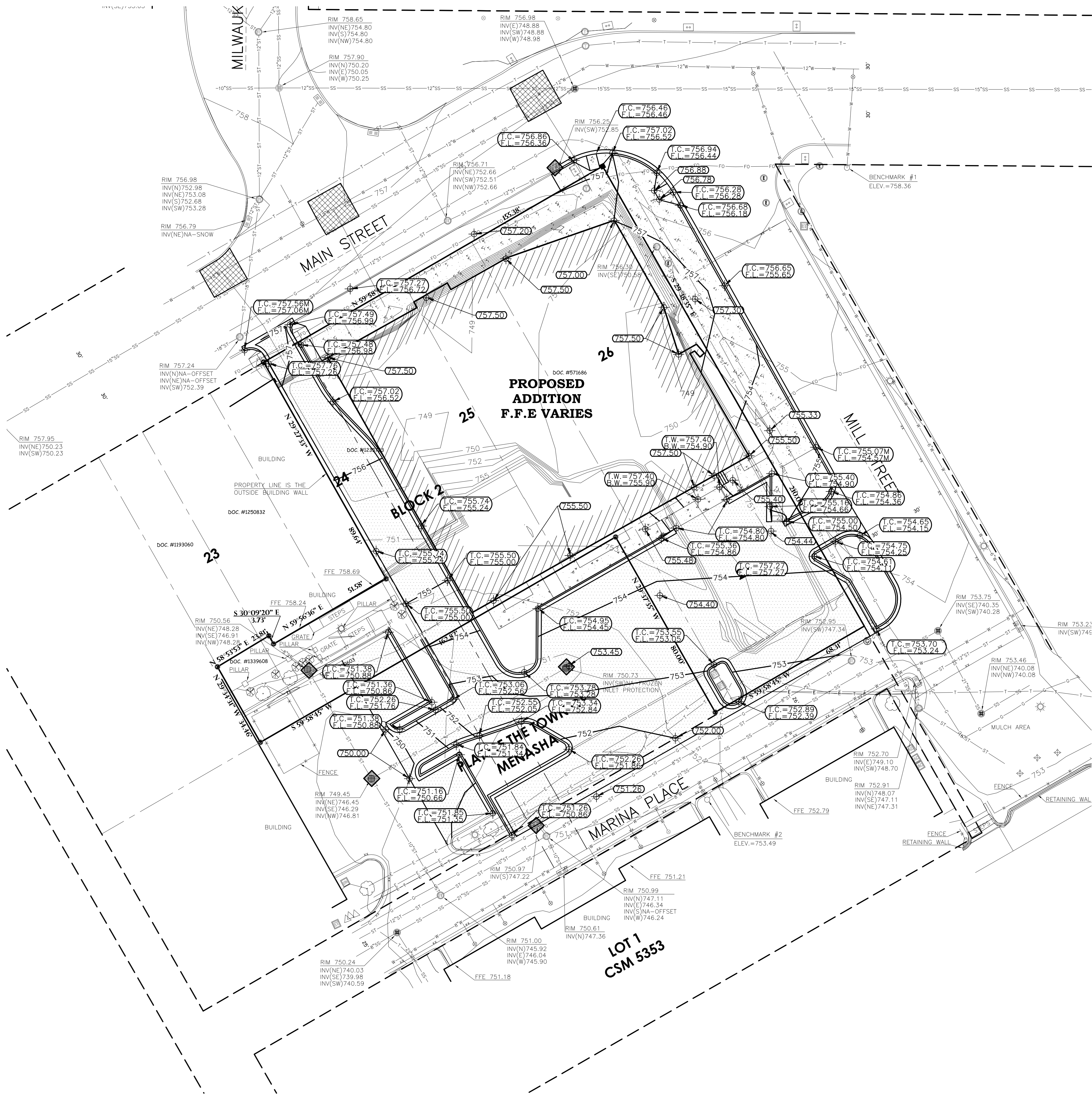
Point 1 Beginning
DRAWING NO. C2.0
PROJECT NO. 14097
REV:

LAYOUT PLAN

Performa
ARCHITECTS + ENGINEERS

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

DATE
BY
DESCRIPTION



BENCH MARK

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GENERAL NOTES:

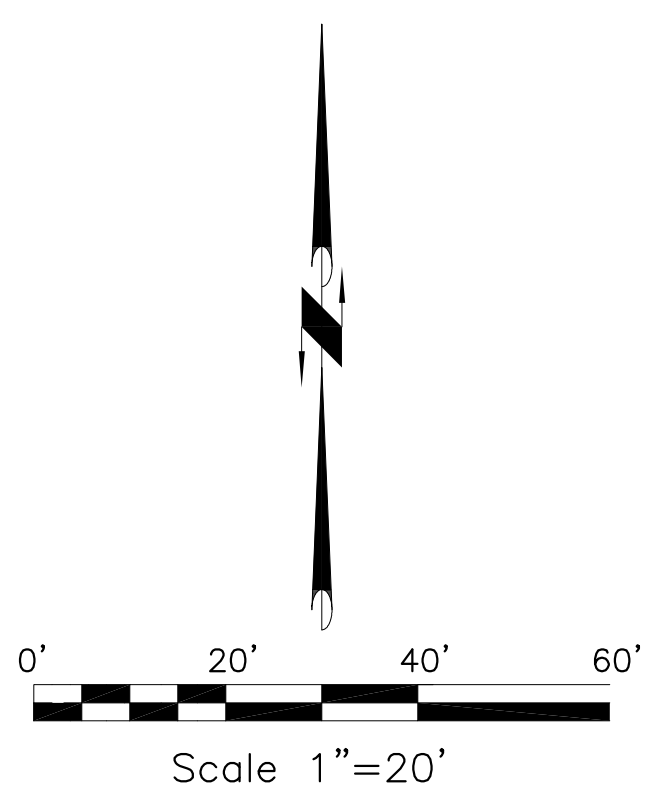
1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. THE PROPOSED SITE PLAN FINISH FLOOR ELEVATION OF 757.50' EQUALS THE PROPOSED BUILDING ARCHITECTURAL FINISH FLOOR ELEVATION OF 100.00'.
3. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
4. INSTALL ALL REQUIRED EROSION CONTROL MEASURES IN ACCORDANCE WITH LOCAL AUTHORITIES AND THE DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
5. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN ACCORDANCE WITH THE DEPARTMENT OF NATURAL RESOURCES, LOCAL AUTHORITIES REGULATIONS.
6. 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LAWN AREAS AND 12" SHALL BE PROVIDED IN ALL PLANTING BED AREAS.
7. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
8. COORDINATE ALL EARTHWORK ACTIVITIES WITH GAS, ELECTRIC, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES FOR THE INSTALLATION OF SAID UTILITIES.
9. RIP RAP SHALL HAVE FILTER FABRIC PLACED BENEATH.
10. ALL TESTING AND INSPECTION SHALL BE DONE IN ACCORDANCE WITH SPS 382.21.
11. THE LOCAL MUNICIPALITY SHALL BE CONTACTED PRIOR TO ANY EXCAVATION IN THE PUBLIC RIGHT-OF-WAY. THE CONTRACTOR SHALL HAVE HIS TRAFFIC CONTROL PLAN APPROVED PRIOR TO WORK COMMENCING. THE LOCAL MUNICIPALITY SHALL OPERATE ALL EXISTING WATER VALVES IF NEEDED.
12. GRADES AT BUILDING EDGE SHALL BE 6" BELOW FINISHED FLOOR ELEVATION EXCEPT AT DOOR WAY ENTRANCES OR UNLESS OTHERWISE NOTED.
13. INSTALL ALL TEMPORARY EROSION CONTROL ELEMENTS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
14. ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE AS TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
15. OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF A STORM EVENT SHALL BE CLEANED UP BY THE END OF THE NEXT WORK DAY. ALL OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION ACTIVITIES, INCLUDING SOIL TRACKED BY CONSTRUCTION TRAFFIC, SHALL AT A MINIMUM BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED IMMEDIATELY. FINE SEDIMENT ACCUMULATIONS SHALL BE CLEANED FROM ADJACENT STREETS BY THE USE OF MECHANICAL OR MANUAL SWEEPING OPERATIONS ONCE A WEEK AT A MINIMUM AND BEFORE IMMINENT RAIN EVENTS.
16. DISTURBED GROUND OUTSIDE OF THE EVERYDAY CONSTRUCTION AREAS, INCLUDING SOIL STOCKPILES, THAT ARE LEFT INACTIVE FOR MORE THAN 7 DAYS SHALL BE TEMPORARILY STABILIZED BY SEEDING/MULCHING OR OTHER APPROVED METHODS.
17. WASTE MATERIAL THAT IS GENERATED ON THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO RUN INTO RECEIVING WATERS.
18. EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF EACH WORK DAY.
19. INSPECT ALL EROSION CONTROL MEASURES AT LEAST ONCE A WEEK AND AFTER ANY RAINFALL OF 0.5" OR MORE. MAKE NEEDED REPAIRS AND DOCUMENT ALL ACTIVITIES AS PER THE REQUIREMENTS OF THE NOTICE OF INTENT SUBMITTED BY THE PROJECT CIVIL ENGINEER.
20. ALL TEMPORARY EROSION CONTROL ELEMENTS SHALL REMAIN IN PLACE UNTIL A SUFFICIENT GROWTH OF VEGETATION IS ESTABLISHED AND THEN BE REMOVED AS PART OF THE BASE BID.
21. IF SEDIMENT LADEN WATER NEEDS TO BE REMOVED FROM THE SITE, FILTER BAGS OR SCREENING SHALL BE USED IN ACCORDANCE WITH THE WI DNR TECHNICAL STANDARDS 1051 TO PREVENT THE DISCHARGE OF SEDIMENT TO THE MAXIMUM EXTENT PRACTICABLE.
22. IF BARE SOIL IS EXPOSED DURING THE WINTER MONTHS, STABILIZATION BY MULCHING OR ANIONIC POLYACRYLAMIDE SHALL OCCUR PRIOR TO SNOW OR FROZEN GROUND.
23. THE CONTRACTOR SHALL ONLY USE PHOSPHORUS FREE FERTILIZER FOR ALL LANDSCAPE APPLICATIONS.
24. THE CONTRACTOR SHALL PERFORM INSPECTIONS AND MONITORING OF EROSION CONTROL PRACTICES IN ACCORDANCE WITH THE WI DNR "CONSTRUCTION SITE INSPECTION REPORT" FORM 3400-187. THIS FORM CAN BE FOUND IN THE CONSTRUCTION SPECIFICATIONS.

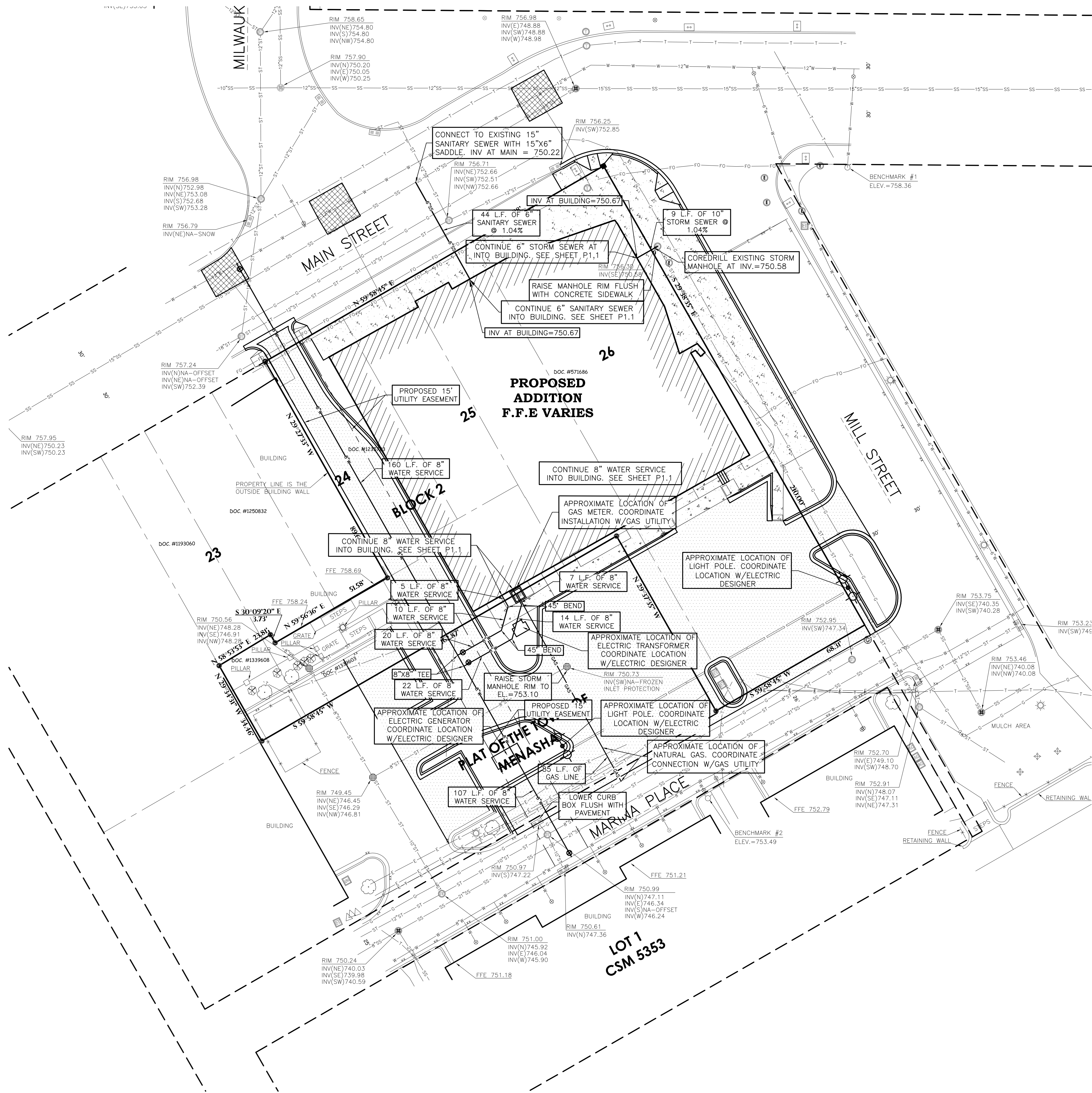
EROSION CONTROL SEQUENCING

1. INSTALL PERIMETER EROSION CONTROL.
2. BEGIN DEMOLITION.
3. BEGIN ROUGH GRADING AND UTILITY INSTALLATION.
4. DURING GRADING ACTIVITIES EXISTING GRASS AND VEGETATION, TO BE REMOVED, SHALL REMAIN IN PLACE FOR AS LONG AS POSSIBLE, TO AVOID SEDIMENT TRANSPORT.
5. ALL DISTURBED AREAS SHALL BE STABILIZED, TEMPORARILY AND/OR PERMANENT, WITHIN 30 DAYS OF DISTURBANCE, OR PERMANENTLY STABILIZED WITHIN 7 DAYS OF ACHIEVING FINISHED GRADE.
6. ALL DISTURBED AREAS SHALL BE FULLY STABILIZED PRIOR TO COMMENCEMENT OF PHASE 2.
7. IF DISTURBED AREAS MUST BE LEFT OVER WINTER, AN ANIONIC POLYACRYLAMIDE SHALL BE APPLIED TO ALL DISTURBED AREAS PRIOR TO GROUND FREEZE. SEE SPECIFICATIONS FOR DETAILS.

