

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, June 15, 2015**

**6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Landmarks Commission Discover Historic Menasha Photo Contest Winner – Jessica Anderson.
 - 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 06/01/15.](#)
 - b. [Board of Health, 5/13/15.](#)
 - c. [Board of Public Works, 06/01/15.](#)
 - d. [Board of Review, 05/28/15.](#)
 - e. [Committee of Aging, 5/14/15.](#)
 - f. [Landmarks Commission, 6/10/15.](#)
 - g. [Library Board, 05/21/15.](#)
 - h. [Menasha Police Commission, 03/19/15.](#)
 - i. [NMFR Joint Fire Commission, 5/29/15.](#)
 - j. [Personnel Committee, 06/01/15.](#)
 - k. [Redevelopment Authority, 06/02/15.](#)
Communications:
 - l. [Checklist for a liquor license inspection from the Fire Department, Health Department, and Building Inspector.](#)
 - m. [ES Montour, 06/02/15; 2015 Street Improvement Project Contract Unit No. 2015-01.](#)
 - n. [ES Montour, 06/05/15; City of Menasha Sewer System Evaluation Survey \(SSES\), Phase No. 3, Segments 4b & 5a Foundation Drain and Sump Pump Inspections.](#)
 - o. [PHD McKenney, 06/11/15; Menasha Health Department Secures Public Health Emergency Preparedness Supplemental Ebola Funding.](#)
- 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, 06/01/15.](#)
Board of Public Works, 06/01/15 – Recommends the Approval of:
 - 2. [Street Use Application – Community Fest – Parade of Lights; Friday, July 3, 2015; 9:00 PM – 10:15 PM \(Cities of Neenah & Menasha\).](#)
 - 3. [Change Order – Don Hietpas & Sons, Inc.; 2015 Water Main Reconstruction Project M0002-940733; ADD: \\$45,220; Change Order No. 1.](#)
 - 4. [To execute the Memorandum of Agreement for storm water detention pond construction and maintenance pending the City Attorney's final review of the document.](#)

Personnel Committee, 06/01/15 – Recommends the Approval of:

5. [To amend the job title of City Attorney/Human Resource Director to City Attorney and maintain current salary.](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 06/04/15 to 06/11/15 in the amount of \\$2,114,834.76.](#)
2. [Beverage Operators License Applications for the 2015-2017 licensing period.](#)
3. [Liquor License Applications for 2015-2016 licensing year.](#)
 - a) ["Class A" Liquor and Malt. Dolgencorp, LLC, d/b/a Dollar General Store #13175, 1135 Appleton Road, Deb Jopek, Agent.](#)
 - b) ["Class A" Liquor and Malt. Quik Mart Menasha Inc., d/b/a Quik Mart Menasha, 1515 Appleton Road, Satnam Gill, Agent.](#)
 - c) ["Class B" Liquor and Malt. Juanita's Hacienda Inc., d/b/a Korona Klub, 190 Main Street, Juana Bevers, Agent.](#)
 - d) ["Class A" Liquor and Malt. Stop N Go LLC, d/b/a Stop N Go, 1200 Plank Road, Kamalijil Gill, Agent.](#)
 - e) [Reserve "Class B" Liquor and Malt. Margaritaville Lounge LLC, d/b/a Margaritaville, 6 Tayco Street, Jennifer Almeida-Sandoval, Agent.](#)
 - f) ["Class B" Liquor and Malt. 5 O'Clock Somewhere RD LLC, d/b/a 5 O'Clock Somewhere, 600 Broad Street, Rebecca Durant, Agent.](#)
4. [Wisconsin Department of Health Services \(DHS\) Healthy Brain Initiative/Dementia-Friendly Communities Mini-Grant.](#)
5. [Amendment No. 2 to Third Street Bridge Design Agreement \(WisDOT/Ayres Associates/City of Menasha\).](#)
6. [First Amendment to Tower and Ground Space Lease Agreement Between City of Menasha and Sprint Spectrum, L.P. dated November 7, 2013.](#)

J. ORDINANCES AND RESOLUTIONS

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

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

City Hall will be closed July 3, 2015.

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
June 1, 2015
MINUTES

DRAFT

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. [Administration Committee, 5/18/15](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Kwik Trip Annexation Petition – recommendation to Common Council.](#)

CDD Keil explained the type of annexation and the boundary agreement with Town of Menasha pertaining to annexing vacant parcels from the Town that are in the City's growth area.

Moved by Ald. Taylor seconded by Ald. Krautkramer to recommend to Common Council Kwik Trip Annexation Petition with Parcel A removed from the petition.

After consulting with CA Captain, Chairman Nichols ruled the motion was out of order as parcels cannot be added to or deleted from once the annexation process has started.

Moved by Ald. Langdon seconded by Ald. Krautkramer for unanimous consent to allow Robert Smith, owner of Parcel A, to speak to the Committee.

Motion carried on roll call 8-0.

General discussion ensued on annexing Parcel A; impact to the City; impact to Mr. Smith's business that is located on the property next to Parcel A; notices sent to property owners; different types of annexations.

Mr. Smith answered questions from the Committee

Ald. Taylor called Point of Order, unanimous consent is required to allow CA Captain to speak. Chairman Nichols ruled Point of Order not well taken-as Chairman she can allow CA Captain to speak without unanimous consent.

Chairman Nichols declared a recess at 7:45 p.m.

Committee reconvened at 8:03 p.m.

Moved by Ald. Langdon seconded by Ald. Benner to recommend to Common Council Kwik Trip Annexation Petition as submitted.

Motion carried on roll call 6-2.

Ald. Nichols, Langdon, Keehan, Zelinski, Rollins-Jump, Benner voted yes.

Ald. Taylor, Krautkramer voted no.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Rollins-Jump to adjourn at 8:04 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA BOARD OF HEALTH
Minutes
May 13, 2015

A. Meeting called to order at 8:06 AM by Chairman C. Rusin.

B. Present: Candyce Rusin, Lori Amus, Dianne Hotynski, Teresa Rudolph, Nancy McKenney, Mary Fritz, Kortney Dahm, Vicki Schultz, Todd Drew.

C. MINUTES TO APPROVE

1. Motion to approve April 8, 2015 minutes passed by general consent.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Nancy McKenney updated board members on the Budget. Money will be carried forward from 2014 to 2015 budget. Money carried forward will be used for a Document Imaging Project which Nancy McKenney will be working on in 2015-2016. Money carried over will also be used for equipment and supplies. The Menasha Health Department was able to recover money for Ebola trainings/exercises.

Nancy McKenney updated the Board on the Health Department role in an active shooter incident. At the request of Aaron Zemlock, Police Department (lead), the Health Department organized locations and media information with the Victim Crisis Responders (VCRs) so that the public could receive grief support. Services were provided from Monday-Wednesday, primarily at the Library from 8:00 a.m.-8:30 p.m. Nancy McKenney fielded media requests. She distributed the message map and talking points to the Board. She and the VCRs held several TV interviews.

Partnership Community Health Center applied for a grant clinical services to renovate their medical clinical space. Nancy McKenney provided a strong letter of support for the grant.

The City of Menasha will remain an antiviral medication hub for influenza.

Employee Safety Program: Todd Drew updated on the Board on hearing screening for at-risk employees that were completed on April 21, 2015. Todd Drew is working on setting up another date for those employees that were unable to be screened in April. Candyce Rusin asked if there was a hearing protection policy for city employees. Todd Drew verified that there was a policy. Todd Drew finished respirator fit testing for city employees.

Sealer of Weights and Measures: Todd Drew completed weights & measure inspections at several Cities of the Menasha gas stations.

Environmental Health Program: Todd Drew reported that he closed Koslo Park due to unsanitary conditions. Todd Drew reported on the businesses that are new to the City of Menasha. DNR contract will be renewed for \$7500. There will be a freeze on all food license fees until 2017.

Public Health Department: The Communicable Disease Report was reviewed.

Mary Fritz provided a status report on school absences. Absences remain relatively low across the schools.

Linda Palmbach attended the Shopko Kids Safety Day on Saturday May 2. The children had to visit 12 of the 15 stations to be entered to win a prize. 800-100 people attended this event.

Kortney Dahm reported that she completed her scoliosis screening at Maplewood. There were 130 sixth grade students screened.

Health Screening 60+ Program: Vicki Schultz discussed the Senior Center Foot Care Clinic and will be offering more clinic times. Walking club will start this Thursday May 14th. There will be a 6 week nutrition program starting this summer. May 19 the Senior Center will be hosting a Wellness Lab from 7:30-9:30 AM.

Prevention Program: Park and Recreation, Farmers Market, and Health Department (Vicki Schultz, lead) are planning a community walk to promote physical activity on Menasha's walking trails on August 13, rain date August 20, 2015. Food and music will be included.

Vicki Schultz noted that the Weight of the Fox Valley will be sponsoring Passport to Active Living with a kick off on June 1, 2015 at Fritse Park.

Radon: Todd Drew reported that he completed a radon project with the 8th grade Maplewood students. He would have liked more participation in the return of the test kits.

Dental Program: Loretta Kjemhus reported that she is doing her second fluoride varnish at the schools. Loretta Kjemhus will be setting up a booth at the Brain Walk Activity on June 16, 2015 that will be held at the Menasha Library. Nancy McKenney discussed that she was asked to do a cost analysis for the sealant program for the Menasha School District.

Dental Sealant Program: Kathleen Endres is lead on the Children and Youth with Special Health Care Needs Oral Health Program at the Menasha High School.

Quality Improvement: Nancy McKenney reported that Allison Reitzner will be presenting the results of the Menasha Health Department Policies, Procedures, and Protocol project a poster session at the Wisconsin Public Health Association/Wisconsin Association of Local Health Departments and Boards Annual Meeting.

Lead Prevention Program: Todd Drew reported that there is a child in Menasha with elevated lead levels. He discussed the need for accurate testing procedures.

Immunization: No report.

Emergency Preparedness: Loretta Kjemhus reported that the next meeting with the NEW Public Health Preparedness Partnership will be held on June 11, at the Appleton Health Department. The Annual "Walk Through and Review" of our Mass Clinic site will be held June 2 at UW-Fox Valley.

Senior Center: Nancy McKenney noted that the Menasha Senior Center renovation is nearly completed. Todd Drew reported that there is a punch list of activities that are being completed.

Wellness: Loretta discussed that she will be giving up her position on the Wellness Committee. Kortney Dahm will be taking over for her effective June 1, 2015.

E. ACTION ITEMS:

Procedures: The Radon Procedure was reviewed by the Board. There were no changes or amendments offered.

F. HELD OVER BUSINESS: None

G. ADJOURNMENT:

Candye Rusin adjourned the meeting at 10:30 am.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
June 1, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 8:53 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, PHD McKenney, Scott Maurer (MU) Clerk Galeazzi

C. MINUTES TO APPROVE

1. [May 4, 2015](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. [Street Use Application – Community Fest – Parade of Lights; Friday, July 3, 2015; 9:00 PM – 10:15 PM \(Cities of Neenah & Menasha\)](#)

Moved by Ald. Taylor seconded by Ald. Langdon to recommend to Common Council Street Use Application for Community Fest Parade of Lights on Friday July 3, 2015, 9:00PM-10:15PM (Cities of Neenah & Menasha)

Motion carried on voice vote.

2. [Change Order – Don Hietpas & Sons, Inc.; 2015 Water Main Reconstruction Project M0002-940733; ADD: \\$45,220; Change Order No. 1](#)

Scott Maurer, Water Dept. Foreman, explained the change order is for additional work on Seventh Street to replace a section of water main that has experienced reoccurring water main breaks. The project is under budget even with the change order.

Moved by Ald. Nichols seconded by Ald. Keehan to recommend to Common Council change order of Don Hietpas & Sons, Inc., for 2015 Water Main reconstruction Project M0002-940733, ADD \$45,440. (Change Order No. 1).

Motion carried on roll call 8-0.

3. [WisDOT Tayco Storm Water Pond Memorandum of Agreement](#)

DPW Radtke explained the expansion of the existing Tayco Street storm water management pond in conjunction with the STH 441/Racine Road interchange. WisDOT will cover the cost of the expansion of the pond. The Memorandum of Agreement sets out the terms and conditions of the project. This is a joint venture with Town of Menasha.

Moved by Ald. Benner seconded by Ald. Rollins-Jump to recommend to Common Council to execute the Memorandum of Agreement for Storm Water Detention Pond Construction and Maintenance pending the City Attorney's final review of the document.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Nichols seconded by Ald. Keehan to adjourn at 9:10 p.m.

Motion carried on voice vote.

CITY OF MENASHA
BOARD OF REVIEW
Third Floor Council Chambers
140 Main Street, Menasha
May 28, 2015
MINUTES

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 10:00 a.m.

B. PLEDGE OF ALLIGENCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Commissioner Eckrich, Kordus, Nichols, Rudolph, Zielinski

ALSO PRESENT: CA Captain, Assessors Mark Brown & Luke Mack, ASD Steeno,
Court Reporter Janet Larsen, Clerk Galeazzi

D. ACTION ITEMS

1. Select Chairman

Clerk Galeazzi opened floor for nominations for Chairman.

Comm. Nichols nominated Comm. Eckrich for Chairman.

Hearing no other nominations it was moved by Comm. Zielinski seconded by Comm. Kordus to close nominations and cast unanimous ballot for Comm. Eckrich for Chairman.

Motion carried.

2. Select Vice-Chairman

Chairman Eckrich opened floor for nominations for Vice-Chairman.

Comm. Kordus nominated Comm. Nichols for Vice-Chairman.

Hearing no other nominations it was moved by Comm. Zielinski seconded by Comm. Kordus to close nominations and cast unanimous ballot for Comm. Nichols for Vice-Chairman.

Motion carried.

3. Clerk's Report – Posting of Board of Review Notification

Clerk Galeazzi reported Open Book and Board of Review notices were published in the Appleton Post Crescent in accordance with State Statute. Notices were also post in four different places within the City including City Hall.

Clerk Galeazzi also reported Commissions Zielinski and Kordus attended training and are certified for the next 2 years.

4. City Attorney – Review role of Board of Review

CA Captain explained the new laws effective in 2015. General discussion ensued on the new laws.

5. Examine Assessor's Roll

The Commissioners examined the Assessor's Roll. General questions and conversation between Commissioners and Assessors.

6. Hearing Objections, Review, Board Determinations

No cases scheduled or heard.

Clerk Galeazzi summarized the minutes of the May 28, 2015 Board of Review.

Moved by Comm. Kordus seconded by Comm. Zielinski to approve May 28, 2015 Board of Review minutes.

Motion carried.

E. ADJOURNMENT – Sine Die

Moved by Comm. Zielinski seconded by Comm. Kordus to adjourn Sine Die at 12:05 p.m.

Motion carried.

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

**CITY OF MENASHA
COMMITTEE ON AGING
Menasha Senior Center
116 Main Street, Menasha
May 14, 2015
Minutes**

- A. Meeting called to order at 8:05 am.
- B. Present: Joyce Klundt, Mary Lueke, Brenda Marks, Todd Drew, Nancy McKenney, Jean Wollerman, Vicki Schultz, John Ruck
Excused: Tom Stoffel
- C. MINUTES TO APPROVE
Brenda Marks moved to approve the April 9, 2015 minutes, seconded by Mary Lueke.
Motion passed.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
Senior Center: Reports - Jean Wollerman reviewed April participation in Senior Center programs. There are new participants in programs.
Public Health: Nancy McKenney prepares minutes and noted that minutes should reflect discussion and actions only on posted agenda items. The Committee agreed to have Debbie Galeazzi, City Clerk present procedures for conducting a meeting. Nancy McKenney responded to a question posed at the last meeting about why the health assessment room could not be used for tax preparation. She noted that the health assessment room is for services that require disinfection of surfaces and equipment and adherence to privacy laws. **Sixty Plus Grant** - Vicki Schultz noted that the UW Extension would like to work with her to provide nutrition presentations. She reviewed the calendar of events and noted there was good participation in skin cancer screening and foot care. All ages are welcome.
- E. NEW BUSINESS:
Election of Officers: The Committee agreed that elections would be held at the June 11, 2015 meeting.
- F. HELD OVER BUSINESS
Renovation Project Update: Todd Drew described the final punch list that was being generated. He noted there were items to be completed (blinds, sidewalks, landscape). There will be a final walk through by Todd Drew, Brian Haessly, and Adam Alix.
Fundraising Update: Jean Wollerman noted she would have a more complete report at the next meeting.
Donor Wall: Jean Wollerman is getting quotes and considering different materials for the donor wall. **Donor Night:** Jean Wollerman will set up the donor night when the donor wall is completed.
No Smoking Policy: Brenda Marks moved that signage be placed at the Senior Center entry and a smoking area be designated on the side of the building to read: "Smoking or use of lighted smoking equipment is prohibited in this building. – Please use the designated smoking area."
Seconded by Joyce Kundt.
Motion passed.
The Committee requested Nancy McKenney speak with Attorney Captain "no firearms" signage.
- G. ADJOURNMENT Brenda Marks moved to adjourn the meeting, seconded by Mary Lueke. Motion passed.
Meeting adjourned at 9:10 AM. The next meeting will be held on June 11, 2015 at 116 Main Street, Menasha.

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
June 10, 2015
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 4:34 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Mark Langdon and Commissioners Tom Grade, Paul Brunette, and Dean Wydeven.

LANDMARKS MEMBERS EXCUSED: Commissioner Alison Mayer.

OTHERS PRESENT: CDD Keil, AP Englebert, CDD Heim, Nick Jeven and Dave Elliott representing Menasha High School.

C. MINUTES TO APPROVE

1. **Minutes of the May 12, 2015, 2015 Landmarks Commission Meeting**

Motion by Comm. Brunette, seconded by Ald. Langdon to approve the May 12, 2015 Landmarks Commission meeting minutes. The motion carried.

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

No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. **Selection of Discover Historic Menasha Photo Contest**

The committee conducted a random selection from among the correct responses, with the winner being Jessica Anderson of Menasha. The contest prize will be awarded at the June 15, 2015 Common Council meeting by Chairman Grade.