GRADING LEGEND:

EXISTING CONTOUR	712
PROPOSED CONTOUR	712
PROPOSED SPOT ELEVATION	757.50
PROPOSED RIM ELEVATION	757.50
PROPOSED TOP OF CURB ELEVATION	757.50
PROPOSED FLOW LINE ELEVATION	757.50
PROPOSED TOP OF WALL ELEVATION	757.50
PROPOSED BOTTOM OF WALL ELEVATION	757.50
PROPOSED MATCH ELEVATION (CONTRACTOR TO VERIFY)	757.50
PROPOSED INLET PROTECTION	757.50





BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
BURY BOLT ON FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF MARINA PLACE, 100' +/- WEST OF MILL STREET.
ELEVATION 753.50

BENCHMARK #2
BURY BOLT OF FIRE HYDRANT LOCATED IN THE SOUTHEAST QUADRANT OF MAIN STREET AND MILL STREET INTERSECTION.
ELEVATION 758.36

DESCRIPTION

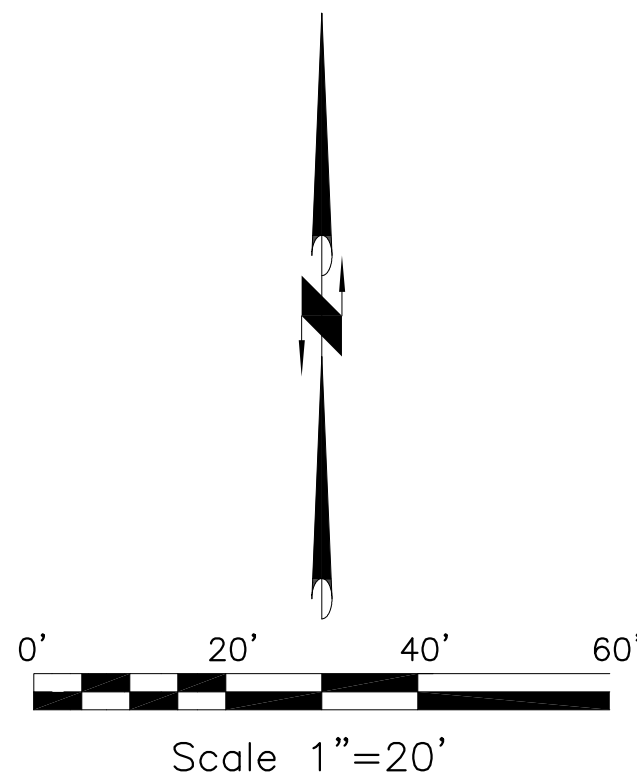
BEING ALL OF LOTS 25 AND 26, AND BEING PART OF LOTS 23, 24, 27 AND 28 OF BLOCK 2 OF THE ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN PART OF THE NORTHEAST 1/4 OF SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR.
4. REFER TO THE PROPOSED BUILDING MECHANICAL/PLUMBING PLANS FOR EXACT CONNECTION LOCATIONS AND VERIFY SANITARY SEWER LATERAL.
5. COORDINATE ALL UTILITY WORK WITH GAS, ELECTRICAL, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES RESPONSIBLE FOR INSTALLATION OF SAID UTILITIES.
6. COORDINATE ALL WORK WITHIN THE PUBLIC RIGHT OF WAY WITH THE LOCAL MUNICIPALITY.
7. ALL TESTING AND INSPECTION SHALL BE DONE IN ACCORDANCE WITH SPS 382.21.
8. THE PROPOSED WATER MAIN SHALL HAVE A MINIMUM COVER OF 7'-6" TO THE TOP OF PIPE FROM THE PROPOSED FINISHED GRADES, SEE SHEET C3.0 FOR PROPOSED GRADES.
9. THE MUNICIPALITY SHALL BE CONTACTED PRIOR TO ANY EXCAVATION IN THE PUBLIC RIGHT-OF-WAY. THE CONTRACTOR SHALL HAVE HIS TRAFFIC CONTROL PLAN APPROVED PRIOR TO WORK COMMENCING. THE MUNICIPALITY SHALL OPERATE ALL EXISTING WATER VALVES IF NEEDED.
10. FIELD VERIFY THE SANITARY LATERAL CONNECTION INVERT ELEVATION PRIOR TO THE START OF WORK.

UTILITY LEGEND:

- PROPOSED STORM SEWER ——— X"ST ———
- PROPOSED SANITARY SEWER ——— X"SS ———
- PROPOSED WATER MAIN ——— X"W ———
- PROPOSED 8" WATER MAIN VALVE



Land Surveying
Engineering
Landscape Architecture

5709 Winsky Drive, Suite D
Menasha, WI 54952
PHONE: 765.338.8999 FAX: 765.338.8999

Point 1 Beginning

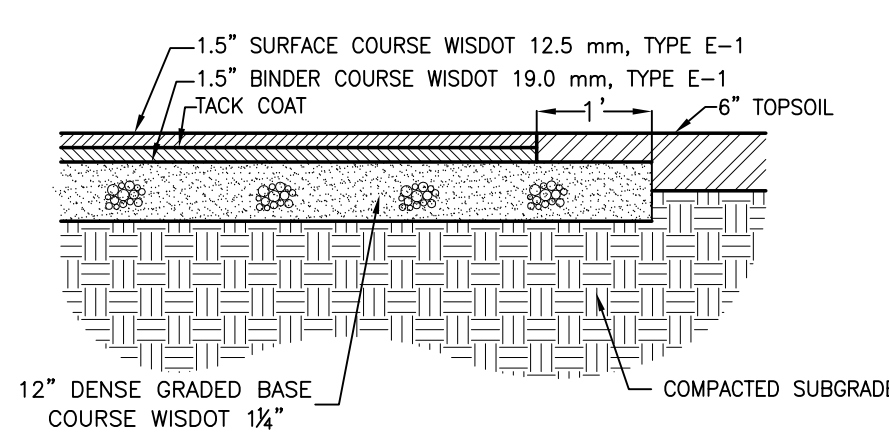
DRAWN: WFR
CHECKED: JUL
DATE: 03/30/15
SCALE: C4.0
PROJECT NO: 14097
REV:

UTILITY PLAN

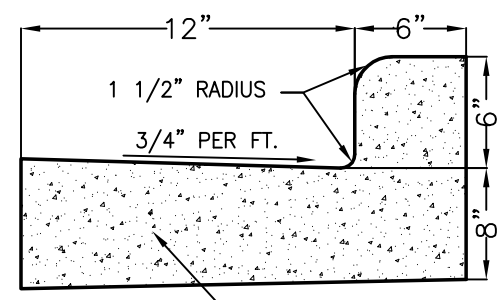
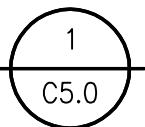
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MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

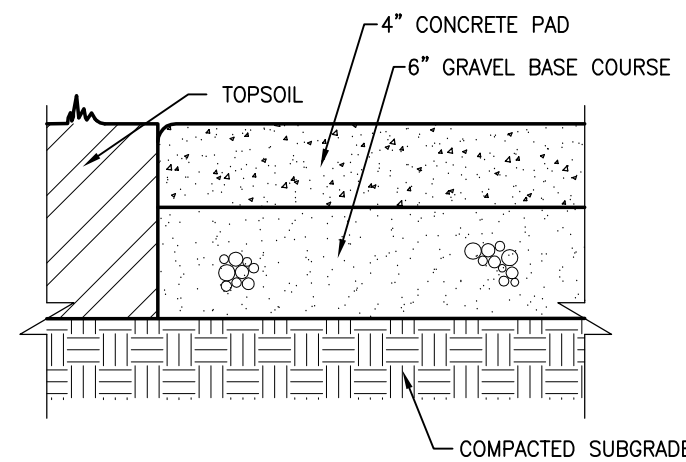
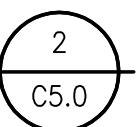
DATE: 03/30/15
BY: WFR
DESCRIPTION: UTILITY PLAN



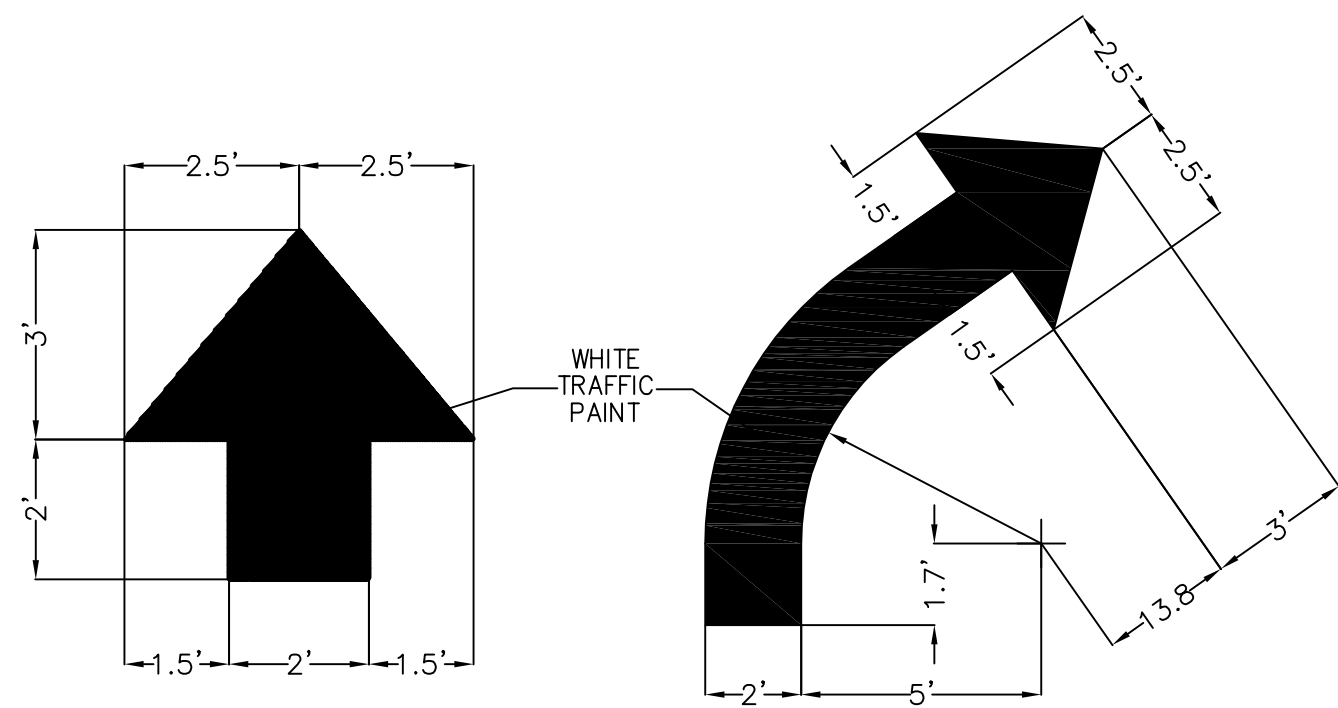
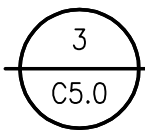
3" ASPHALT PAVEMENT



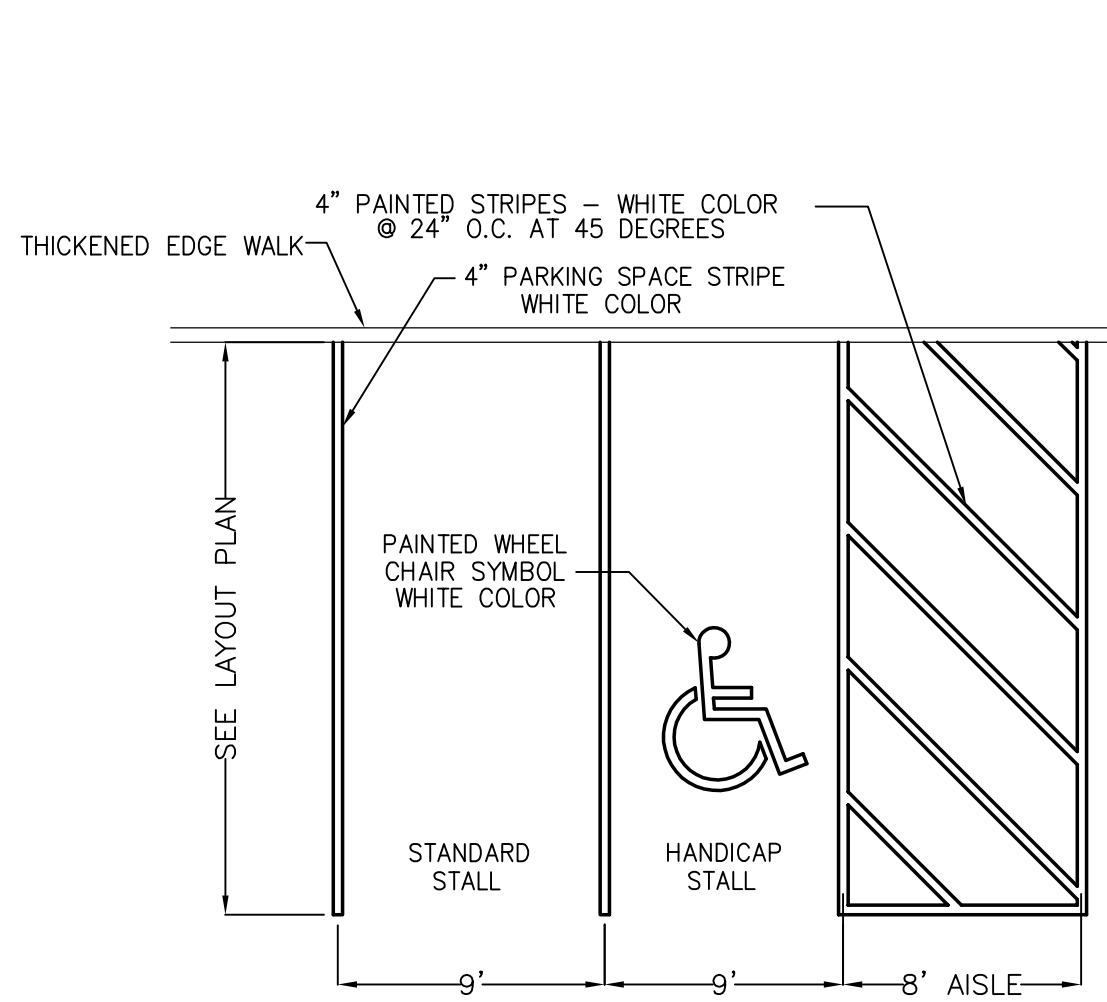
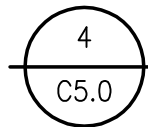
30" CURB AND GUTTER



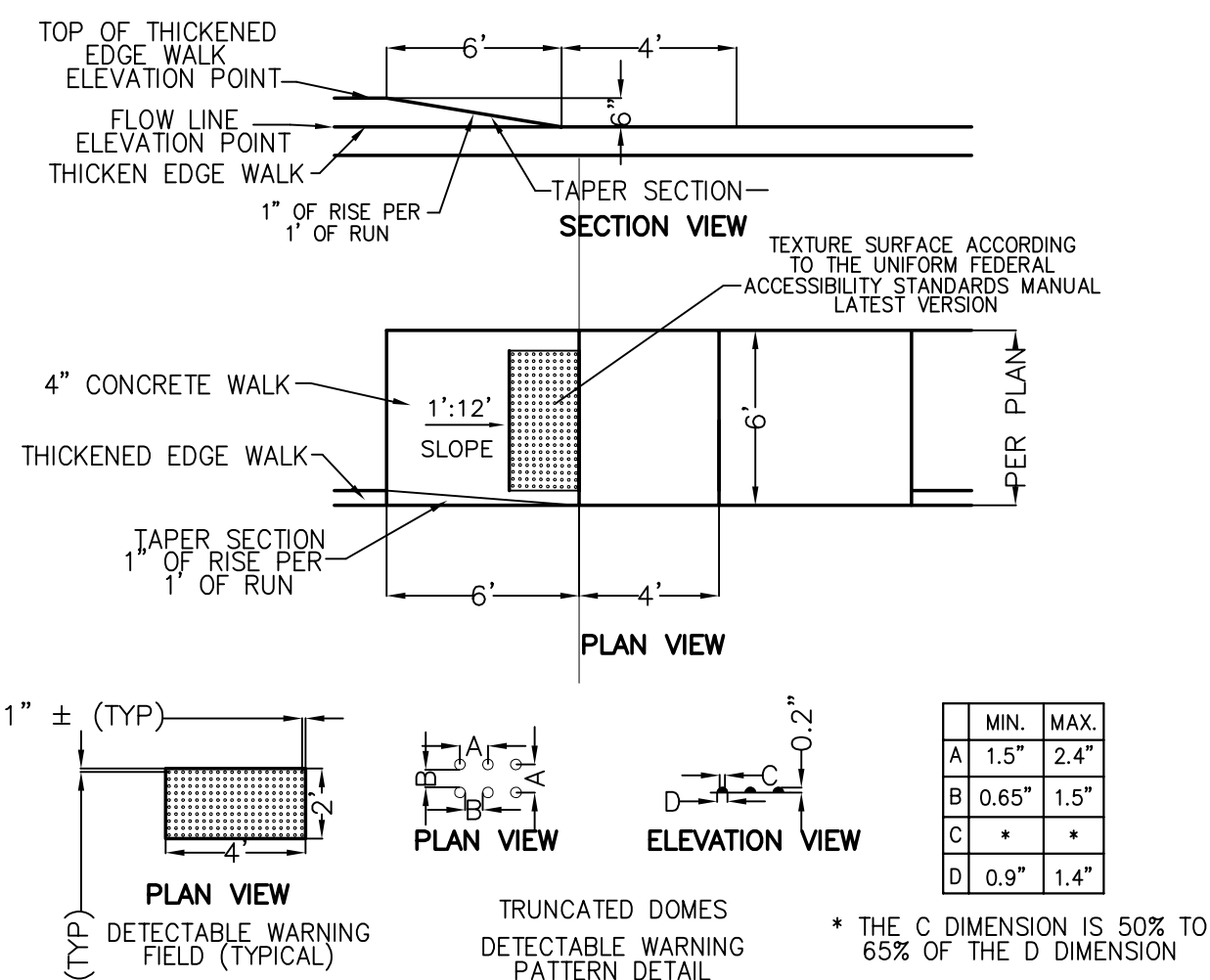
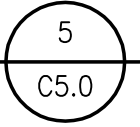
4" CONCRETE PAVEMENT



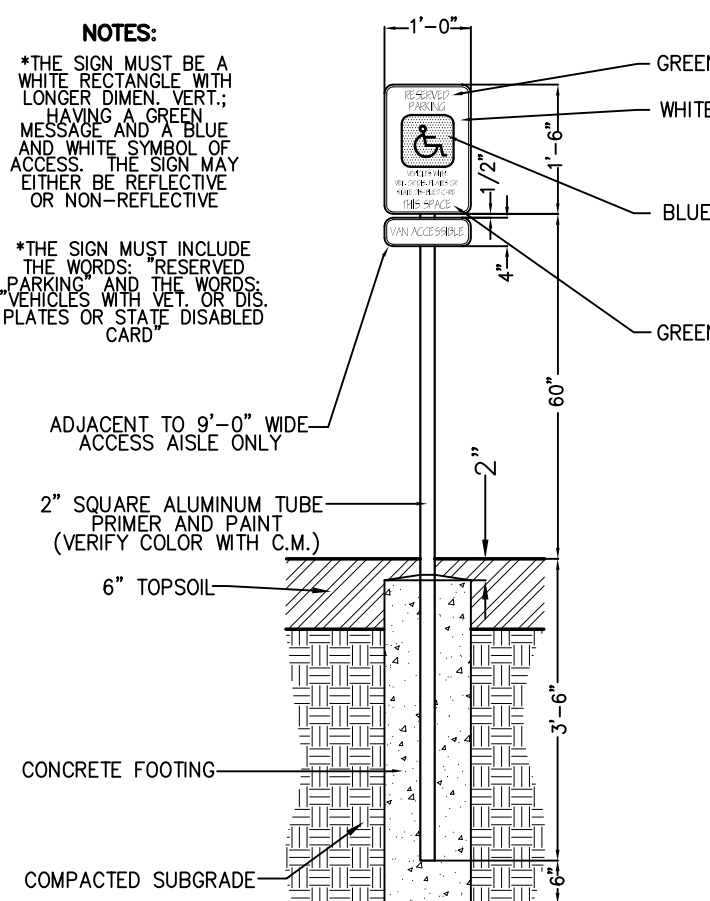
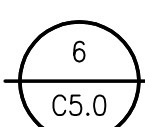
DIRECTIONAL ARROWS



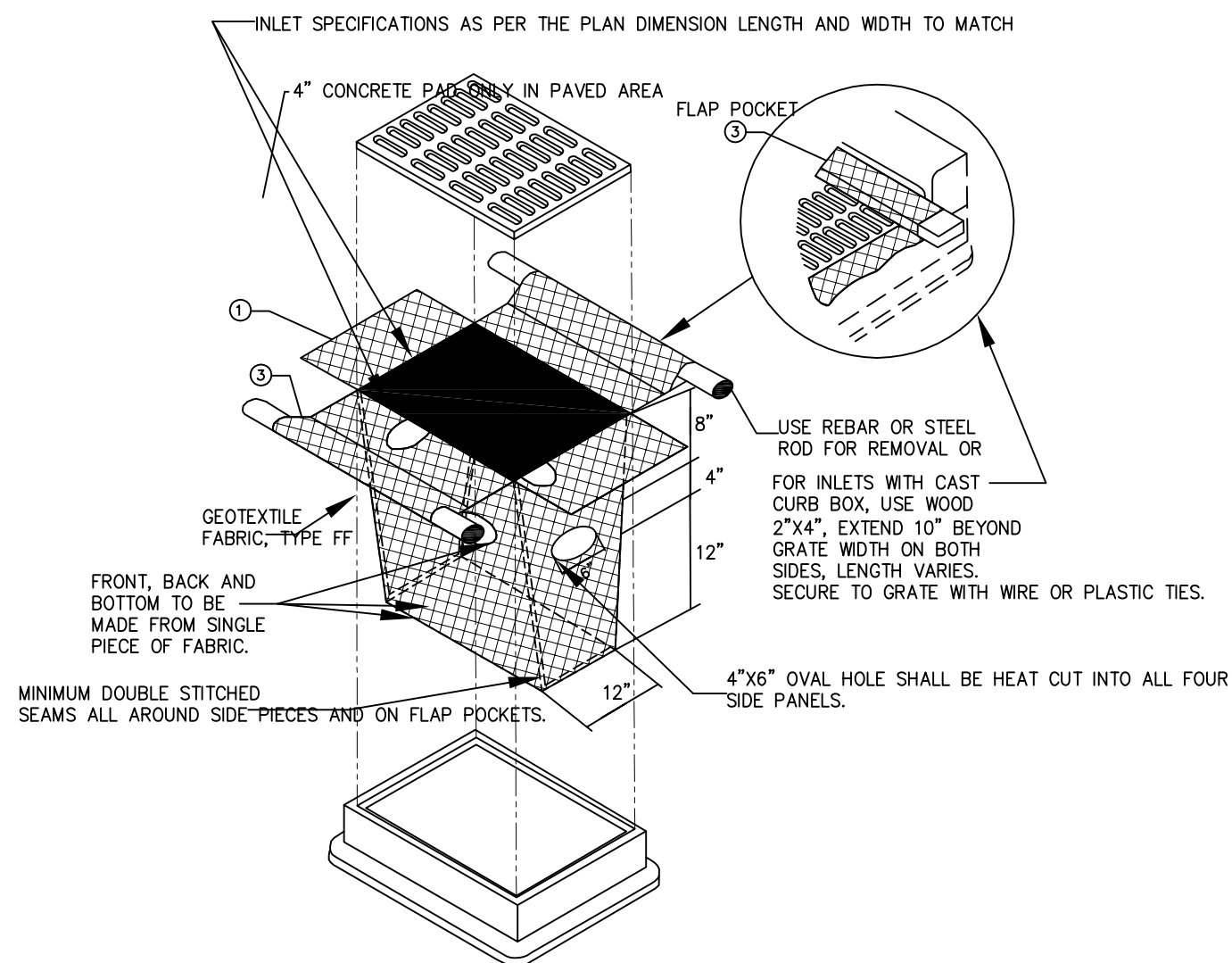
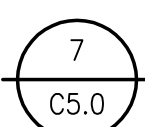
PARKING LOT STRIPING



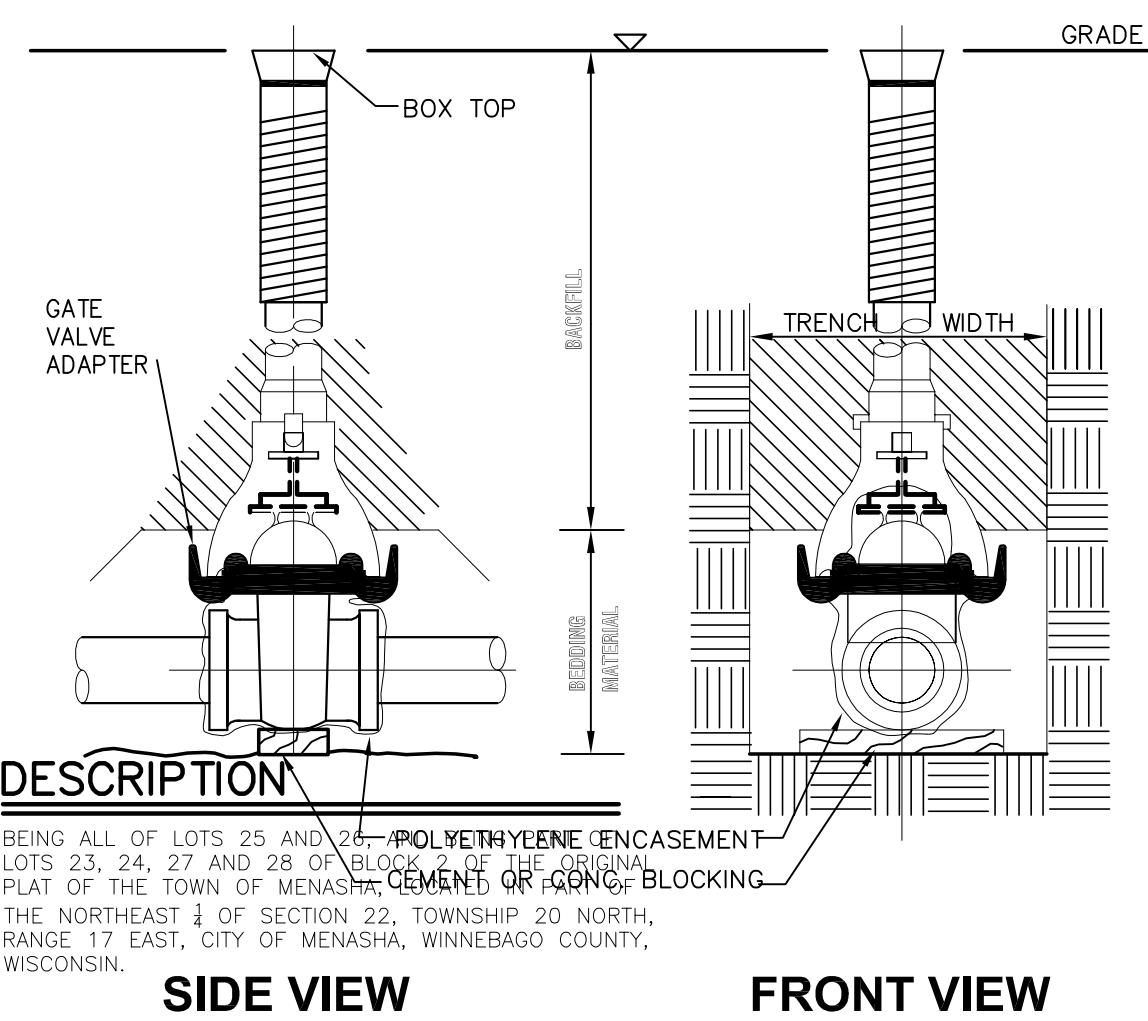
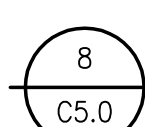
A.D.A. CURB RAMP



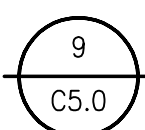
HANDICAP SIGN



INLET PROTECTION



WATER VALVE



BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.
BENCHMARK #1
BURY BOLT ON FIRE HYDRANT LOCATED ON THE SOUTH
SIDE OF MARINA PLACE, 100' +/- WEST OF MILL
STREET.
ELEVATION 753.50
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BURY BOLT OF FIRE HYDRANT LOCATED IN THE
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INTERSECTION
ELEVATION 758.36

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5709 Wisky Drive, Suite D
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PHONE: 920.538.8777 FAX: 920.538.3991 www.performa-inc.com