2. **Façade Improvements – 234 Main Street – Club Liquor**

Commissioners discussed the work being done on façade at 234 Main Street. There has not been an application or sketches received at the office. Comm. Brunette questioned if the application that was approved in 2014 for work done would cover this section of the store front. CDD Keil explained that since the new work was not in the scope of what was previously approved a new application and sketches should be brought before the Commission for review and approval. Commissioners Brunette and Grade will work with the owner and contractor to have the application and sketches available for review. To not hold up the work, it was decided that the Commission would meet on Monday, June 15, 2015 at 5:45 p.m. to review the application.

3. **Restoration Recognition Plaque – 180-182 Main Street**

Comm. Grade handed out a mock-up of the plaque that Nick Jevne had created. Comm. Grade explained that a logo for J.C.Koelsch's Hardware was not found, however the catch phrase of "At Koelsch's" was used and he was still searching for the specific date the renovation was made. CDD Keil stated he would send the plaque mock-up to the current owner to review.

Motion by Comm. Brunette, seconded by Ald. Langdon to approve the plaque with the correct date as presented. The motion carried.

G. DISCUSSION ITEMS

1. **High School Cupola**

Dave Elliott with Menasha High School explained that work on restoring the cupola started about a week to a week and a half ago. He gave Commissioners a description of what work has been done

to restore the cupola and what work will be completed. Commissioners commented on how nice the work that has been completed looks. Mr. Elliott stated that if the commission would like a tour of the high school remodel project to contact him to set one up.

2. **Receipt of Historical Building Marker from Hotel Site and Lion Head from Tayco Street Bridge**
Ald. Langdon shared with the Commission the conversation he and Ald. Taylor had regarding these items. Ald. Langdon stated that Ald. Taylor requested that one of the Landmarks Commission contact him regarding these items.
3. **Landmarks Commission Website**
CDD Heim stated that the department is looking for input from the commission on the redesign to the Landmarks Commission web page. AP Englebert explained the city has contracted with a vendor for the redesign. Once the design for the new webpage is determined, input from Commissioners on the content of the page would be requested. Comm. Weydeven stated he has interest in this and would be the point of contact for the Commissioners.
4. **Status of Window Display Boards – 212 Main Street**
Comm. Grade indicated that the display has been completed. Discussion ensued regarding future rehab projects and possible future developments and the willingness to work with owners and developers, and be proactive in discussions.
5. **Columns Location Submissions – Comm. Grade**
Comm. Grade shared that the library display of the 26 entries for the columns submissions was up for one month and 2-3 pages of community input was given. Additional discussion included:
 - The consistent comment left by the public at the library seemed to be to keep the columns together
 - Additional community input is needed
 - Working with existing city projects to incorporate the columns in those designs
 - Attend a Park Board meeting to discuss any projects they may have to incorporate the columns.

The columns committee will be meeting later this month to discuss the submissions.

6. **Pedestrian Walkway – Comm. Brunette**
Comm. Brunette expressed that the Landmarks Commission should have input on the pedestrian walkway project. CDD Keil stated that he would suggest hiring a landscape architect to give a concept design. CDD Keil thought a Request for Proposals (RFP), which would include design guidelines, lighting guidelines, materials, etc. should be written for this project. CDD Keil stated he would initiate the RFP and work with various city departments for their input. The improvements to this area need to be completed by June, 1, 2016.
7. **Landmarks Commission Involvement – Wall Restoration – 165 Main Street – Comm. Brunette**
Comm. Brunette had been approached by the owner of 165 Main Street regarding the wall restoration due to its location within the historic district. CDD Keil explained that there have been negotiations between the developers and the property owner regarding the restoration and that they are nearing an agreement.
8. **Placement of Tayco Street Bridge Plaque**
The plaque is to be placed next to the door, above the fire extinguisher or to move the extinguisher if better placement would be achieved.
9. **Placement of Bench Recognition Plaque**
CDD Keil will discuss this item with CA Captain for the next meeting.
10. **Roundtable**
Comm. Brunette asked if there was new information regarding publishing an article in Columns Magazine. CDD Keil stated he has reached out to the editor but did not receive a response. He will follow up and put the item on the July agenda.

Comm. Grade stated that there is a plaque on a boulder at the end of the Nicolet Blvd. that is slowing falling to the ground. CDD Keil stated he would inquire with Vince Maas if that was taken care of by the City or by Neenah.

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

Nick Jevne, 1334 Mayer Street, Menasha , asked if there are any grants available for assistance with the pillars and if the pedestrian walkway will be redesigned or just updated.

I. ADJOURNMENT

Motion by Ald. Langdon, seconded by Comm. Brunette to adjourn at 6:10 PM. The motion carried.

Respectfully submitted by CDC Heim.

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
May 21, 2015

Call to order at 4:00pm by Murray.

Present: Crawmer, Eisen, Murray, and Kaminski (teen rep). Wicihowski joined the meeting at 4:07.

Absent: Englebert, Golz, Rollins-Jump, and VanderHeyden

Also Present: Director Lenz, Beson (Head of Children's Services), Bongers (Head of Adult Services and Dreyer (Administrative Assistant)

Citing State Statue 43.54(1)(e) Crawmer moved to continue the meeting with a lack of majority quorum, seconded by Eisen. Motion carried unanimously.

Public Comment/Communication

- On behalf of the AP students, Kaminiski thanked the library for setting up the meeting rooms so that the high school students could take their AP tests.
- The library staff thanked the Board of Trustees, especially Mary Crawmer, for her staff appreciation efforts during National Library Week.

Consent Business

Motion made by Eisen to approve the Library Board meeting minutes from April 16, 2015, seconded by Crawmer. Motion carried unanimously.

Authorization of Bills

Motion made by Eisen to authorize payment of the May 2015 bills from the 2015 budget, seconded by Crawmer. Eisen asked about the bills for the contract services – entertainment. In June and July, Geoff Akins, Bruce Hetzler, Randy Peterson and Stuart Stotts will be presenting programs during the summer reading program. These events are very popular and fill the Company E Room. Motion carried unanimously.

Director's Report/Information Items

1. April Statistics. The digital formats usage is increasing. We opted out of participating in Flipster, the online magazine service offered through Winnefox. The cost was high and provided fewer magazines than Zinio, which the Winnefox libraries dropped last year.
2. 2015 Budget Status. The current budget shows that 32.9% of the year is past and 38.7% has been spent due to some annual expenses being paid. Eisen suggested that the endowment be used instead of contract services – entertainment (20-05) and supplies – promotional (30-16) so that it would free up over \$6,000 for library materials. Library materials are also spent with endowment monies. This will be considered during budget time.
3. Endowment Reports. The endowment report was reviewed.
4. Staff Reports.
 - The concrete planter project that was approved by the trustees last month has also been approved by the Menasha Common Council.
 - The library's Friends will hold a paperback blowout sale on June 18 and 19.
 - Patrons may now get their notices on their cell phones by text. They may also renew their materials by sending a text message.
 - Trustees are invited to march along with staff and patrons in the library's entry in the Memorial Day Parade.
 - The Summer Reading Programs will run from June 1 through August 15.
 - The library will be a Summer Food Service Program site on Wednesdays beginning June 17 at 12:30pm in the Activity Room. This is a program of the United State Department of Agriculture; Chartwells will be administering the program.
 - We are working on mid-year reviews and should have them completed before summer starts.

- Director Lenz described a few serious incidents that staff have dealt with in the library recently. Menasha Police officers stepped in to handle the situations very well.
- Director Lenz attended this month's Wisconsin Association of Public Libraries (WAPL) Conference in Wisconsin Rapids. One of the programs she attended focused on getting patrons to pay their library fines. As an example, she passed around a scratch-off card that we intend to use for reading program prizes that gives a break on fines and encourages fine payments.
- Lenz distributed the Fundraising Committee's Legacy Brochures to funeral homes, attorneys' offices, and financial planners.

Discussion/Action Items

5. Fundraising Committee Report.
Crawmer and Wicihowski attended a workshop at the Berlin Public Library called Library Fundraising: The Lancaster Success Story. Most of the information was geared toward fundraising for a major endeavor such as building a new library. The speaker recommended building a list of donors.
6. Library roof project. The city received two bids to re-roof the older part of the library and city hall. Public Works Director Mark Radtke recommends contracting with Borsche Roofing Professionals, Inc. in Hortonville in the amount of \$70,269. The cooling tower has been raised to allow for a seamless covering of the roof. Public Works Deputy Adam Alix is looking into light pipes and daylight sensors to improve efficiency. The Common Council has approved the city hall and library roofing project. Motion made by Crawmer to approve proceeding with re-roofing the older part of the library with capital funds from the 2015 budget, seconded by Wicihowski. Motion carried unanimously.
7. County funding requests. Motion made by Eisen to request \$392,967 from Winnebago County and \$66,482 from Calumet County for serving residents of those counties living in municipalities without libraries, seconded by Wicihowski. Motion carried unanimously.
8. Trustee Essentials Chapter 26. Postponed until June meeting.