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MENASHA, WISCONSIN

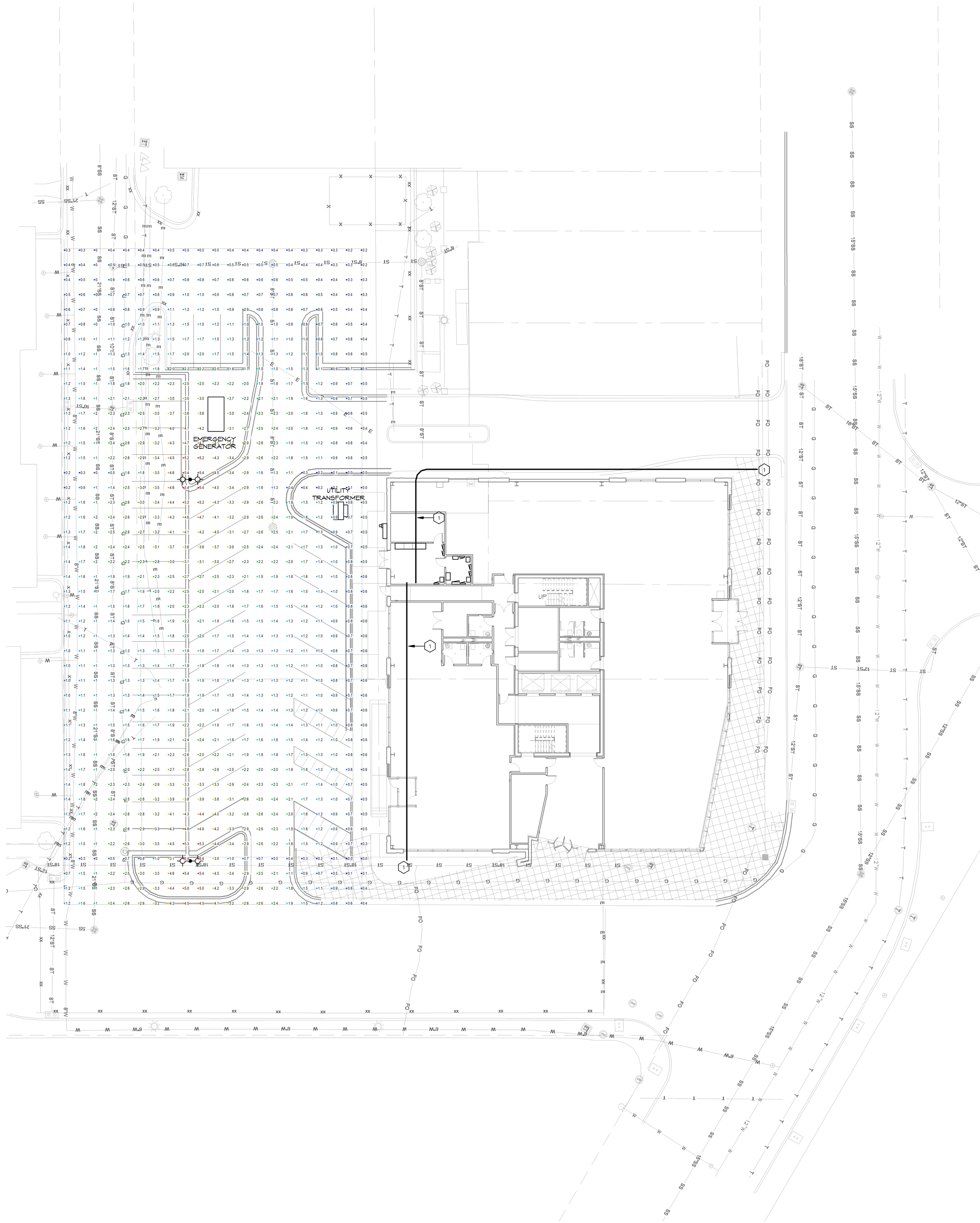
DETAIL SHEET

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MENASHA, WISCONSIN

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

DATE
BY
DESCRIPTION
NO.



- ⓧ SITE ELECTRICAL NOTES:
- ① FURNISH (2) 4" BURIED PVC CONDUIT WITH SNEEPPING BENDS TO STREET FOR COMMUNICATIONS/FIBER.



CSX2 LED
LED Area Luminaire



Specifications

EPA: 1.2 ft²
(0.11 m²)

Length: 34-1/3"
(87.1 cm)

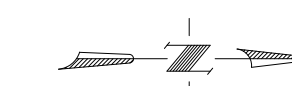
Width: 18-1/2"
(46.9 cm)

Height: 5-3/4"
(14.6 cm)

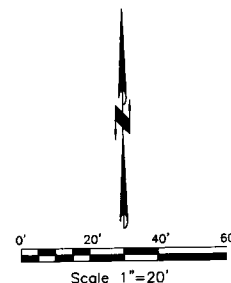
Weight (max): 59 lbs
(26.8 kg)



PARKING LOT LUMINAIRE



SITE ELECTRICAL PLAN
SCALE: 1/16" = 1'-0"



1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL) COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER.
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT.
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3).



NORTH ELEVATION
SCALE: 1/8" = 1'-0"

PRELIMINARY - NOT FOR CONSTRUCTION

TITLE	
DRAWN	CHECKED
JAN	
DATE	MM/D
SCALE	1/8" =
DRAWING NO.	
A3.	
PROJECT NO.	
14097	

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124 N. BROADWAY P.O. BOX 5156
DE PERE, WISCONSIN 54115
PHONE 920-316-9925 FAX 920-336-2859 www.performanc.com

**ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC**
MENASHA, WISCONSIN

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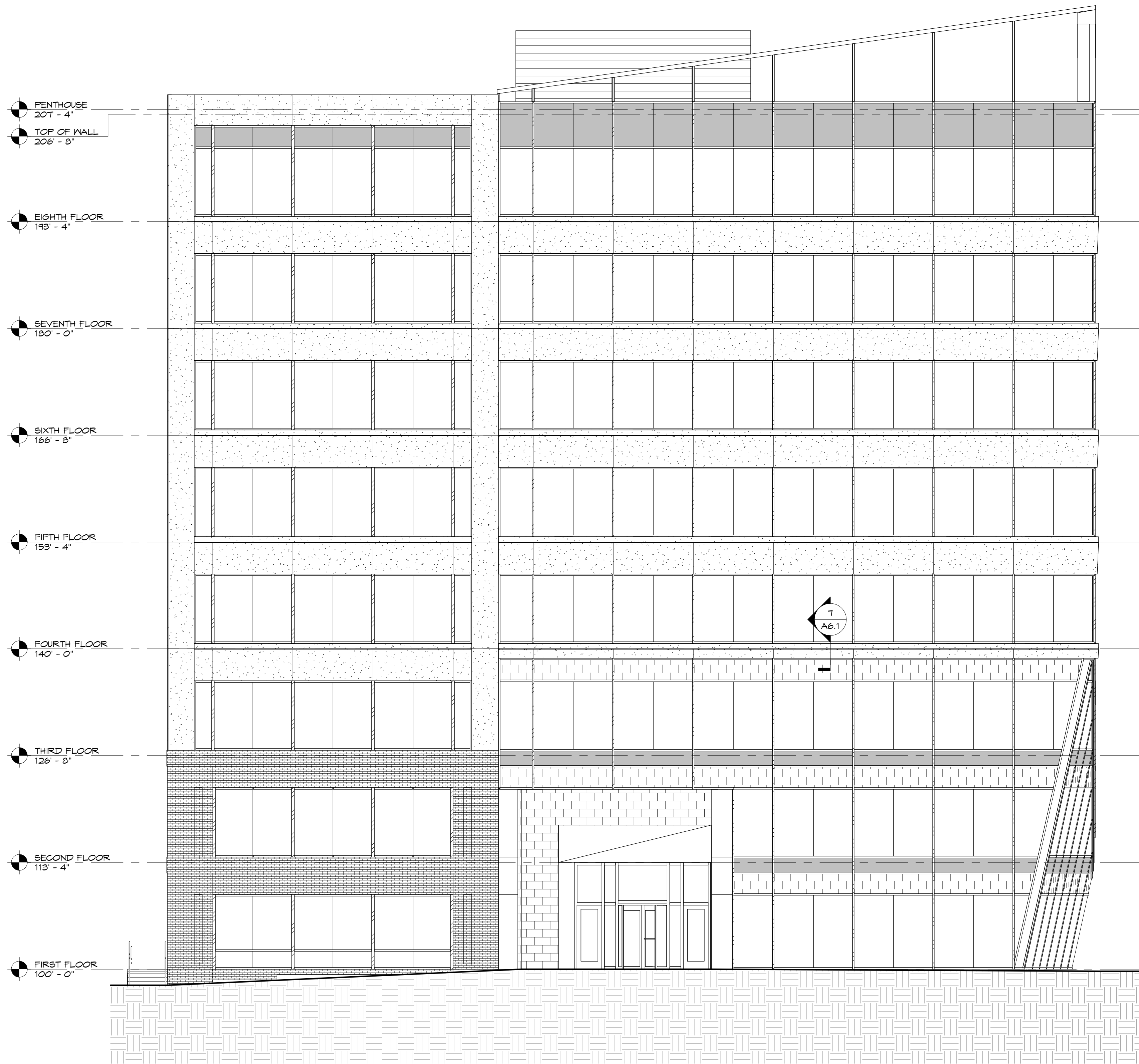
SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

ELEVATION NOTES:

1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL). COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER.
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT.
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3).

PRELIMINARY - NOT FOR CONSTRUCTION

NO.		DESCRIPTION	BY	DATE
ONE MENASHA CENTER MENASHA DOWNTOWN DEVELOPMENT, LLC MENASHA, WISCONSIN				
Performa ARCHITECTS + ENGINEERS 124 N. BROWNWAY FLOOR 1100 MENASHA, WISCONSIN 54951-3875 PHONE: 920.734.0002 FAX: 920.734.3875 www.performawis.com				
EXTERIOR ELEVATIONS				
TITLE		DATE	CHG	BY
DRAWN		JAN	CHG	RB
DATE		MM/DD/YY		
SCALE		1/8" = 1'-0"		
DRAWING NO.		A3.2		
PROJECT NO.		14097		



EAST ELEVATION
SCALE: 1/8" = 1'-0"

ELEVATION NOTES:

1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL). COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER.
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT.
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3).

PRELIMINARY - NOT FOR CONSTRUCTION

TITLE			
EXTERIOR ELEVATIONS			

Performa

ARCHITECTS + ENGINEERS

124 N. BROADWAY, FLOOR 1100
MENASHA, WISCONSIN 54952
PHONE: 920.334.0002 FAX: 920.334.3951 www.performawis.com

ONE MENASHA CENTER
MENASHA DOWNTOWN DEVELOPMENT, LLC
MENASHA, WISCONSIN

NO.		DESCRIPTION	DATE
BY			

DRAWN	JAN	CHKD	RB
DATE	MM/DD/YY		
SCALE	1/8" = 1'-0"		
DRAWING NO.	A3.3		
PROJECT NO.	14097	REV.	

C:\Users\jguy\OneDrive\Documents\OneDrive\Architectural\2025\2025-01-14



WEST ELEVATION
SCALE: 1/8" = 1'-0"

ELEVATION NOTES:

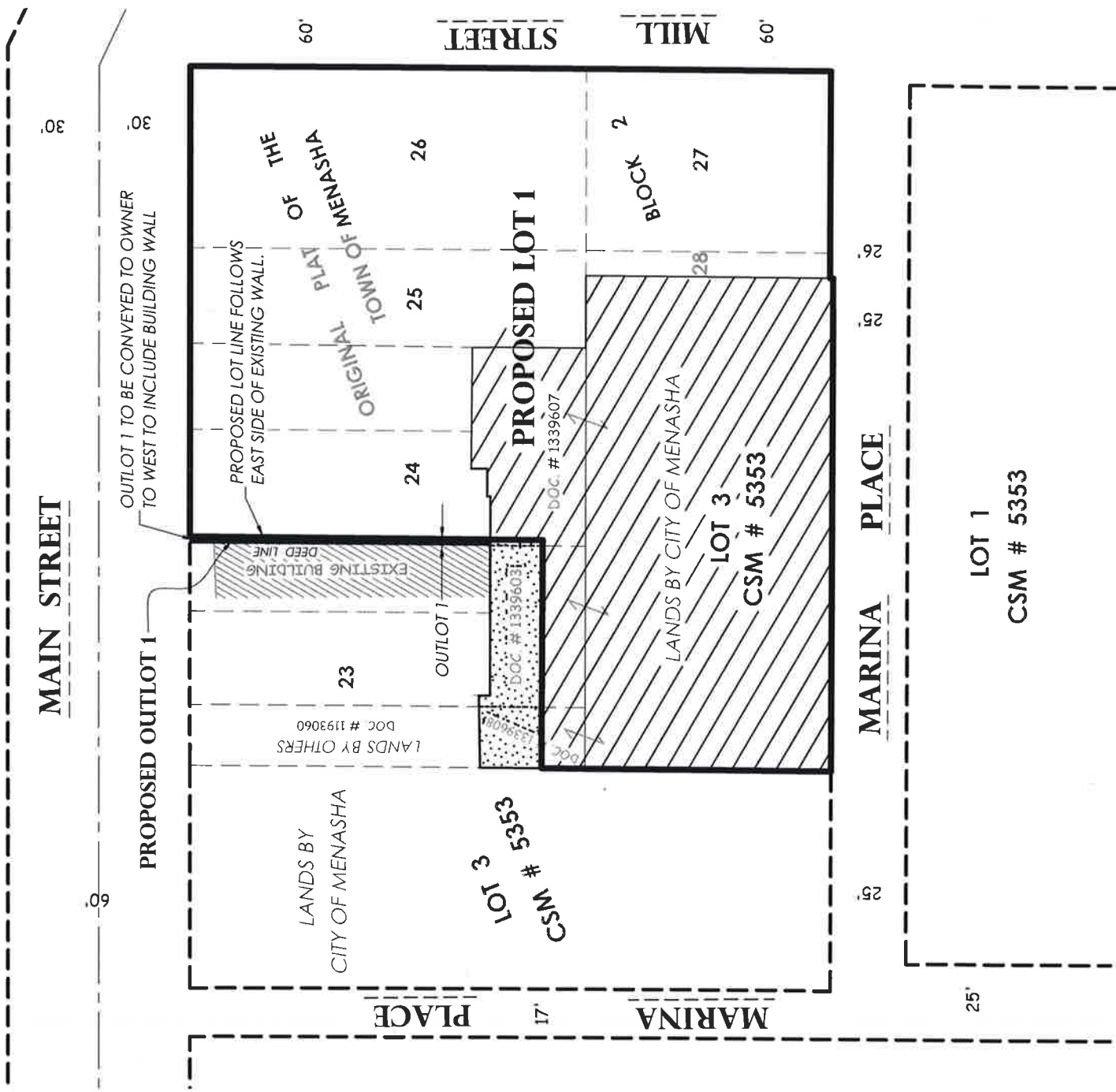
1. C.J. = CONTROL JOINT
2. PROVIDE METAL STUD FRAMING AT ALL METAL PANEL JOINTS (TYPICAL). COORDINATE LOCATIONS WITH METAL PANEL SUPPLIER.
3. SEE DETAIL (24/A6.3) FOR TYPICAL CAST STONE PANEL JOINT.
4. SPANDREL GLASS SHOWN SHADED. SEE DETAIL (11/A6.3).

PRELIMINARY - NOT FOR CONSTRUCTION

NO.		DESCRIPTION	BY	DATE
ONE MENASHA CENTER MENASHA DOWNTOWN DEVELOPMENT, LLC MENASHA, WISCONSIN				
Performa ARCHITECTS + ENGINEERS 124 N. BRIDGEMAN FLD, SUITE 1100 MENASHA, WI 54952-1100 PHONE: 920.334.0002 FAX: 920.334.3955 www.performawis.com				
EXTERIOR ELEVATIONS				
TITLE	DRAWN	CHKD	REV	
	JAN		RB	
DATE	MM/DD/YY			
SCALE	1/8" = 1'-0"			
DRAWING NO.	A3.4			
PROJECT NO.	14097			

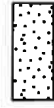
PROPERTY EXHIBIT

BEING A PART OF LOT 3, CERTIFIED SURVEY MAP #5353, ALL OF LOTS 26 AND 25 AND A PART OF LOTS 24, 27 AND 28, BLOCK 2, ORIGINAL PLAT OF THE TOWN OF MENASHA, LOCATED IN SECTION 22, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.



SCALE 1" = 50'

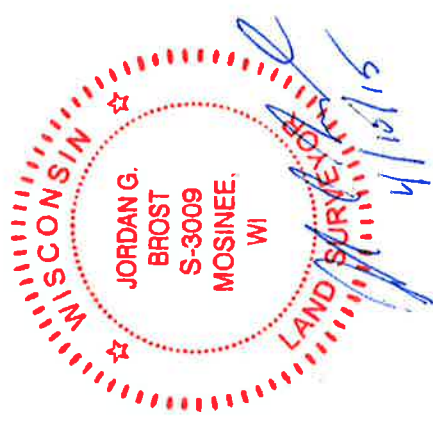
LEGEND



AREA TO BE RETAINED BY
CITY OF MENASHA



**AREA TO BE CONVEYED FROM
CITY OF MENASHA**



Point of Beginning

Civil Engineering
Land Surveying
Landscape Architecture

Jordan G. Brost, RLS #3009

5709 Windy Drive, Suite D
Stevens Point, WI 54480

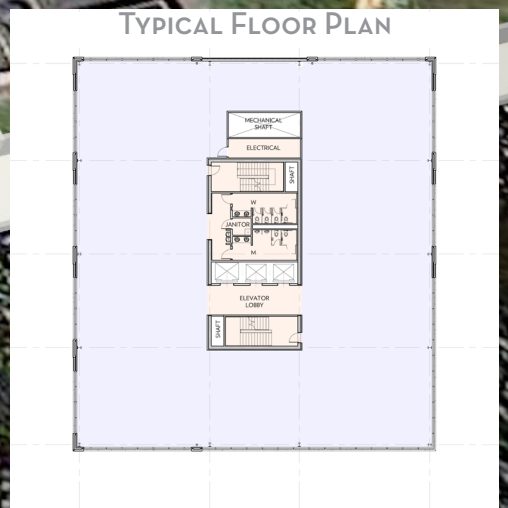
Stevens Point, WI 54482
715.344.9999(Fx) 715.344.9922(Fx)

THIS INSTRUMENT WAS DRAFTED BY JORDAN BROST
AND DRAWN BY JORDAN BROST

FIELD BOOK GB 2 PAGE 33-36

JOB # 15.401

SHEET 1 OF 1 SHEETS





MILWAUKEE STREET



RIVER WALK



MAIN STREET EAST



MAIN STREET WEST

Don Merkes

From: Atty. David C. Rashid <drashidlaw@gmail.com>
Sent: Saturday, April 18, 2015 8:46 AM
To: Don Merkes
Cc: Chalchoff, Tom
Subject: Zoning Board

Dear Mr. Mayor~

Perhaps you remember me from the city attorney interviews several years back?

My buddy, Tom Chalchoff, has advised that you were looking for lawyers to perhaps serve on the City's Zoning Board?

I'd be happy to serve, if you'd have me.

Not only do I have experience sitting on various boards, but was assistant city attorney for Galena IL for five years in the '90's -- a municipality with very interesting and complex historically-impacted zoning concerns.

Anyway, give me a call, if I can be of service to you, and the city.

Dave R.

--
David C. Rashid
Law Office of David C. Rashid
430 Ahnaip Street
Menasha, WI 54952
920/886-8866
FAX 886-0287



TO: Common Council
FROM: Donald Merkes, Mayor
DATE: 30 April 2015

RE: Appointment of the City Attorney

At the last meeting the Common Council held the appointment of the City Attorney. It is of the utmost importance that the City has access to a legal opinion to minimize risk to our residents and taxpayers. Therefore, being that there was no definitive action regarding the appointment, in the interim, I have acted under the premise that the previous appointment continues until the Common Council acts on the new appointment.

The current job description for the City Attorney as in the ordinance is attached to this memo. The current salary range for the City Attorney is \$94,637-\$115,645.

The City Attorney is appointed by the Common Council and is a direct report to the Mayor, as per ordinance. The Mayor measures performance and directs workload for this position.

Our current City Attorney is a dedicated and valuable part of the team. Her duties include municipal court and working with the electric utility which are handled by additional attorneys or outsourced in other communities. In addition she reviews legal documents and provides legal advice for Menasha. I recommend her reappointment.

SEC. 2-3-4**CITY ATTORNEY.**

- (a) **PRIMARY FUNCTION.** The City Attorney shall be responsible for conducting all the law business of the City except as otherwise provided. He shall represent the Electric and Water utilities Commission. In the event of his illness, vacation or inability to attend to official matters, he may appoint an acting City Attorney without compensation unless otherwise provided by the Common Council. He shall examine the tax assessment rolls and other tax proceedings pursuant to law and advise the Assessor. He shall perform all of the duties pursuant to State Statute and particularly Chapter 62.09(12). Nothing in this Section shall prevent the City Attorney from representing clients so long as it does not interfere with his private duties or is in conflict with the Canons of Ethics of the American Bar Association and the Rules of the Supreme Court of the State of Wisconsin.
- (b) **MAJOR DUTIES AND RESPONSIBILITIES.** The City Attorney shall:
- (1) Draft ordinances and resolutions and review contracts, bond issues and all legal documents in which the City has an interest; he may include on such documents explanatory notes that explain or clarify legislative intent or legal issues;
 - (2) Prepare for court trials and attend jury trials;
 - (3) Be responsible for bringing traffic offenses under the State and City Traffic Code for enforcement;
 - (4) Advise the Mayor, Council and department heads on legal matters;
 - (5) Attend Council meetings and other meetings as needed;
 - (6) Issue legal opinions in writing when requested and file the same with the City Clerk pursuant to state Law;
 - (7) Examine the tax assessment rolls and other tax proceedings and advise the proper City officers thereof;
 - (8) Represent all Boards and all Commissions of the City; attend Board of Review and Board of Appeals hearings;
 - (9) Be on call at all times for the Chief of Police, the Captains of Menasha Police Department and the command officer of the Police department in the evening; conduct training sessions at the request of the Menasha Police Department or on his own in dealing with new areas of police activity;
 - (10) Represent the City before the Circuit Courts of Winnebago County on writs of certiorari;
 - (11) Act as both prosecutor for the City in violation of its ordinances, rules and regulations and as a defender of the City when legal actions are brought against it;
 - (12) Be the magistrate pursuant to law when motor vehicles are impounded and such hearing shall be held at the Menasha Police Station or the City Hall, at his discretion, within seventy-two (72) hours of said impoundment;
 - (13) Be considered a department head;
 - (14) Perform such duties and responsibilities as determined by the Common Council and as set forth in this Code of Ordinances not enumerated above.
 - (15) Supervisor the City Clerk and part-time support staff.
- (c) **POSITION REQUIREMENTS.** The City Attorney shall be appointed by the Common Council. He shall have a three (3) year term of office. The position of City Attorney requires five (5) to eight (8) years of experience in municipal law work and trial work and a J.D. degree in law, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:
- (1) Knowledge of municipal law;
 - (2) Ability to establish and maintain working relationships with other City employees, officials and the public;
 - (3) Ability and skill in research, preparation and trial presentation;
 - (4) Ability to organize efficient responses to various department demands;
 - (5) Knowledge of pertinent forms and procedures;
 - (6) Must be licensed to practice law in the State of Wisconsin.

State Law Reference: Section 62.09(12), Wis. Stats.

NOTE: Charter Ordinance.

Don Merkes

From: Peggy Steeno
Sent: Tuesday, March 17, 2015 5:54 PM
To: Don Merkes; Pamela Captain
Subject: Salary Split for the Attorney Position

Mayor/Pam,

The answer to the question posed by Alderman Taylor at last night's meeting is as follows:

Percent _Project _Account_ City Attorney

57% 100-0201-512.10-02

35% 100-0202-512.10-02

8% 625-0201-512.10-02

However, please note that since both divisions are in the general fund, moving the 35% back to the Attorney Budget will not affect the budget overall.

Please let me know if you would like me to follow up with Alderman Taylor, or if you just want to mention it at the meeting on 4/6.

Thanks

Peggy

City of Menasha Disbursements

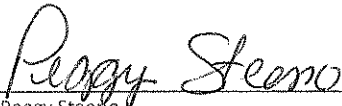
Weekly Accounts Payable	4/21/15-4/30/15	\$	587,336.43
	Checks # 49718-49865		

Bi-Weekly Payroll	4/30/15	\$	175,868.47
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Additional Regular Cycle Accounts Payables -Paid Electronically

Nationwide Retirement	4/17/15	\$	11,595.00
BMO Harris-Flex Spending	4/17/15	\$	3,573.27
Advanced Disposal-Broad St Recycling	4/21/15	\$	113.00
Delta Dental	4/22/15	\$	2,331.20
Federal Tax Withholding	4/22/15	\$	72,509.63
Delta Dental	4/29/15	\$	2,594.00
State Sales Tax	4/29/15	\$	274.80
State Tax Withholding	4/29/15	\$	12,296.58
Community First Credit Union-Payroll Deductions	4/30/15	\$	6,375.00
Employee Trust Funds	4/30/15	\$	112,274.74
		\$	<u>223,937.22</u>
Total		\$	<u><u>987,142.12</u></u>

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


Peggy Steeno

Administrative Services Director


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: 4/21/2015

Date: 4/28/2015

<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>
BE ALFORD	49718	4/21/2015	ALFORD BE	100-0601-551.20-05	125.00	Performance
			Total for check: 49718		125.00	
BAKER & TAYLOR INC	49719	4/21/2015	2030382020	100-0601-551.30-14	558.29	Library Materials
			2030393829	100-0601-551.30-14	443.89	Library Materials
			2030394960	100-0601-551.30-14	179.67	Library Materials
			2030416333	100-0601-551.30-14	304.26	Library Materials
			2030424574	100-0601-551.30-14	342.57	Library Materials
			2030433048	100-0601-551.30-14	131.28	Library Materials
			2030440282	100-0601-551.30-14	730.81	Library Materials
			2030449465	100-0601-551.30-14	490.41	Library Materials
			2030465348	100-0601-551.30-14	306.59	Library Materials
			2030469881	100-0601-551.30-14	316.16	Library Materials
			5013561572	100-0601-551.30-14	26.18	Library Materials
			M68154840	100-0601-551.30-14	129.36	Library Materials
			M68917350	100-0601-551.30-14	129.54	Library Materials
			M68966230	100-0601-551.30-14	252.65	Library Materials
			Total for check: 49719		4,341.66	
BLACKSTONE AUDIO INC	49720	4/21/2015	754246	100-0601-551.30-14	50.00	Library Materials
			Total for check: 49720		50.00	
CDW GOVERNMENT INC	49721	4/21/2015	TQ95365	100-0601-551.30-10	76.93	Toner Cartridge
			Total for check: 49721		76.93	
CENTER POINT LARGE PRINT	49722	4/21/2015	1276162	100-0601-551.30-14	176.16	Library Materials
			Total for check: 49722		176.16	
CRESCENT ELECTRIC SUPPLY COMPANY	49723	4/21/2015	S500368126.001	100-0601-551.24-03	33.86	Electric Supplies
		4/21/2015	S500368126.002	100-0601-551.24-03	15.17	Electric Supplies

AP Check Register
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Date: 4/28/2015

<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>
CRESCENT ELECTRIC SUPPLY COMPANY...	49723...	4/21/2015	S500405299.001	100-0601-551.30-13	230.58 Lamps	
			Total for check: 49723		279.61	
DEMCO INC	49724	4/21/2015	5561100	100-0601-551.30-10	82.20 Supplies	
		4/21/2015	5562984	100-0601-551.30-10	590.78 Supplies	
			Total for check: 49724		672.98	
ENERGY CONTROL & DESIGN INC	49725	4/21/2015	0073076-IN	100-0601-551.24-03	255.39 Maintenance	
			Total for check: 49725		255.39	
FINDAWAY WORLD LLC	49726	4/21/2015	149260	100-0601-551.30-14	607.65 Library Materials	
		4/21/2015	149264	100-0601-551.30-14	59.49 Library Materials	
			Total for check: 49726		667.14	
FIRST BOOK	49727	4/21/2015	100049235	100-0601-551.30-14	1,230.35 Library Materials	
			Total for check: 49727		1,230.35	
GALE	49728	4/21/2015	54821582	100-0601-551.30-14	38.92 Library Materials	
		4/21/2015	54848638	100-0601-551.30-14	22.40 Library Materials	
		4/21/2015	54848970	100-0601-551.30-14	24.80 Library Materials	
		4/21/2015	54869782	100-0601-551.30-14	57.58 Library Materials	
			Total for check: 49728		143.70	
KITZ & PFEIL INC	49729	4/21/2015	02-24-140082	100-0601-551.30-13	68.14 Batteries	
		4/21/2015	03-16-140128	100-0601-551.24-03	44.13 Supplies	
		4/21/2015	03-17-140139	100-0601-551.30-15	42.09 Supplies	
		4/21/2015	03-19-140077	100-0601-551.24-03	13.17 Supplies	
		4/21/2015	03-20-090030	100-0601-551.24-03	44.89 Supplies	
			Total for check: 49729		212.42	

AP Check Register

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
KONE INC	49730	4/21/2015	221720017	100-0601-551.24-03	924.00	Maintenance Contract
			Total for check: 49730		924.00	
MADER NEWS AGENCY INC	49731	4/21/2015	46361	100-0601-551.30-14	129.56	Subscriptions
			Total for check: 49731		129.56	
MANDERFIELD BAKERY	49732	4/21/2015	465575	100-0601-551.30-16	4.80	
		4/21/2015	465794	100-0601-551.30-16	31.80	
		4/21/2015	466108	100-0601-551.30-16	39.80	
			Total for check: 49732		76.40	
ELISHA D SMITH PUBLIC LIBRARY	49733	4/21/2015	MENASHA PUBLIC	100-0601-551.30-16	69.94	Supplies
				100-0601-551.30-11	1.83	Postage
			Total for check: 49733		71.77	
MIDWEST TAPE	49734	4/21/2015	0092637597	100-0601-551.30-14	159.92	Library Materials
		4/21/2015	0092657598	100-0601-551.30-14	16.99	Library Materials
		4/21/2015	0092705286	100-0601-551.30-14	14.99	Library Materials
		4/21/2015	0092705287	100-0601-551.30-14	12.99	Library Materials
		4/21/2015	0092705288	100-0601-551.30-14	146.91	Library Materials
			Total for check: 49734		351.80	
PENGUIN RANDOM HOUSE INC	49735	4/21/2015	1083025750	100-0601-551.30-14	30.00	Library Materials
			Total for check: 49735		30.00	
PENWORTHY COMPANY	49736	4/21/2015	0008626-IN	100-0601-551.30-14	842.94	Library Materials
			Total for check: 49736		842.94	
QUALITY BOOKS INC	49737	4/21/2015	184620	100-0601-551.30-14	383.41	Library Materials
		4/21/2015	184621	100-0601-551.30-14	678.94	Library Materials