Adjournment

Motion to adjourn the meeting at 4:35pm was made by Wicihowski and seconded by Crawmer. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary



President Jason Dionne called the meeting to order on March 19th at 4:32 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Terri Reuss, Chief Styka, Jason Dionne, Tony Gutierrez

Excused: Marshall Spencer, Ron Duuck

Minutes to Approve: Terri Reuss moved to approve December 18th, 2014 meeting minutes. Tony Gutierrez seconded the motion. The Commission unanimously approved the minutes.

Communication to Receive: Letters of Appreciation:

- Ms. Dercks – Appreciation to Officer Verkuilen with assistance on a vehicle lockout
- Boy's and Girl's Brigade – Appreciation of Officer Jorgenson for assistance with the Christmas Giving Program
- Fox Valley Technical College – Chief Styka, Outstanding Advisory Committee Member Award for 2015

Discussion: The Commission was invited to participate in the decision to upgrade Officer Miller from probationary status to full employment status with the Menasha Police Department. The Commission was provided a summary of the positive results of Officer Miller's Field Training experience. Terri Reuss moved to approve full employment status to Officer Miller with the Menasha Police Department. Jason Dionne seconded the motion. The Commission unanimously approved Officer Miller's new employment status.

New Business: None

Chief Styka Report

Police Commission Meeting 3/19/2015

Training:

- Peer Support Training: Groeschel, Gruss, Mauthe, Gollner, Hanchek (16 hrs)
- Unexplained Child Death Investigation: Mauthe & Gruss (16 hrs)
- ALERRT Civilian Response to Active Shooter Events: Zemlock (8 hrs)
- Firearms Safety Course: Polzien (4 hrs)
- Advanced CIT: Groeschel, Jorgenson & Zemlock (8 hrs)
- Developing Emotional Intelligence: Olson (8 hrs)
- Wisconsin Police Leadership Foundation Conference: Styka, Halderson & Kavar (16 hrs)
- Child Homicide Investigations: Mauthe & Gruss (16 hrs)
- Intox Recertification: All Sworn Personnel (2 hrs)
- Personal & Professional Breakthroughs for LE Officers: Oleszak (8 hrs)
- Winnebago Co Legal Update: Gruss, Mauthe & Bouchard (2 hrs)
- Tactical Rifle Instructor: Lenss (24 hrs)
- 2015 WAI Conference: Mauthe & Verkuilen (24 hrs)
- Non-Drug Evidence: More valuable than the Drugs: Miller & Heidemann (8 hrs)

Department Updates:

- Hiring Process Discussion
- Peer support team – Project is now up and running
- Fox Cities Magazine Article: Chris Groeschel featured as one of the area officers
- 2015 contract was settled. Awaiting signatures.
- On-line reporting system: We have run into an issue with the interface into the records management system. We may go live without the interface.
- Recently completed one on one interviews with department staff. Working on the implementation of feedback received.
- Working on a building update schedule based upon feedback from staff this is one of the biggest areas of opportunity.
- Assessing two programs for employee performance documentation
- Elementary PSLO program idea

Letters of Appreciation:

- Ms. Dercks – Appreciation to Officer Verkuilen with assistance on a vehicle lockout
- Boy's and Girl's Brigade – Appreciation of Officer Jorgenson for assistance with the Christmas Giving Program

Closed Session: Tony Gutierrez moved to begin closed session of the meeting at 4:58 pm. Terri Reuss seconded the motion. The Commission unanimously approved to enter a closed session.

Wisconsin statutes sec 19.85 (1)(c)

*Considering the employment, promotion, compensation or evaluating the performance of any Employee under the commission's jurisdiction.

*Open patrol position (consideration of candidates).

Adjourn: Terri Reuss moved to adjourn. Tony Gutierrez seconded the motion at 7:12 pm. The motion was unanimously supported.

The next bi-monthly meeting will be held Thursday May 14th 2015 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

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

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

Respectfully submitted,
Theresa Reuss
Commissioner, Secretary

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
June 1, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Keehan at 9:11 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA Captain, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Personnel Committee, 4/21/15](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [City Attorney Position \(Ald. Taylor\)](#)

ASD Steeno provide a copy of the job description, current salary range, and salary comparables from other municipalities of similar size and location for the City Attorney position.

General discussion ensued regarding the position of City Attorney/Human Resource Director no longer being a joint position, the nature of the City Attorney duties compared to the HR duties, and options for the salary going forward.

Moved by Ald. Benner seconded by Ald. Krautkramer to recommend to Common Council to amend the job title of City Attorney/Human Resource Director to City Attorney and maintain current salary.

Motion carried on roll call 8-1. Ald. Taylor voted no.

E. ADJOURNMENT

Moved by Ald. Nichols seconded by Ald. Rollins-Jump to adjourn at 9:20 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Redevelopment Authority
Council Chambers, 3rd Floor City Hall – 140 Main Street
June 2, 2015
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 5:31 PM by Vice-Chairman Linda Kennedy.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Ald. Becky Nichols, Linda Kennedy, Kip Golden, Tim Caudill, Bob Stevens and Gail Popp.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kim Vanderhyden

OTHERS PRESENT: CDD Keil.

C. MINTUES TO APPROVE

1. Minutes of the 2015 Redevelopment Authority Meeting

Motion by Kip Golden, seconded by Ald. Nichols to approve the May 5, 2015 Redevelopment Authority meeting minutes with the correction under Action Items 1.a. to remove Kip Golden and replace with Linda Kennedy nominated Kim Vanderhyden. The motion carried 6-0.

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

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

No one spoke.

E. DISCUSSION ITEMS

1. None.

G. ACTION ITEMS

1. Establish Lot Pricing for Lots within Certified Survey Map 3510 and 3511

Commissioners discussed the overall pricing plan for the CSM's in the context of the pricing plan for all of the lots in Lake Park Villas. There was consensus that the lot pricing should be reviewed comprehensively. There was also consensus that there was a need for updated mapping correctly describing the lots within the original plat, replat and CSM,s, along with a map showing lot dimensions. CDD Keil proposed a pricing plan for the lots within the two CSM's as follows:

CSM 3511

- Lot 1 \$44,900
- Lot 2, \$39,900
- Lot 3 \$39,900
- Lot 4 \$39,900

CSM 3510

- Lot 1 \$39,900
- Lot 2 \$39,900
- Lot 3 \$39,900
- Lot 4 \$35,900

Motion by Tim Caudill, seconded by Bob Stevens to establish the lot pricing for the lots in the CSM's as presented above. The motion carried 6-0.

The aforementioned mapping and the lot pricing is to be placed on the next RDA agenda.

2. **Request from Cypress Homes, Inc. to Rescind Offer to Purchase on Lot 108 of Lake Park Villas Plat**

CDD Keil explained that the sale of Lot 108 to a private party had fallen through and that Cypress Homes is now wanting to build a spec home on Lot 109.

Motion by Gail Popp, seconded by Kip Golden to rescind the offer to purchase on Lot 108 subject to the receipt and acceptance of an offer to purchase on Lot 109. The motion carried 6-0.

3. **Offer to Purchase Lot 109 of Lake Park Villas Plat – Cypress Homes, Inc.**
See action item 2 above.

4. **Request from Cypress Homes, Inc. to Waive 1,700 Square Foot Home Size Minimum as Required by Section 2.03.3 of the Purchase and Development Agreement and Establish a 1,600 Square Foot Minimum for Lot 109 of the Lake Park Villas Plat**

CDD Keil reported that there was an accepted offer on the Cypress model home. A representative of Cypress had met with him and Chairman Vanderhyden to discuss development prospects for Lake Park Villas. It was suggested that homes at a \$250,000 price point would fit the market better than the \$270,000 price point the first model home was set at.

Board members discussed the implications of smaller/less expensive homes on the future development and marketability of lots in Lake Park Villas.

Motion by Kip Golden, seconded by Gail Popp to waive the 1,700 square foot requirement on Lot 109. The motion carried 6-0.

G. ADJOURNMENT

Motion by Kip Golden, seconded by Gail Popp to adjourn at 6:33 p.m. The motion carried 6-0.

Minutes respectfully submitted by CDD Keil.



Neenah-Menasha Fire Rescue

Office of Assistant Chief / Fire Marshal Vernon Green

June 4, 2015

Debbie Galeazzi
Menasha City Clerk
140 Main Street
Menasha, WI 54952

Ms. Galeazzi,

This correspondence is in response to the common council request for the top items identified during a liquor license inspection. A liquor license inspection conducted by NMFR is no different than any other routine fire inspection regarding violations. The precise benefit of the liquor license inspection for NMFR is that it allows us to obtain compliance on any potential outstanding violations that we may be having difficulty gaining compliance on.

The property/business owner understands that it is necessary for them to abate outstanding violations in order for NMFR to sign off on the license. This is not to say that a single minor violation would prevent the approval of the license, each individual property and violation is considered independently. The majority of businesses that hold a liquor license are classified as assembly or business occupancies.