AP Check Register

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
QUALITY BOOKS INC...	49737...	4/21/2015	184622	100-0601-551.30-14	375.45	Library Materials
		4/21/2015	184662	100-0601-551.30-14	59.93	Library Materials
	Total for check: 49737				1,497.73	
RHYME BUSINESS PRODUCTS	49738	4/21/2015	67143	100-0601-551.30-10	101.56	Supplies
					101.56	
SERVICEMASTER BUILDING MAINTENANCE	49739	4/21/2015	15610	100-0601-551.20-01	1,425.00	Janitorial Service
					1,425.00	
SIMPLE DISTRIBUTORS	49740	4/21/2015	42516-1	100-0601-551.30-10	143.76	Office Supplies
					143.76	
SPORT VIDEOS	49741	4/21/2015	5588	100-0601-551.30-14	53.00	Library Supplies
					53.00	
SPORTS GRAPHICS	49742	4/21/2015	0315-008	100-0601-551.30-16	85.00	Scarfs
		4/21/2015	0315-045	100-0601-551.30-16	85.00	Scarfs
		4/21/2015	0415-007	100-0601-551.30-16	144.50	Scarfs
		Total for check: 49742				314.50
SYNCB/AMAZON	49746	4/21/2015	027340674380	100-0601-551.30-14	(4.56)	Library Materials
		4/21/2015	027341931710	100-0601-551.30-14	50.93	Library Materials
		4/21/2015	027345220517	100-0601-551.30-14	(0.03)	Library Materials
		4/21/2015	027345606636	100-0601-551.30-14	44.85	Library Materials
		4/21/2015	027347187420	100-0601-551.30-14	74.95	Library Materials
		4/21/2015	027347648726	100-0601-551.30-14	44.97	Library Materials
		4/21/2015	030102875720	100-0601-551.30-14	19.99	Library Materials
		4/21/2015	030103306708	100-0601-551.30-14	172.35	Library Materials
		4/21/2015	046112531989	100-0601-551.30-14	44.97	Library Materials

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SYNCB/AMAZON...	49746...	4/21/2015	050210703330	100-0601-551.30-14	29.88	Library Materials
		4/21/2015	050213325621	100-0601-551.30-14	124.29	Library Materials
		4/21/2015	050214550797	100-0601-551.30-14	17.99	Library Materials
		4/21/2015	050218504902	100-0601-551.30-14	59.97	Library Materials
		4/21/2015	050218617037	100-0601-551.30-14	(0.01)	Library Materials
		4/21/2015	067786556330	100-0601-551.30-14	29.99	Library Materials
		4/21/2015	073502229773	100-0601-551.30-14	37.76	Library Materials
		4/21/2015	073502828528	100-0601-551.30-14	(2.94)	Library Materials
		4/21/2015	073503483043	100-0601-551.30-14	89.85	Library Materials
		4/21/2015	073503817729	100-0601-551.30-14	67.84	Library Materials
		4/21/2015	082030124598	100-0601-551.30-14	43.13	Library Materials
		4/21/2015	082030354084	100-0601-551.30-14	81.61	Library Materials
		4/21/2015	082030437759	100-0601-551.30-14	(4.62)	Library Materials
		4/21/2015	082030750214	100-0601-551.30-14	(4.95)	Library Materials
		4/21/2015	082031713314	100-0601-551.30-14	(9.90)	Library Materials
		4/21/2015	082032647175	100-0601-551.30-14	274.33	Library Materials
		4/21/2015	08203309525	100-0601-551.30-14	16.46	Library Materials
		4/21/2015	082034076329	100-0601-551.30-14	156.94	Library Materials
		4/21/2015	082034775855	100-0601-551.30-14	21.35	Library Materials
		4/21/2015	082035068150	100-0601-551.30-14	(0.03)	Library Materials
		4/21/2015	082036180752	100-0601-551.30-14	24.59	Library Materials
		4/21/2015	082036387893	100-0601-551.30-14	(0.01)	Library Materials
		4/21/2015	082036630711	100-0601-551.30-14	98.73	Library Materials
		4/21/2015	082037104873	100-0601-551.30-14	57.59	Library Materials
		4/21/2015	082038278904	100-0601-551.30-14	10.63	Library Materials
		4/21/2015	129608989579	100-0601-551.30-14	29.97	Library Materials
		4/21/2015	136180286657	100-0601-551.30-14	31.22	Library Materials
		4/21/2015	136181394530	100-0601-551.30-14	(1.89)	Library Materials
		4/21/2015	136181913127	100-0601-551.30-14	33.13	Library Materials
		4/21/2015	136181967133	100-0601-551.30-14	24.04	Library Materials
		4/21/2015	136186202947	100-0601-551.30-14	(1.00)	Library Materials
		4/21/2015	139120670502	100-0601-551.30-14	61.18	Library Materials
		4/21/2015	139121299616	100-0601-551.30-14	186.59	Library Materials
		4/21/2015	139121356157	100-0601-551.30-16	6.69	Library Materials

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SYNCB/AMAZON...	49746...	4/21/2015...	139121356157...	100-0601-551.30-14	127.80	Library Materials
		4/21/2015	139122150444	100-0601-551.30-16	7.20	Library Materials
		4/21/2015	139122817472	100-0601-551.30-14	14.33	Library Materials
		4/21/2015	139125798888	100-0601-551.30-14	12.96	Library Materials
		4/21/2015	139127177143	100-0601-551.30-14	17.95	Library Materials
		4/21/2015	139127426813	100-0601-551.30-14	7.95	Library Materials
		4/21/2015	139129350482	100-0601-551.30-14	79.79	Library Materials
		4/21/2015	263000774402	100-0601-551.30-14	23.84	Library Materials
		4/21/2015	263000862017	100-0601-551.30-14	9.99	Library Materials
		4/21/2015	263003144407	100-0601-551.30-14	15.93	Library Materials
		4/21/2015	263004221303	100-0601-551.30-14	210.14	Library Materials
		4/21/2015	263006554116	100-0601-551.30-14	374.99	Library Materials
		4/21/2015	263008132035	100-0601-551.30-14	54.10	Library Materials
		4/21/2015	263009279521	100-0601-551.30-14	185.89	Library Materials
		4/21/2015	263009499283	100-0601-551.30-14	218.38	Library Materials
Total for check: 49746					3,400.06	
THIRD STREET MARKET	49747	4/21/2015	03016054	100-0601-551.30-16	32.20	Supplies
		4/21/2015	05010127	100-0601-551.30-16	6.87	Supplies
		4/21/2015	05010516	100-0601-551.30-16	5.00	Supplies
	Total for check: 49747					44.07
UNIQUE MANAGEMENT SERVICES INC	49748	4/21/2015	304518	100-0000-441.19-00	107.40	Collection Agency Fees
	Total for check: 49748					107.40
US BANK EQUIPMENT FINANCE	49749	4/21/2015	275974244	100-0601-551.24-04	142.03	Copier Contract
	Total for check: 49749					142.03
ELIZABETH VORPAHL	49750	4/21/2015	VORPAHL ELIZABE	100-0601-551.20-05	100.00	Performance
	Total for check: 49750					100.00

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WATSON LABEL PRODUCTS	49751	4/21/2015	90879	100-0601-551.30-18	3,015.82	Supplies
			Total for check: 49751		3,015.82	
WINNEFOX AUTOMATED LIBRARY SYSTEM	49752	4/21/2015	2486	100-0601-551.30-11	109.32	Postage
			Total for check: 49752		109.32	
WINNEFOX LIBRARY SYSTEM	49753	4/21/2015	5479	100-0601-551.30-11	132.89	Postage
			Total for check: 49753		132.89	
					21,244.95	

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
ACC PLANNED SERVICE INC	49754	4/23/2015	14302	731-1022-541.24-03	447.10	Actuator
			Total for check: 49754		447.10	
ACCURATE	49755	4/23/2015	1504323	731-1022-541.38-03	45.04	Cable
			1504411	731-1022-541.30-15	55.56	Tire Test Tank
			1504461	731-1022-541.38-03	142.34	Brake Rotor/Pad
			1504605	731-1022-541.30-18	64.44	Pins, Clips
			Total for check: 49755		307.38	
JF AHERN CO	49756	4/23/2015	96889	100-0501-522.24-03	190.00	Sprinkler Insp Station 36
			Total for check: 49756		190.00	
AIRGAS USA LLC	49757	4/23/2015	9926277449	100-0703-553.30-18	18.48	Cylinder Rental
			9926277451	731-1022-541.21-06	180.69	Cylinder Rental
			Total for check: 49757		199.17	
APPLETON POLICE DEPARTMENT	49758	4/23/2015	APPLETON POLICE	100-0801-521.34-02	120.00	Training
			Total for check: 49758		120.00	
CITY OF APPLETON	49759	4/23/2015	224460	100-0918-531.21-06	500.00	Preparedness Agreement
			Total for check: 49759		500.00	
ASSOCIATED APPRAISAL CONSULTANTS	49760	4/23/2015	20341	100-0402-513.21-09	4,991.67	Professional Srv
				100-0402-513.30-11	4.80	Postage
			20342	100-0402-513.21-09	59.76	Internet Postings
			Total for check: 49760		5,056.23	
AT&T	49761	4/23/2015	920R09453004	100-1001-514.22-01	110.90	Alarms

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AT&T...	49761...	4/23/2015...	920R09453004...	601-1020-543.22-01	290.50	Alarms
			Total for check: 49761		401.40	
AXON HILLOCK INC	49762	4/23/2015	9235	100-0703-553.30-18	260.00	Carve Boards/Trestle Tr
			Total for check: 49762		260.00	
BECK ELECTRIC INC	49763	4/23/2015	A0715-COM-ED-5	100-1008-541.24-04	307.99	Main/Racine Ped Signals
			Total for check: 49763		307.99	
BROCK WHITE COMPANY	49764	4/23/2015	12522895-00	625-1003-541.30-18	620.88	Tubes
		4/23/2015	12522964-00	625-1010-541.30-18	566.51	Concrete/Joints
				601-1020-543.30-18	188.83	Concrete/Joints
				100-1003-541.30-18	133.13	Concrete/Joints
				100-1009-541.30-18	133.13	Concrete/Joints
				625-1003-541.30-18	133.14	Concrete/Joints
		4/23/2015	12523079-00	100-0000-123.00-00	142.24	Kaukauna St House Demo
			Total for check: 49764		1,917.86	
BROOKS TRACTOR	49765	4/23/2015	D38407	731-1022-541.38-03	34.84	Pins
		4/23/2015	D38440	731-1022-541.38-03	(30.00)	Credit
			Total for check: 49765		4.84	
CALUMET COUNTY CLERK OF COURTS	49766	4/23/2015	CALUMET COUNTY	100-0000-201.03-00	200.00	Bond/MPD 14-1067
			Total for check: 49766		200.00	
CARRICO AQUATIC RESOURCES INC	49767	4/23/2015	20150738	100-0704-552.30-18	4,250.00	2015 Water Mgmt Agreement
			Total for check: 49767		4,250.00	
CRESCENT ELECTRIC SUPPLY COMPANY	49768	4/23/2015	S500309802.001	100-0920-531.24-03	6.10	Brackets
		4/23/2015	S500333566.001	100-0601-551.30-13	144.94	Lamp

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CRESCENT ELECTRIC SUPPLY COMPANY...	49768...	4/23/2015	S500369502.001	731-1022-541.82-01	6,774.55	Panelboard/Section Kit
		4/23/2015	S50333574.001	100-0920-531.24-03	10.03	Leviton 20A Slim
		Total for check: 49768			6,935.62	
CULLIGAN WATER CONDITIONING	49769	4/23/2015	CULLIGAN	100-1001-514.20-01	38.30	Water
		Total for check: 49769			38.30	
EMBLEM AUTHORITY	49770	4/23/2015	18436	824-0810-521.30-18	360.00	Explorer Supplies
		Total for check: 49770			360.00	
FOX STAMP SIGN & SPECIALTY	49771	4/23/2015	OE-42463	100-0401-513.30-10	27.23	Signature Stamp
		4/23/2015	OE-42594	100-0401-513.30-10	45.90	Signature Stamp
		Total for check: 49771			73.13	
GALLS LLC	49772	4/23/2015	003315778	100-0803-521.19-03	59.35	Uniform Pants
		Total for check: 49772			59.35	
GERDAU	49773	4/23/2015	93680184	625-1003-541.30-18	182.00	Clean Strip Wax Cure
				100-1003-541.30-18	182.00	Clean Strip Wax Cure
				100-1009-541.30-18	182.00	Clean Strip Wax Cure
				Total for check: 49773		546.00
GIPAW	49774	4/23/2015	GIPAW	743-0403-513.34-02	125.00	Conference
		Total for check: 49774			125.00	
GOLSON, JOSEPH	49775	4/23/2015	GOLSON JOSEPH	100-0000-441.25-00	11.00	Swim Lesson Overcharge
		Total for check: 49775			11.00	
GRAINGER INC	49776	4/23/2015	9701868839	100-0801-521.24-03	194.08	Pole/Bushing

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GRAINGER INC...	49776...	4/23/2015	9702293441	100-0501-522.24-03	94.61 Pole	
			Total for check: 49776		288.69	
GREEN BAY HIGHWAY PRODUCTS LLC	49777	4/23/2015	25864	625-1003-541.30-18	384.00 Under Drains/Supplies	
			Total for check: 49777		384.00	
HORST DISTRIBUTING INC	49778	4/23/2015	45452-000	100-0703-553.30-18	1,032.00 Promound Clay/Supplies	
			Total for check: 49778		1,032.00	
INFINITY TECHNOLOGY INC	49779	4/23/2015	511693	743-0403-513.24-04	1,395.96 Archives 1 yr License	
		4/23/2015	511703	743-0403-513.24-04	89.99 Maintenance License	
			Total for check: 49779		1,485.95	
INTERSTATE BATTERY OF GREEN BAY	49780	4/23/2015	90100673	731-1022-541.38-03	35.45 Battery	
			Total for check: 49780		35.45	
JX ENTERPRISES INC	49781	4/23/2015	G-250550029	731-1022-541.38-03	249.16 Strap/Filter/Lamp	
			Total for check: 49781		249.16	
KAEMPFER & ASSOCIATES INC	49782	4/23/2015	17856	601-1020-543.21-02	703.35 Significant Sewer User	Project E145-01.07
		4/23/2015	17857	601-1020-543.21-02	297.61 NMSC WWTP Sampling Eval	Project E145-01.10
		4/23/2015	17858	601-1020-543.21-02	467.67 9th St Monitoring Station	Project E145-01.13
		4/23/2015	17859	601-1020-543.21-02	85.03 Phase 4-1 SSES	Project E145-11.01
			Total for check: 49782		1,553.66	
MENARDS-APPLETON EAST	49783	4/23/2015	69762	100-0704-552.24-03	11.27 2x10	
		4/23/2015	69773	100-0601-551.24-03	26.99 Peg Board/Cleaner	
				100-0601-551.30-13	9.94 Peg Board/Cleaner	
		4/23/2015	69935	100-0704-552.24-03	170.77 Termination Bar/Supplies	
		4/23/2015	70011	625-1003-541.30-18	116.17 Tape/Screws/Studs	

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MENARDS-APPLETON EAST...	49783...	4/23/2015...	70011...	100-1009-541.30-18	116.17	Tape/Screws/Studs
		4/23/2015	70137	100-1003-541.30-15	406.95	Rake/Brooms/Supplies
		Total for check: 49783			858.26	
MENASHA NEENAH MUNICIPAL COURT	49784	4/23/2015	MENASHA NEENAH	100-0000-201.03-00	174.00	Bond/MPD 15-000160
				100-0000-201.03-00	420.00	Bond/MEPD 15-127
				100-0000-201.03-00	363.00	Bond/MEPD 15-52
		Total for check: 49784			957.00	
MENASHA TREASURER	49785	4/23/2015	FINANCE	100-0401-513.30-10	14.84	Office Supplies
				100-1002-541.30-11	7.55	Postage
				100-1008-541.30-11	33.70	Postage
		4/23/2015	PD	100-0801-521.30-18	47.60	PD Reimbursement/Supplies
				100-0801-521.33-03	3.87	PD Reimb/Prisoner Meals
				100-0801-521.34-03	37.77	Training
		4/23/2015	PWF	100-0000-103.08-00	50.00	Yard Attendant Start Up
				Total for check: 49785		
CITY OF NEENAH	49786	4/23/2015	35059	100-0501-522.30-15	3,471.60	Dive Team Equipment
					Total for check: 49786	
NETWORK HEALTH SYSTEM INC	49787	4/23/2015	332027	100-0202-512.21-06	595.00	March Testing
					Total for check: 49787	
OSHKOSH FIRE & POLICE EQUIPMENT INC	49788	4/23/2015	160101	100-0801-521.29-04	505.00	Vehicle Equipment
					Total for check: 49788	
PSS WORLD MEDICAL INC	49789	4/23/2015	2563382	100-0903-531.24-04	146.54	Blood Pressure Unit
					Total for check: 49789	

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RULE INVESTMENTS, 4 LLC	49790	4/23/2015	RULE INVESTMENT	100-0000-441.13-00	50.00	Refund Invoice 10122
			Total for check: 49790		50.00	
SUNGARD PUBLIC SECTOR INC	49791	4/23/2015	98399	743-0403-513.24-04	2,806.00	Mthly Acctg System Maint
			Total for check: 49791		2,806.00	
SUPERIOR CHEMICAL CORP	49792	4/23/2015	88217	100-0000-132.00-00	1,724.03	Cleaners
		4/23/2015	88238	731-1022-541.30-18	897.01	Degreaser/Cleaner
			Total for check: 49792		2,621.04	
SUPERIOR VISION INSURANCE PLAN	49793	4/23/2015	IA405854	100-0000-204.10-00	1,078.53	May, 2015
			Total for check: 49793		1,078.53	
SWIDERSKI POWER INC	49794	4/23/2015	IF26447	731-1022-541.38-03	80.50	Cable
		4/23/2015	IF26460	731-1022-541.38-03	14.59	Ball Joint/Nut/Washer
			Total for check: 49794		95.09	
TOTAL ENERGY SYSTEMS LLC	49795	4/23/2015	256912	731-1022-541.82-01	27,650.00	Kohler Genset Transfer Switch/Kit
			Total for check: 49795		27,650.00	
TRI-CITY GLASS INC	49796	4/23/2015	I03-0327-26531	100-0703-553.24-03	46.59	Core Drivers & Spaces
			Total for check: 49796		46.59	
UNIFIRST CORPORATION	49797	4/23/2015	097 0185145	731-1022-541.20-01	116.61	Mat/Mop/Clothing Service
			Total for check: 49797		116.61	

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UNIFORM SHOPPE	49798	4/23/2015	242006	100-0804-521.30-18	59.95	Uniform Pants
			Total for check: 49798		59.95	
US VENTURE	49799	4/23/2015	L51912	731-1022-541.21-06	24.00	Samples
			Total for check: 49799		24.00	
UW-FOX VALLEY	49800	4/23/2015	15-22108	100-0405-513.21-08	825.00	Videotaping Meetings
			Total for check: 49800		825.00	
VERIZON WIRELESS	49801	4/23/2015	9743291554	100-0601-551.22-01	25.99	Lib
				100-0801-521.22-01	11.51	
				100-1001-514.22-01	11.51	
				100-0703-553.22-01	32.05	Parks
		4/23/2015	9743291555	100-1002-541.22-01	113.01	
				625-1002-541.22-01	37.67	
				601-1020-543.22-01	36.37	
				625-1010-541.22-01	13.94	
		4/23/2015	9743291557	100-0919-531.22-01	214.97	Health Dept
		4/23/2015	9743291558	743-0403-513.22-01	68.22	
		4/23/2015	9743291559	100-0801-521.22-01	543.81	Police
			Total for check: 49801		1,109.05	
VIEVU	49802	4/23/2015	12631	100-0801-521.30-18	200.00	Video Camera
			Total for check: 49802		200.00	
WCA GROUP HEALTH TRUST	49803	4/23/2015	76440178	100-0000-204.08-00	124,051.00	May 2015
				100-0000-204.11-00	2,560.00	May 2015
			Total for check: 49803		126,611.00	
WE ENERGIES	49804	4/23/2015	WE ENERGIES	100-0701-533.22-03	17.33	North Street

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WE ENERGIES...	49804...	4/23/2015...	WE ENERGIES...	100-0701-533.22-03	17.33 North Street	
			Total for check: 49804		34.66	
WEHA	49805	4/23/2015	WEHA	100-0904-531.34-02	100.00 Environmental Health Conf	
			Total for check: 49805		100.00	
WINNEBAGO COUNTY TREASURER	49806	4/23/2015	7021	100-0203-512.21-08	30.00 Record Corp Limits Doc	
		4/23/2015	LF121929	266-1027-543.25-01	258.25 Tires/Electronics	
		4/23/2015	LF122012	100-1016-543.25-01	14,018.56 March Haul to Outagamie	
				100-1017-543.25-01	3,431.75 March Haul to Outagamie	
				100-1007-541.25-01	1,512.56 March Haul to Outagamie	
				266-1027-543.25-01	422.90 March Haul to Outagamie	
			Total for check: 49806		19,674.02	
WINS CPS-TRAINING	49807	4/23/2015	SRN2015.7	100-0915-531.32-02	42.00 CPS Training	
			Total for check: 49807		42.00	
WISCONSIN DEPT OF ADMINISTRATION	49808	4/23/2015	WISCONSIN DEPT	100-0203-512.21-08	800.00 Annexation Review	
			Total for check: 49808		800.00	
WISCONSIN DEPT OF JUSTICE	49809	4/23/2015	L7101T	100-0801-521.21-06	91.00 March Name Searches	
			Total for check: 49809		91.00	
WISCONSIN STATE PROCESS	49810	4/23/2015	531425	100-0201-512.30-18	55.00 Legal Process	
			Total for check: 49810		55.00	

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YMCA OF THE FOX CITIES	49811	4/23/2015	CM2Q15	100-0920-531.21-06	22,166.00	2015 Installment 2nd Qtr
Total for check: 49811					<u>22,166.00</u>	
					<u>240,323.55</u>	

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AQUECS INC	49812	4/30/2015	22077	207-0707-552.30-18	324.00	Parking Stickers
			Total for check: 49812		324.00	
ARENA, JENNIFER	49813	4/30/2015	ARENA JENNIFER	100-0000-441.25-00	33.00	Class Canceled
			Total for check: 49813		33.00	
BECK ELECTRIC INC	49814	4/30/2015	A2015-COM-ED-6	100-1008-541.24-04	136.00	Ped Repair Garfield/Washi
			Total for check: 49814		136.00	
BROCK WHITE COMPANY	49815	4/30/2015	12519168-00	100-0704-552.24-05	1,118.47	Qwikstitch cartridges
			Total for check: 49815		1,118.47	
CARDMEMBER SERVICE	49820	4/30/2015	0008	100-0601-551.30-16	11.00	Dollar Tree
		4/30/2015	0016	100-0801-521.34-02	417.00	Lifeline Training
		4/30/2015	0019	100-0601-551.30-14	18.93	Public Broadcasting
		4/30/2015	0024	100-0801-521.30-13	18.00	Water Right Services
				731-1022-541.30-13	27.00	Water Right Services
				100-1001-514.20-01	45.00	Water Right Services
		4/30/2015	0035	100-0801-521.34-02	(350.00)	NWTC Reg/CREDIT
		4/30/2015	0040	100-0803-521.30-15	300.99	Wildlife Mgmt
		4/30/2015	0043	100-1001-514.82-01	163.26	Elec Prod/Relief Breaker
		4/30/2015	0157	100-0801-521.30-12	(147.73)	Heartland Services/CREDIT
		4/30/2015	0163	100-0801-521.30-12	143.05	Heartland Ser/MDC Modem
		4/30/2015	0221	100-0904-531.34-02	185.00	Good Armstrong/Training
		4/30/2015	0267	100-0801-521.34-02	195.00	Glock Professional Inc
		4/30/2015	0554	100-0801-521.30-18	885.31	Safariland, LLC
		4/30/2015	0570	100-0703-553.34-03	144.00	Stoney Creek Inn
		4/30/2015	0613	100-0601-551.30-13	32.93	Webstaurant/Lights
		4/30/2015	0650	100-0902-524.24-04	1,992.45	Transcat Inc/Scale
		4/30/2015	0659	824-0807-521.30-15	169.99	Menards
		4/30/2015	1297	100-0704-552.24-03	227.40	Spa Daddy

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CARDMEMBER SERVICE...	49820...	4/30/2015	1655	100-0601-551.30-14	27.21	Itunes
		4/30/2015	1701	100-0801-521.32-01	14.75	TLO Transunion
		4/30/2015	1801	100-0904-531.30-15	96.15	Amazon/Pool Water Test
		4/30/2015	1859	100-0601-551.30-14	12.55	Itunes
		4/30/2015	1937	100-0801-521.32-02	17.13	Amazon
		4/30/2015	2561	100-0601-551.30-16	15.99	ShopKo
		4/30/2015	2725	100-0703-553.30-18	254.32	OSI Online/Flags
				100-1001-514.30-18	170.95	OSI Online/Flags
		4/30/2015	3011	100-0801-521.30-18	78.72	Best Buy
		4/30/2015	3092	100-0801-521.34-02	300.00	DOJ E Pay Conference
		4/30/2015	3237	824-0807-521.30-15	(103.79)	Menards/CREDIT
		4/30/2015	3240	824-0807-521.30-15	98.85	Menards
		4/30/2015	3750	100-0703-553.34-03	12.01	Buzzard Billy's
		4/30/2015	4028	100-1001-514.24-03	40.90	Modern Metal Prod/Ramp
		4/30/2015	4064	100-0601-551.30-16	6.66	Walmart
		4/30/2015	4490	824-0807-521.21-06	81.00	Tailwaggers
		4/30/2015	4599	100-0304-562.21-10	25.00	PP A-Mazing Events
		4/30/2015	4825	100-1001-514.24-03	18.54	Amazon/Seagull Tape
		4/30/2015	5085	100-0917-531.34-02	70.00	Kalahari Resorts/WPHA
		4/30/2015	5315	824-0807-521.21-05	222.69	Appanasha Pet Clinic
		4/30/2015	5366	100-0801-521.34-03	297.57	Metropolis Hotel
		4/30/2015	5585	100-0201-512.34-03	302.00	Lake Lawn Resort
		4/30/2015	5682	731-1022-541.24-03	1,300.91	Lowes/Salt Shed Roof
		4/30/2015	6097	100-0601-551.30-13	5.20	WM Supercenter
				100-0601-551.30-16	22.55	WM Supercenter
		4/30/2015	6326	100-0703-553.34-03	7.15	Culver's
		4/30/2015	6366	100-0801-521.34-03	(40.79)	Metropolis Hotel/CREDIT
		4/30/2015	6474	100-0601-551.24-03	30.50	Amazon/Library LED
		4/30/2015	6669	100-0601-551.30-14	16.76	Itunes
		4/30/2015	6829	100-1002-541.33-02	93.75	Paypal/Webinar
				625-1002-541.33-02	31.25	Paypal/Webinar
		4/30/2015	6961	824-0807-521.30-15	37.99	Pet Supplies Plus
		4/30/2015	7062	100-0801-521.34-03	(16.78)	Metropolis Hotel/CREDIT
		4/30/2015	8248	100-0601-551.30-16	19.46	Walmart

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CARDMEMBER SERVICE...	49820...	4/30/2015	8327	100-0907-531.30-11	14.29	Fed Ex/Postage
		4/30/2015	8576	100-0601-551.30-14	249.95	DHA Time Life
		4/30/2015	8613	824-0807-521.30-15	38.99	Pet Supplies Plus
		4/30/2015	8913	100-0904-531.30-11	32.02	Postnet/Postage
		4/30/2015	8917	100-0703-553.30-18	475.25	Holabird Sports
		4/30/2015	9102	100-0801-521.30-18	49.50	B&H Photo
		4/30/2015	9104	100-0801-521.30-18	352.00	Newegg.com
		4/30/2015	9108	100-0801-521.34-02	50.00	DOJ E Pay Conference
		4/30/2015	9135	100-0702-552.30-10	53.98	Office Max/Postcards
		4/30/2015	9140	100-0903-531.34-02	25.00	MAYO/TB Summit
		4/30/2015	9264	100-0903-531.34-02	25.00	MAYO/TB Summit
		4/30/2015	9803	100-0801-521.34-03	31.10	Metropolis Hotel
		4/30/2015	9814	100-0801-521.34-03	25.08	Metropolis Hotel
Total for check: 49820					9,467.89	
CDW GOVERNMENT INC	49821	4/30/2015	TN70691	100-0801-521.30-12	245.26	Mobile Printer for Squads
		4/30/2015	TR01340	100-0801-521.30-18	53.52	Supplies
	Total for check: 49821				298.78	
CEC	49822	4/30/2015	BILL177935	100-0501-522.24-03	250.00	Cops Monitoring Alarm System
	Total for check: 49822				250.00	
COMMONWEALTH CULTURAL RESOURCES	49823	4/30/2015	7567	100-1002-541.21-02	558.94	Archaeological Inv/Bridge
	Total for check: 49823				558.94	
COMMUNITY HOUSING COORDINATOR	49824	4/30/2015	200	100-0304-562.21-06	1,800.00	February Housing Plan
	Total for check: 49824				1,800.00	