The most common violations found in assembly and business occupancy inspections may include;

- Fire extinguishers missing or not properly serviced
- Exit/emergency lights inoperable
- Blocked/locked exits
- Improper use of extension cords and/or multiplug adapters
- Improper and/or inadequate UL300 Kitchen System coverage
- UL300 Kitchen System not properly service and/or maintained
- Kitchen exhaust hood and duct not properly cleaned
- High pressure CO2 cylinders not secured
- Improper egress hardware
- Fire detection/alarm system not properly serviced and/or maintained
- Fire sprinkler system not properly serviced and/or maintained
- Mechanical/electrical/boiler rooms not free from storage and combustibles
- Electrical panel access obstruction
- Poor general housekeeping of combustible materials
- Wall and ceiling finishes not code compliant
- Flammable/combustible liquid storage

Very respectfully,

Vernon A. Green
Assistant Fire Chief / Fire Marshal
Neenah Menasha Fire Rescue

MENASHA HEALTH DEPARTMENT - RESTAURANT / RETAIL FOOD SERVICE INSPECTION REPORT

Business Name		Business Address		County Winnebago	ID #
Legal Licensee		Mailing Address (Licensee)		Telephone # (920)	
Date of inspection	Date of last inspection	Release Date	Type of Establishment <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail		Is operator Certified <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> pending
Inspection Type <input type="checkbox"/> pre-inspection <input type="checkbox"/> routine inspection <input checked="" type="checkbox"/> Re-inspection <input type="checkbox"/> Complaint <input type="checkbox"/> Downtime <input type="checkbox"/> Non inspection visit no action <input type="checkbox"/> Other			Action Taken <input checked="" type="checkbox"/> Operational <input type="checkbox"/> Conditional Permit 30 days <input type="checkbox"/> Withhold Permit <input type="checkbox"/> License suspended <input type="checkbox"/> License revoked <input type="checkbox"/> Other		
Person in Charge			CFM # and expiration CFM # expiration date		

FOODBORNE ILLNESS RISK FACTORS					
Circle designated compliance status for each item IN-in compliance OUT – out of compliance N/O – not observed N/A – not applicable			Mark an X in appropriate box for COS and/or R COS – corrected on site during inspection R- repeat violation		
COMPLIANCE STATUS		COS	R	COMPLIANCE STATUS	
DEMONSTRATION OF KNOWLEDGE					
1A	Certified food manager, duties	<input type="checkbox"/>	<input type="checkbox"/>	16	Proper cooking time and temperature
1B	Person in charge, ID knowledgeable, duties and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	17	Proper re-heating procedures for hot holding
EMPLOYEE HEALTH					
2	Management awareness, policy present	<input type="checkbox"/>	<input type="checkbox"/>	18	Proper cooling time and temperature
3	Proper use of reporting, restriction and exclusion	<input type="checkbox"/>	<input type="checkbox"/>	19	Proper hot holding temperatures
GOOD HYGENIC PRACTICES					
4	Proper eating, tasting, drinking	<input type="checkbox"/>	<input type="checkbox"/>	20	Proper cold holding temperatures
5	No discharge from eyes, nose and mouth	<input type="checkbox"/>	<input type="checkbox"/>	21	Proper date marking and disposition
PREVENTING CONTAMINATION FROM HANDS					
6	Hands cleaned and properly washed	<input type="checkbox"/>	<input type="checkbox"/>	22	Time as a public health control; procedures and record
7	No bare hand contact or using approved plan	<input type="checkbox"/>	<input type="checkbox"/>	CONSUMER ADVISORY	
8	Adequate hand washing facilities supplied and accessible	<input type="checkbox"/>	<input type="checkbox"/>	23	Consumer advisory supplied
APPROVED SOURCE					
9	Food obtained from approved source	<input type="checkbox"/>	<input type="checkbox"/>	HIGHLY SUSEPTABLE POPULATIONS	
10	Food received at proper temperature	<input type="checkbox"/>	<input type="checkbox"/>	24	Pasteurized foods used; prohibited foods not offered
11	Food in good condition, safe, unadulterated	<input type="checkbox"/>	<input type="checkbox"/>	CHEMICAL	
12	Records available, shell stock tags, parasite destruction	<input type="checkbox"/>	<input type="checkbox"/>	25	Food additives approved and properly use
PROTECTION FROM CONTAMINATION					
13	Food separated and protected	<input type="checkbox"/>	<input type="checkbox"/>	26	Toxic substances properly identified, stored, used
14	Food contact surfaces cleaned and sanitized	<input type="checkbox"/>	<input type="checkbox"/>	CONFORMANCE WITH APPROVED PROCEDURES	
15	Proper disposition of returned, previously served, reconditioned & unsafe food	<input type="checkbox"/>	<input type="checkbox"/>	27	Compliance with variance, specialized process, HACCP plan
Risk Factors: are important practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public Health interventions are control measures to prevent foodborne illness or injury.					

Menu Review – note changes in menu, processes or risk factors.

Menu Review Conducted ☐ yes ☐ no – New products

New or changed processes

GOOD RETAIL PRACTICES

Good retail practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into food. Mark an X in box if item is not in compliance. Mark an X in appropriate box for COS/R. COS – corrected on site during inspection R- repeat violation

SAFE FOOD AND WATER				COS R		PROPER USE OF UTENSILS				COS	
28		Pasteurized eggs used where required	<input type="checkbox"/>	<input type="checkbox"/>		41		In use utensils properly stored	<input type="checkbox"/>		
29		Water and ice from approved source	<input type="checkbox"/>	<input type="checkbox"/>		42		Utensils equipment and linen properly stored and used	<input type="checkbox"/>		
30		Variance obtained for specialized processing methods	<input type="checkbox"/>	<input type="checkbox"/>		43		Single-use and Single service articles properly stored and used	<input type="checkbox"/>		
FOOD TEMPERATURE CONTROL						UTENSILS AND EQUIPMENT					
31		Proper cooling methods used; adequate equip. for temperature control.	<input type="checkbox"/>	<input type="checkbox"/>		44		Gloves properly used	<input type="checkbox"/>		
32		Plant food properly cooked for hot holding	<input type="checkbox"/>	<input type="checkbox"/>		45		Food and nonfood contact surfaces; cleanable, properly designed, constructed and used	<input type="checkbox"/>		
33		Approved thawing methods used.	<input type="checkbox"/>	<input type="checkbox"/>		46		Warewash facilities; installed, maintained, and used	<input type="checkbox"/>		
34		Thermometers provided and accurate	<input type="checkbox"/>	<input type="checkbox"/>		47		Non-food contact surfaces clean	<input type="checkbox"/>		
FOOD PROTECTION						PHYSICAL FACILITIES					
35		Food properly labeled original container	<input type="checkbox"/>	<input type="checkbox"/>		48		Hot and cold water available, under pressure	<input type="checkbox"/>		
36		Pests and animals not present, no unauthorized persons	<input type="checkbox"/>	<input type="checkbox"/>		49		Plumbing installed; proper backflow devices	<input type="checkbox"/>		
37		Contamination prevented during food preparation storage and display	<input type="checkbox"/>	<input type="checkbox"/>		50		Sewage and wastewater properly disposed	<input type="checkbox"/>		
38		Personal cleanliness, jewelry	<input type="checkbox"/>	<input type="checkbox"/>		51		Toilet facilities, properly constructed, supplied and clean	<input type="checkbox"/>		
39		Wiping cloths; properly used and stored	<input type="checkbox"/>	<input type="checkbox"/>		52		Garbage and refuse, properly disposed facilities and maintained	<input type="checkbox"/>		
40		Plant food cooking for hot hold Washing all fruits and vegetables	<input type="checkbox"/>	<input type="checkbox"/>		53		Physical facilities installed maintained and clean	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		54		Adequate ventilation and lighting, designed and used.	<input type="checkbox"/>		

TEMPERATURES

Item / Location	Temp	Item / Location	Temp	Item / Location	Temp

WAREWASHING INFORMATION

Machine Name	Sanitization Method	Thermo Label/	PPM/ temp	Approved Sanitizer Name	Sanitizer Type

VIOLATION COMMENTS:

CDC RISK FACTOR CODE	VIOLATION NUMBER	COMMENTS

LIQUOR LICENSE RENEWAL

APPLICANT MUST CONTACT THE BUILDING INSPECTION
DEPARTMENT TO SCHEDULE AN INSPECTION/APPOINTMENT AT
LEAST 2 WEEKS IN ADVANCE

(920)967-3655

Office Hours Monday-Friday 8:00 AM – 10:00 AM & 12:00 PM – 1:00 PM

PROPERTY ADDRESS: _____
BUSINESS _____ PHONE _____
OWNER _____ DATE _____

BUILDING INSPECTION CHECK LIST

Concealed extension cords _____
Working toilets _____
Working bathroom lavs _____
Working sinks in other locations _____
Exhaust vents functioning _____
Any leaking pipes _____
Foundation/building pest holes closed _____
Broken windows _____
If exit signs are internally lit, are they working _____
If handrails are installed for stairs, are they in need of repair _____
Clear path to mechanicals _____
Clear path to all exits _____
Cover plates on all electrical switches _____
Cover plates on all electrical receptacles _____
Are Luminaries working in all rooms _____

Inspection Done by: _____ Date: _____ Time: _____ hr



**2015 Street Improvement Project
Contract Unit No. 2015-01**

June 2, 2015

Dear Resident:

The City of Menasha has awarded Contract Unit No. 2015-01 which includes work items within the following listed areas of the City of Menasha:

Street Construction

A. Barker Farms VI, Southfield West Subdivision, Natures Way, Bergamont Court and Mistflower Circle

Project Work Items

- A. Pulverizing/Grading
- B. Under Pavement Drain at Inlet Locations
- C. Concrete Curb & Gutter Installation
- D. 4" Thick Asphalt Pavement Installation
- E. Utility Adjustments
- F. Complete Project Area Restoration

The General Contractor for this Project is:

Northeast Asphalt, Inc.
W6380 Design Drive
Greenville, WI 54942

The contact person for Northeast Asphalt, Inc. is Jon Wurzer (920-757-2900). Please refer to the forthcoming Northeast Asphalt notification of construction for additional information.

The tentative work schedule for the Street Improvement Project is:

START:	June 4, 2015	(Tentative work hours: 7:00am to 7:30pm)
COMPLETE:	August 1, 2015	

Traffic on the street will be restricted during actual work hours. Please observe the various construction postings for the work areas associated with this Project. Local traffic will be allowed during non-working hours; however, care shall be exercised to avoid damage to the new construction, contractor's equipment, construction stakes, manholes, etc.

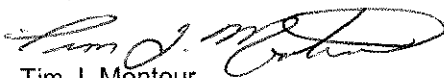
In addition, observance of the following guidelines will help to expedite the work and ease the inconvenience which may be caused by this construction process. Your patience, cooperation, and understanding will be appreciated and necessary to bring about a successful and timely project completion.

1. During construction, please park your car beyond any and all barricades or on adjoining streets to avoid blocking traffic. You may park on your street overnight, but you must have your vehicle(s) out of the construction area before construction crews occupy the street, which may be as early as 7:00 am. We ask that you please place a note in the front window dashboard area of your vehicle with your address readable from the outside front window. This way if we need to have your vehicle moved we can contact you at home.
2. You may also utilize side streets for overnight parking. Parking shall alternate on the odd and even addresses that coincide with the date. For example: on July 18, parking would be on the "even" numbered side of the streets. If, for some reason, you cannot park according to these provisions, you must contact the Menasha Police Department at (920) 967-3500.
3. For your safety, as well as the safety of others, **DO NOT MOVE BARRICADES**. When the Project is complete, the contractor will remove all barricades.

4. Do not walk on any freshly poured concrete until 24 hours after it has been poured. Concrete edges, particularly, may break readily, unless the concrete has had time to cure. **You cannot drive on new concrete until it has cured for a period of 7-10 days.**
5. Do not drive or park on freshly placed asphalt pavement until it has been properly compacted and cured. Generally, if you can avoid vehicular traffic on the freshly placed asphalt pavement overnight it will make for a more attractive and smoother riding finished product. If you do drive on fresh asphalt that is still warm, please avoid "jack-rabbit" start and stop movements or making sharp turns. This can damage the asphalt.
6. All areas disturbed during construction will be restored by the contractor, but will require property owner assistance to ensure satisfactory results. The contractor is responsible for restoring all disturbed turf areas with topsoil, fertilizer, seed, and mulch. **The property owner is responsible for watering these areas to promote complete satisfactory results.**
7. If there is any leftover construction debris, the contractor will remove it. Please do not throw it into the roadway.
8. Refuse will be picked up on regularly scheduled days. Because of the potential for service vs. construction conflicts, please attempt to limit the amount of refuse placed at the curb. Every effort will be made to collect refuse with the automated refuse truck, meaning you should place refuse in your cart and place the cart as close to the street as possible. If the automated refuse truck is not able to travel the street under construction, you will be advised to bag all refuse and place it nearest to the roadway edge for manual pick-up. **Also, please remember to place refuse at the curb/roadway edge prior to 7:00 A.M. on your regularly scheduled collection day.**
9. The Neenah/Menasha Post Office has informed us they will not deliver mail within the Project area; but will deliver mail to a temporary location outside the Project limits. The temporary location for Southfield West and all streets in that area of Nature's Way is on the northeast corner of Province Terrace and Manitowoc Road. The temporary location for Barker Farms VI is the northeast corner of Fieldview Drive and Pinewood Court. The temporary mailboxes will be installed and maintained by the Contractor in the location and the sequence set forth by the Postmaster. **Mail delivery to the temporary mail box location is set to begin on Friday, June 5, 2015.** If you are within the proposed Project limits, please arrange to have the mailbox in front of your house removed from the street right of way area after the temporary mailboxes are in place and delivery has begun. We ask that your mailbox be removed prior to any work activities beginning on your street to facilitate the curb and gutter construction and terrace restoration. When the project is to a point where mail delivery vehicles can enter the Project area, curb side delivery in front of your house will resume. It is the homeowner's responsibility to install their mailbox in the proper location. You will be notified when this will take place. Please place your permanent mailbox according to the attached mailbox detail sheet. The homeowner can request to have a "Construction Hold" put on their mail and pick it up at the Neenah Post Office. The "Construction Hold" form would need to be filled out at the Neenah Post Office. Any questions regarding the arrangements made for mail delivery should be directed to the Neenah/Menasha Post Office at 920-725-0577.
10. Please keep children away from the construction work areas and all the construction work activities in order to avoid possible injuries.
11. If you have an underground sprinkling system and/or an invisible pet containment fence on your property, please mark the private facilities in your lawn and make the City aware of these existing facilities. Because these facilities are privately owned, they will not be located as part of the Diggers Hotline locating procedure and are the responsibility of the respective homeowner. Any damage that may occur to the private facilities that are not properly marked will be the responsibility of the homeowner to repair.
12. If your driveway apron was originally constructed to City specifications (6" thick concrete or 3" thick asphalt), the disturbed portion will be replaced as part of the Project at no additional cost to the homeowner. If the existing apron does not meet City specifications, the homeowner will need to hire a contractor and will be responsible for all of the costs associated with the construction of their apron. Please contact the City of Menasha Department of Public Works and Engineering at 920-967-3610 with your intentions to finish off your driveway apron, or any other questions you may have as it pertains to the Project. Please be aware that per Ordinance O-6-11 your driveway apron shall be paved within nine (9) months of installation of the permanent street.

If you would like to receive future Project related notifications via email please send an email with your name, home address and email address to tmontour@ci.menasha.wi.us.

Respectfully,



Tim J. Montour
Engineering Supervisor

Attachment

C: Police Department
Public Works Facility
N-M Fire Rescue

S:\PUBLICWORKS\PUBLICWORKS\Contracts\Contracts 2015\2015-01 New Street Construction & Reconstruction\Notice to Residents Unit 2015-01(6_1_2015).docx

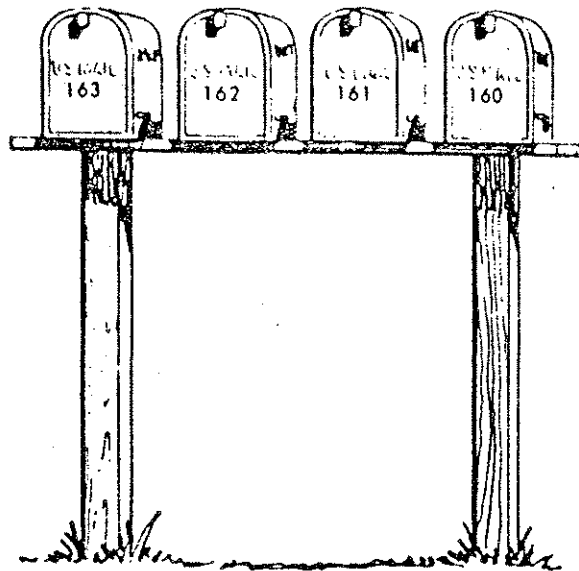
Suggested Way to Group Boxes (Single or Double Tier)

Whenever possible boxes must be located so that carrier's vehicle is off pavement when serving them.

Box number must be painted on box in numerals not less than one inch high.