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CORRE INC	49825	4/30/2015	1904	485-0304-562.21-02	9,957.87	Province Trail Services
			Total for check: 49825		9,957.87	
CHARISMA DEYO-SONNTAG	49826	4/30/2015	CANCELLATION	100-0000-441.23-00	85.24	Event Cancellation
				100-0000-201.08-00	4.76	Event Cancellation
			Total for check: 49826		90.00	
DUMKE & ASSOCIATES &	49827	4/30/2015	316 RACINE ST	100-0903-531.29-06	2,077.50	Rental of 316 Racine St
			Total for check: 49827		2,077.50	
EAGLE SUPPLY & PLASTICS INC	49828	4/30/2015	2147102-IN	100-0704-552.24-05	222.00	Acrylic Lids
			Total for check: 49828		222.00	
ENVIROTECH	49829	4/30/2015	040415-8A	601-1020-543.30-15	3,431.97	Sewer Cleaning Nozzle
			Total for check: 49829		3,431.97	
FOX STAMP SIGN & SPECIALTY	49830	4/30/2015	OE-42914	100-1001-514.24-03	7.99	Stamp
			Total for check: 49830		7.99	
GAT SUPPLY INC	49831	4/30/2015	283038-1	100-1003-541.30-18	158.40	Marking Paint
			Total for check: 49831		158.40	
GUNDERSON CLEANERS	49832	4/30/2015	259183	100-0801-521.30-13	34.66	Service
			Total for check: 49832		34.66	
GUSTMAN CHEVROLET SALES INC	49833	4/30/2015	35601	731-1022-541.38-03	193.51	Seal/Gasket/Adapter
		4/30/2015	35621	731-1022-541.38-03	19.14	Gaskets
		4/30/2015	35684	731-1022-541.38-03	264.69	Rotor/Gasket/Belt/Pad Kit

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GUSTMAN CHEVROLET SALES INC...	49833...	4/30/2015	35690	731-1022-541.38-03	62.25	Handle
			Total for check: 49833			539.59
JX ENTERPRISES INC	49834	4/30/2015	G-250630012	731-1022-541.38-03	511.02	Hose/Pipe
		4/30/2015	G-250630018	731-1022-541.38-03	689.54	Pipe Adapter
		4/30/2015	G-250680013	731-1022-541.38-03	108.28	Hose
		4/30/2015	G-250690036	731-1022-541.38-03	(797.82)	CREDIT
		Total for check: 49834			511.02	
KONE INC	49835	4/30/2015	221718556	100-0801-521.20-04	328.20	PD Maintenance Agreement
		4/30/2015	221718557	100-1001-514.20-04	924.00	City Hall Maint Agreement
		Total for check: 49835			1,252.20	
LINCOLN CONTRACTORS SUPPLY INC	49836	4/30/2015	J78204	100-1009-541.30-15	122.02	Masonline/Sledge Hammer
				100-1003-541.30-15	121.26	Masonline/Sledge Hammer
		4/30/2015	J78531	100-1003-541.30-15	631.96	Blade
					Total for check: 49836	
MARTENSON & EISELE INC	49837	4/30/2015	52661	100-1002-541.21-02	600.00	Lea Ct Road Dedication
					Total for check: 49837	
MCC INC	49838	4/30/2015	51852	625-1010-541.30-18	370.24	Mason Sand
				625-1003-541.30-18	237.92	Clean Stone
				601-1020-543.30-18	235.55	Clean Stone
				Total for check: 49838		
MCCLONE, DUSTIN	49839	4/30/2015	MCCLONE DUSTIN	100-0000-201.03-00	25.00	Overpay Parking Ticket
					Total for check: 49839	
MENARDS-APPLETON EAST	49840	4/30/2015	70129	100-0703-553.30-18	35.95	Stain

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENARDS-APPLETON EAST...	49840...	4/30/2015	70173	100-0703-553.30-18	61.16	1x8s
		4/30/2015	70351	100-0703-553.24-03	125.98	Memorial Bldg Sump
		4/30/2015	70355	100-0704-552.24-03	33.48	Pea Gravel
		4/30/2015	70374	100-0704-552.24-03	50.22	Pea Gravel
		4/30/2015	70403	100-0704-552.24-03	33.48	Pea Gravel
		4/30/2015	70470	100-0704-552.24-03	297.26	Pool Supplies
		4/30/2015	70475	100-0704-552.24-03	64.99	Pool Supplies
		4/30/2015	70591	100-1008-541.30-18	(8.62)	CREDIT
		4/30/2015	70592	100-1008-541.30-18	(9.58)	CREDIT
Total for check: 49840				684.32		
MENASHA NEENAH MUNICIPAL COURT	49841	4/30/2015	MENASHA NEENAH	100-0000-201.03-00	88.00	Bond/MEPD 15-82
				100-0000-201.03-00	88.00	Bond/MEPD 15-81
				100-0000-201.03-00	88.00	Bond/MEPD 15-80
				Total for check: 49841		264.00
MENASHA TREASURER	49842	4/30/2015	HEALTH DEPT	100-0903-531.30-10	3.15	Reimbursement
				100-0903-531.30-10	9.80	Reimbursement
				100-0914-531.34-04	6.99	Reimbursement
				100-0904-531.30-11	18.48	Reimbursement
		4/30/2015	WELL MENASHA	100-0202-512.30-16	1,800.00	Biometric/HRA Incentive
		Total for check: 49842		1,838.42		
MENASHA UTILITIES	49843	4/30/2015	MENASHA UTILITI	100-1008-541.22-03	290.00	Electric
				100-0000-123.00-00	17.63	Electric
				100-1012-541.22-03	94.48	Electric
				100-0304-562.22-03	26.21	Electric
				625-0304-562.22-03	8.24	Electric
				100-1013-541.22-03	25.53	Electric
				100-1013-541.22-06	277.51	Storm
				207-0707-552.22-03	238.25	Electric
				207-0707-552.22-05	34.42	Water/Sewer

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Date: 4/30/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description			
MENASHA UTILITIES...	49843...	4/30/2015...	MENASHA UTILITI...	207-0707-552.22-06	48.76	Storm			
				100-0703-553.22-03	418.68	Electric			
				100-0703-553.22-05	121.02	Water/Sewer			
				100-0703-553.22-06	350.65	Storm			
				100-1001-514.22-03	1,255.37	Electric			
				100-1001-514.22-05	429.60	Water/Sewer			
				743-0403-513.21-04	167.75	Internet Charge			
				743-0403-513.21-04	2,310.40	Dark Fiber Charge			
				100-0305-562.22-06	2.50	Storm			
				100-1014-543.22-06	53.13	Storm			
				100-1019-552.22-03	273.19	Electric			
				100-1019-552.22-05	48.00	Water/Sewer			
				601-1020-543.22-03	91.42	Electric			
				Total for check: 49843				6,582.74	
				MICHELS MATERIALS	49844	4/30/2015	294869	625-1010-541.30-18	656.39
Total for check: 49844								656.39	
MILLER & ASSOCIATES	49845	4/30/2015	216154	826-0703-553.30-18	1,736.00	Bench Donation			
				Total for check: 49845				1,736.00	
CITY OF NEENAH	49846	4/30/2015	35055	100-1008-541.30-15	1,497.50	Retro Reflectivity Kit			
		4/30/2015	NMFIRESVCS	100-0501-522.25-01	261,779.00	Fire/Rescue Services			
		Total for check: 49846				263,276.50			
NEWMAN TRAFFIC SIGNS	49847	4/30/2015	TI-0282748	100-1008-541.30-18	945.00	Sheeting			
				Total for check: 49847				945.00	

AP Check Register

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
NORTHEAST ASPHALT INC	49848	4/30/2015	1336845	100-1003-541.30-18	244.62	Cold Mix
			Total for check: 49848		244.62	
RIESTERER & SCHNELL INC	49849	4/30/2015	796509	731-1022-541.38-03	38.59	V-Belt
		4/30/2015	796829	731-1022-541.38-03	(38.59)	V-Belt/CREDIT
		4/30/2015	796830	731-1022-541.38-03	37.75	Radiator Hose
			Total for check: 49849		37.75	
RONSKI, PAM	49850	4/30/2015	RONSKI PAM	100-0000-441.25-00	33.00	Class Canceled
			Total for check: 49850		33.00	
DR TERESA RUDOLPH	49851	4/30/2015	RUDOLPH TERESA	100-0903-531.21-05	150.00	City Physician
			Total for check: 49851		150.00	
SMT MANUFACTURING & SUPPLY	49852	4/30/2015	0032989-IN	731-1022-541.38-03	6.27	Oil Seal
			Total for check: 49852		6.27	
STAPLES ADVANTAGE	49853	4/30/2015	3261337937	100-0201-512.30-10	24.06	Supplies
				100-0202-512.30-10	101.03	Supplies
				100-0203-512.30-10	4.57	Supplies
				100-0204-512.30-10	16.43	Supplies
				100-0405-513.30-10	13.66	Supplies
			Total for check: 49853		159.75	
SUPPLYWORKS	49854	4/30/2015	333951747	100-0703-553.30-18	14.00	Caps/SFIC Pins/Key Blanks
		4/30/2015	334161023	100-1001-514.24-03	357.58	Push Button Lock
			Total for check: 49854		371.58	

AP Check Register

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
TRAFFIC SAFETY CORP	49855	4/30/2015	0048846-IN	100-0802-521.30-18	503.00	LED Stop Paddles/Poncho
			Total for check: 49855		503.00	
UNIFIRST CORPORATION	49856	4/30/2015	097 0185587	731-1022-541.20-01	116.61	Coveralls/Shirts
			Total for check: 49856		116.61	
UNITED PAPER CORPORATION	49857	4/30/2015	89761	100-0000-132.00-00	495.20	Bags & Foam Soap
			Total for check: 49857		495.20	
VERIZON WIRELESS	49858	4/30/2015	9743291556	731-1022-541.22-01	77.25	
		4/30/2015	9743654704	100-0801-521.22-01	42.67	Police
			Total for check: 49858		119.92	
WE ENERGIES	49859	4/30/2015	WE ENERGIES	100-0000-123.00-00	545.72	N-M Fire
				100-1001-514.22-04	500.45	City Hall
				100-0801-521.22-04	753.61	Police
				100-0920-531.22-04	156.04	Senior Center
				100-0601-551.22-04	1,752.53	Library
				100-0703-553.22-04	472.35	Parks
				100-0704-552.22-04	257.63	Pool
				207-0707-552.22-04	37.52	Marina
				731-1022-541.22-04	2,797.43	PWF
				100-1012-541.22-03	1,205.73	Street Lights
			Total for check: 49859		8,479.01	
WICPA	49860	4/30/2015	WICPA	100-0401-513.32-01	285.00	WICPA Dues
			Total for check: 49860		285.00	

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WINNEBAGO COUNTY CLERK OF COURTS	49861	4/30/2015	WINNEBAGO COUNT	100-0000-201.03-00	150.00	Bond/MEPD 15-1159
			Total for check: 49861		150.00	
WINNEBAGO COUNTY TREASURER	49862	4/30/2015	7034	100-0805-521.25-01	102.92	Inmate Housing
			Total for check: 49862		102.92	
WISCONSIN DEPT OF ADMINISTRATION	49863	4/30/2015	WISCONSIN DEPT	100-0203-512.21-08	350.00	Filing Fee -Annex. Review
			Total for check: 49863		350.00	
WISCONSIN SUPPORT COLLECTIONS	49864	4/30/2015	20150430	100-0000-202.03-00	632.88	PAYROLL SUMMARY
			Total for check: 49864		632.88	
ZANDER PRESS INC	49865	4/30/2015	68166	100-0702-552.29-01	2,932.82	Summer Activity Guide
			Total for check: 49865		2,932.82	
					325,767.93	



To: Menasha Common Council

From: Jenny Groeschel and Ginger Tralongo, Police Records

RE: Beverage Operator License (Bartender) Applicants

Date: **April 28, 2015**

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:

Terrence Smith

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 **2015-2017** licensing period:

Crystal Becker
Tifani Gauger
Lori Roeski
Brian Schaefer
Derek Goldben
Patricia Gumbert
Nicole Wachuta
Jerry Krueger
Joshua Cross
Joyce Naps
Mindy Gasch
Kelly Mallo
Jacob Hazlett
Thomas Kaufman
Charlene Wilson
Michael Buck
Heidi Watzlawick
Stephanie Lardinois

Cc: Chief Styka



MEMO

TO: Common Council

FROM: Debbie Galeazzi, City Clerk

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

DATE: April 30, 2015

Application for a 6-month Class "B" Liquor License for Menasha Athletic Association (MAC) for May 5, 2015 to October 31, 2015 is on the agenda for consideration. The licensed premise will be the concession stand at Koslo Park.

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

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

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 05 01 2015 ending: 10 31 2015
(MM DD YYYY) (MM DD YYYY)

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

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

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

Complete A or B. All must complete C.

A. Individual or Partnership:

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

Home Address

Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Menasha Athletic Association
Address of Corporation/Limited Liability Company (if different from licensed premises) P.O. Box 342, Menasha, WI 54952
All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>Lawrence Dennis Konetzke</u>	<u>222 Lake St.</u>	<u>Menasha 54952</u>
Vice President/Member	<u>Thomas Julian Konetzke</u>	<u>858 Emily St.</u>	<u>Menasha 54952</u>
Secretary/Member	<u>Joan Helen Smogoleski</u>	<u>1306 Dunning St.</u>	<u>Menasha 54952</u>
Treasurer/Member	<u>Gary Lee Coopman</u>	<u>1248 Meadowview Dr.</u>	<u>Menasha 54952</u>
Agent	<u>Paul Steven Johnson</u>	<u>1306 Lucerne Dr., #7</u>	<u>Menasha 54952</u>

C. 1. Trade Name Menasha Macs Business Phone Number _____

2. Address of Premises Koslo Park, 1200 Geneva Rd. Post Office & Zip Code Menasha 54952

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

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Concession Bldg., Coolers, Storage room

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

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

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

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

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

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

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

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

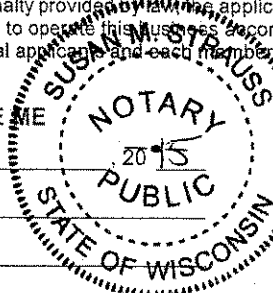
READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the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

SUBSCRIBED AND SWORN TO BEFORE ME

this 27th day of March

[Signature]
(Clerk/Notary Public)

My commission expires 10/06/2017



Lawrence D. Konetzke
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

Joan H. Smogoleski
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

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

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk: <u>3/27/2015</u>	Date reported to council/board: <u>\$175.00</u>	Date license granted: _____
License number issued: _____	Date license issued: _____	Signature of Clerk / Deputy Clerk: _____

INSTRUCTIONS FOR RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION (AT-115)

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. Each partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

The Officer(s) must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

Members/managers must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Application must be signed where indicated on all copies in the presence of a notary public. Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on reverse side are "YES," outline details below:

CONVICTIONS

1. NAME _____	STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____	WHERE CONVICTED _____
DATE _____ PENALTY _____	<input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY
2. NAME _____	STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____	WHERE CONVICTED _____
DATE _____ PENALTY _____	<input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY
3. NAME _____	STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____	WHERE CONVICTED _____
DATE _____ PENALTY _____	<input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY

PENDING CHARGE

1. NAME _____	STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____	DATE _____