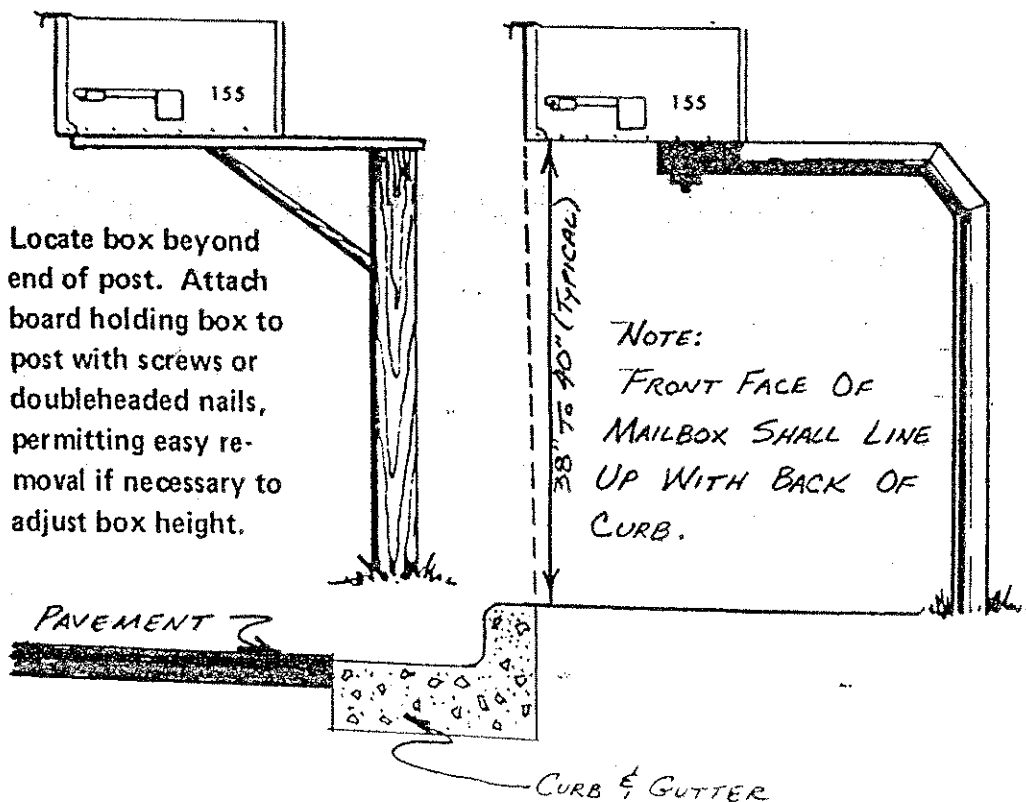
Post must be neat and of adequate strength and size.

Approach to box should be a hard level surface (gravel, cinders, stone).



Suggested installation of a single box.

Suggested installation where snow removal is a problem.





City of Menasha • Department of Public Works

June 5, 2015

«Owner»
«Owner_Address»
«City», «State» «Zip»

«Parcel_Full_Address»

**City of Menasha Sewer System Evaluation Survey (SSES), Phase No. 3, Segments 4b & 5a
Foundation Drain and Sump Pump Inspections**

To Whom It May Concern:

In March and April of 2015 you received a letter requesting that you contact our office and set up a Foundation Drain/Sump Pump Inspection. To date we have had no response from you.

Your property needs to be checked for correct storm and drain water disposal. The purpose of this inspection program is to identify any buildings that may have sump pumps, foundation drains or other types of drainage systems improperly connected to the sanitary sewer system. Such connections are improper under both the State codes and City Sewer Use Ordinance. It is imperative that your property be inspected as part of the overall inspection program.

All properties with improvements need to be inspected; including those with or without sump pumps and basements

It is extremely important to the City of Menasha to inspect all buildings to identify clear water sources. The City Council passed Ordinance 0-7-04 on June 7, 2004 (see attached) which allows the City to inspect your property. **If you do not contact our office and set up an appointment, the City will bill you the appropriate sewer surcharge as explained in the attached ordinance (\$50.00 per month for residential properties) beginning July 1, 2015, and continuing until such time you contact us for an appointment.**

Please contact this office immediately at 920-967-3610 to schedule an inspection. Inspections may be scheduled for Monday through Friday, with the first appointment starting at 7:20 AM and the last appointment at 5:00 PM. We will try to accommodate inspections outside of these time slots if necessary. Inspections will take approximately fifteen minutes. We ask that an adult representative familiar with the property be available for the inspection. Please identify and have access to all floor drains in the lowest level of the property prior to the inspection.

This will be your last opportunity to have your property inspected before being billed the appropriate sewer surcharge beginning July 1, 2015. Please contact me 920-967-3610 if you have any questions.

Sincerely,

Tim J. Montour
Engineering Supervisor

Enclosure

C: Mayor Merkes
Common Council (Communication)

ORDINANCE O - 7 - 04

AN ORDINANCE RELATING TO THE SEWER USER SURCHARGES

Introduced by Alderman Michalkiewicz

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

SECTION 1: Sec. 9 – 3 – 11 (i) is created to read as follows:

- (i) The City may impose a surcharge to the sewer bill to any sewer service user who violates any provision of this ordinance relating to:
 - a. Allowing authorized City representatives to enter on private property for the purpose of inspections to insure compliance with the terms of sec. 9 – 3.
 - b. Failing to remove, replace, or repair any improper connections to the sanitary sewer system.
 - c. Compliance with the scheduling of any testing procedure designed to implement the intent of sec. 9 – 3.

SECTION 2: Sec. 9 – 3 – 11 (j) is created to read as follows:

- (j) The surcharge imposed pursuant to sec. 9 – 3 – 11 (i) shall be:
 - a. For residential properties of two or less dwelling units - \$50/month.
 - b. For commercial properties less than 2000 square feet - \$300/month.
 - c. For residential properties three or four dwelling - \$300/month
 - d. For residential properties greater than four dwelling units - \$1000/month.
 - e. For commercial properties 2000 square feet or greater - \$1000/month.
 - f. For industrial sewer use properties – as determined by the Board of Public Works upon the recommendation of the Director of Public Works.
 - g. The Director of Public Works is empowered to determine the sewer user category.

SECTION 3: Sec. 9 – 3 – 11 (k) is created to read as follows:

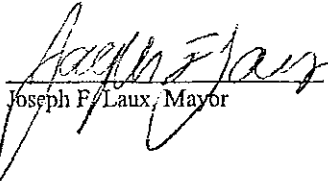
- (k)
 - a. The Director of Public Works shall notify the Finance Department to levy the surcharge when necessary.
 - b. The Director of Public Works or his/her designee shall notify the property owner and resident that such surcharge will be levied. At least one such notice shall be by registered mail, return receipt requested. A signed receipt and/or notice that delivery has been refused shall constitute notice sufficient to impose the surcharge.
 - c. Prior to imposing a surcharge for failure to remove, replace, or repair any improper connection, the Director of Public Works shall give the owner and /or resident at least 60 days for such removal, replacement or repair. Additional time may be granted at the discretion of the Director of Public Works.

SECTION 4: Sec. 9 – 3 – 11 (l) is created to read as follows:

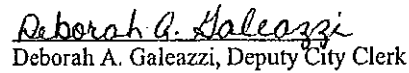
- (l) The provisions of sec. 9 – 3 – 11 (i) – (k) are in addition to any other enforcement provisions provided for in sec. 9 -3.

SECTION 5: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this 7th day of June 2004.


Joseph F. Laux, Mayor

ATTEST:


Deborah A. Galeazzi, Deputy City Clerk

ATTORNEY'S NOTE: This ordinance is one step in the process of correcting any infiltration/inflow problems with the City's sanitary sewer system. It allows the City to impose a surcharge to the sewer bill for those residents and property owners who fail to comply with the inspection program or refuse to correct improper connections. If enacted, it should speed up and simplify the process of correcting these problems.

Parcel Full Address	Owner	Owner Address	City	State	Zip
RE: 624 Third St	62472120 9 LLC	3022 Brooks Rd	Oshkosh	WI	54904
RE: 209 Appleton St	62472120 9 LLC	3022 Brooks Rd	Oshkosh	WI	54904
	Benjamin Gill	163 Marina Pl	Menasha	WI	54952
	Brian Bert	108 Appleton St	Menasha	WI	54952
RE: 109 Racine St	Brian Groves	PO Box 553	Neenah	WI	54957
RE: 105 Racine St	Brian Groves	PO Box 553	Neenah	WI	54957
	Brian Hameister	428 Second St	Menasha	WI	54952
	Brian Madrigal	536 Third St	Menasha	WI	54952
	Carol Walter	604 Second St	Menasha	WI	54952
	Carrie Burd	616 3rd St	Menasha	WI	54952
	Charles Meyers	522 Broad St	Menasha	WI	54952
	Charlie Cross	204 Main St	Menasha	WI	54952
RE: 442 Second St	Clair Hassell	1833 Pershing Rd	New London	WI	54961
	Curt Christensen	518 Third St	Menasha	WI	54952
	Curtis Revocable Living Trust	532 Third St	Menasha	WI	54952
RE: 508 Second St Unit	Daniel Zelinski	647 Paris St	Menasha	WI	54952
RE: 234 Main St	Doris A Szymanski Rev Lvg Trust	701 Keyes St	Menasha	WI	54952
RE: 240 Main St	Doris A Szymanski Rev Lvg Trust	701 Keyes St	Menasha	WI	54952
	Eddie Kielcheski	629 Third St	Menasha	WI	54952
	Eric Akstulewicz	524 Broad St	Menasha	WI	54952
	Jason Halverson	504 First St	Menasha	WI	54952
	Jason Peterson	508 Broad St	Menasha	WI	54952
RE: 640 Second St	Jean Verbrick	1785 Dublin Tr #97	Neenah	WI	54956
RE: 58 Racine St	Jeffry Rostas	9 Olde Paltzer Ln	Appleton	WI	54913
RE: 436 Broad St	John J Hohler Trust	362 Hollow Tree Ridge	Darien	CT	6820
	John Sokol	628 Third St	Menasha	WI	54952
	Kenneth Stern	547 First St	Menasha	WI	54952
	Marques John Holewinski	528 Third St	Menasha	WI	54952
RE: 409 First St	Marvin Adams	N3252 State Hwy 76	Hortonville	WI	54944
RE: 643 Third St	Michelle Dejno	1015 Eden Dr	Neenah	WI	54956
RE: 633 Third St	Miquel Barraza	PO Box 91	Menasha	WI	54952
	Nicholas Corrente	62 Racine St	Menasha	WI	54952
RE: 528 Broad St	Peter Kemps	104 River St	Kaukauna	WI	54130
	Ryan Beach	617 Third St	Menasha	WI	54952
	Timothy Waters	409 Second St	Menasha	WI	54952
RE: 501 Second St	U.S. Bank, National Association, A4161 Piedmont Pkwy	A4161 Piedmont Pkwy	Greensboro	North Caro	27416
RE: 212 Main St	Zaibon Property Group LLC	120 N Lake St	Neenah	WI	54956



MEMORANDUM

TO: City of Menasha Common Council

From: Nancy McKenney, RDH, MS, Public Health Director

Date: June 11, 2015

RE: Menasha Health Department Secures Public Health Emergency Preparedness Supplemental Ebola Funding

The purpose of this Memorandum is to communicate that the City of Menasha Health Department has secured \$10,840 in Centers for Disease Control and Prevention Public Health Emergency Preparedness Supplemental Ebola Funding. The funds are managed by the Wisconsin Division of Public Health, Public Health Preparedness Program.

The funding is for an 18 month period, April 1, 2015 – September 30, 2016 with retroactive funding back to July 9, 2014. Of the \$10,840, the City will recover \$7,790 in retroactive Ebola activities. The remaining funds (\$3,050) will be used for Ebola Preparedness activities moving forward in accordance with the Supplemental Ebola Funding Contract.

Retroactive funding covered equipment and City personnel time used for Ebola-related activities (Health Department, Information Technology, and Attorney). Activities included community preparedness, public health surveillance and epidemiological investigation, developing and Implementing policies, protocols and procedures, safety and health activities, and emergency public health communication.

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CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, June 1, 2015

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

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

D. PUBLIC HEARING

1. [Proposed amendment of the City of Menasha Year 2030 Comprehensive Plan to rezone a parcel on Racine Road.](#)

CDD Keil gave a brief explanation of the rezoning of a parcel on Racine Road which requires an amendment to the City's Comprehensive Plan.

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)

Sandra Dabill-Taylor, 545 Broad Street, Menasha. Comments on public hearing notices versus public meeting notices; nuisance issues with businesses in 500-600 blocks of Broad Street.

Robert Smith, 1234 Appleton Street, Menasha. Contest annexation by City of parcel he owns.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. CDD Keil – Introduction of new Associate Planner, Kevin Englebert.

CDD Keil introduced Kevin Englebert as the new Associate Planner. AP Englebert stated he is looking forward to working for the City and with the Council.

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

Minutes to receive:

- a. [Administration Committee, 05/18/15.](#)
- b. [Landmarks Commission, 05/12/15.](#)
- c. [NMFR Joint Finance & Personnel Committee, 05/26/15.](#)
- d. [Neenah-Menasha Sewerage Commission, 04/28/15.](#)
- e. [Plan Commission, 05/19/15.](#)
- f. [Redevelopment Authority, 05/05/15.](#)

Communications:

- g. [PC Styka, 5/26/15; Downtown Parking Control.](#)
- h. [PC Styka, 5/27/15; Now Open – Drug Drop.](#)
- i. [Fox Cities Chamber of Commerce & Industry and Fox Cities Regional Partnership, April 2015; Talent Upload Fox Cities Tour Event Report.](#)

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

Motion carried on voice vote.

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 05/18/15.

Administration Committee, 05/18/15 – Recommends the Approval of:

2. Accept bid of Post Crescent Media as the official City newspaper, May 2015-May 2016.

3. Agreement with Spielbauer Fireworks Co., Inc. for fireworks programs on July 4, 2015 and July 4, 2016.

NMFR Joint Finance & Personnel Committee, 05/26/15 – Recommends the Approval of:

4. Approve the purchase of six dive suits, gloves and hood liners from Dive Rescue International for a cost not to exceed \$11,013.48.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1-4.

Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

None

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 05/21/15 to 05/28/15 in the amount of \$924,197.19.

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

General discussion on expenditures.

Motion carried on roll call 8-0.

2. Beverage Operators License Applications for the 2013-2015 and 2015-2017 licensing period.

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator's license applications for the 2013-2015 and 2015-2017 licensing period as outlined in memo date 5/27/15.

Motion carried on roll call 8-0.

3. Liquor License Applications for 2015-2016 licensing year.

Moved by Ald. Taylor seconded by Ald. Zelinski to approve liquor license applications for 2015-2016 licensing year as listed in memo dated 5/28/15 except 5 O'Clock Somewhere RD LLC.

General discussion ensued on noise issues of licensed properties; inspection requirements for approving liquor licenses; ordinance violations.

The Council request a checklist of what each department (Health, Fire, Building) inspects for liquor license.

Motion carried on roll call 8-0.

4. Outdoor Alcohol Beverage Permit for 2015-2016 licensing year.

Moved by Ald. Taylor seconded by Ald. Langdon to approve outdoor alcohol beverage permit for the 2015-2016 licensing year as listed in memo date 5/28/15.

Motion carried on roll call 8-0.

5. Incorporation of a portion of lands comprising the Town of Menasha, Winnebago County, WI.

CA Captain explained the legal reasons the City of Menasha would want to be a party to the incorporation proceedings of the Town of Menasha.

Moved by Ald. Nichols seconded by Ald. Benner to approve City of Menasha becoming a party to the incorporation proceedings of the Town of Menasha.

General discussion ensued on boundary agreement between City and Town; impact to surrounding municipalities.

Motion carried on roll call 8-0.

6. [PC Styka, 5/26/15; Out of State Training Request.](#)

Moved by Ald. Taylor seconded by Ald. Langdon to approve Police Department's out of state training request.

General discussion ensued on type of training. Council requested an update from Code Enforcement Officer after the training.

Motion carried on roll call 8-0.

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

CA Captain explained the options available to City employees with Precision Retirement Group. It was recently discovered one option of the retirement plan was not in place. Documents need to be executed to offer both options to the employee.

Moved by Ald. Nichols seconded by Ald. Krautkramer to authorize execution of plan and other documents necessary for the Governmental 401(a) Special Pay Plan offered through Precision Retirement Group (Pelion Benefits, Inc.).

Motion carried on roll call 8-0.

J. RECESS TO ADMINISTRATION COMMITTEE

Moved by Ald. Benner seconded by Ald. Rollins-Jump to recess at 7:10 p.m.

Motion carried on voice vote.

Reconvene at 8:04 p.m.

K. ORDINANCES AND RESOLUTIONS

1. [O-11-15; An Ordinance Amending the City of Menasha Comprehensive Plan. \(Introduced by Mayor Merkes\) \(Recommended by the Plan Commission\).](#)

Moved by Ald. Benner seconded by Ald. Nichols to adopt O-11-15 An Ordinance Amending the City of Menasha Comprehensive Plan.

Motion carried on roll call 8-0.

2. [O-12-15; An Ordinance Amending Title 13 by Making Certain Changes to the District \(Racine Road, Parcel #4-00762-03\). \(Introduced by Mayor Merkes\) \(Recommended by the Plan Commission\).](#)

Moved by Ald. Benner seconded by Ald. Keehan to adopt O-12-15 An Ordinance Amending Title 13 by Making Certain Changes to the District. (Racine Road, Parcel #4-00762-03).

Moved by Ald. Benner seconded by Ald. Langdon to amend to add following, Section 3: The Ordinance shall become effective upon recording a landscape plan and landscape maintenance plan with the Winnebago County Register of Deeds Office.

Motion to amend carried on roll call 8-0.

Original motion as amended carried on roll call 8-0.

3. [O-13-15; An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin \(Kwik Trip, Inc.\) \(Introduced by Mayor Merkes\) \(Recommended by the Plan Commission\).](#)

Moved by Ald. Benner seconded by Ald. Rollins-Jump to adopt O-13-15 An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin (Kwik Trip, Inc.).

General discussion ensued on the parcels being annexed; annexation procedure; boundary agreement with Town of Menasha.

Motion carried on roll call 6-2.

Ald. Nichols, Langdon, Keehan, Zelinski, Rollins-Jump, Benner voted yes.

Ald. Taylor, Krautkramer voted no.

4. [R-18-15: A Resolution Relating to the Annexation of Territory Proposed for Incorporation as the Village of Fox Crossing. \(Introduced by Mayor Merkes\).](#)

CA Captain explained this resolution is an indication of the City's willingness to annex property but does not accomplish actual annexation of the territory. If this resolution is adopted it will be included with other documents to be filed with circuit court on the incorporation.

Moved by Ald. Zelinski seconded by Ald. Langdon to adopt R-18-15 A Resolution Relating to the Annexation of Territory Proposed for Incorporation as the Village of Fox Crossing.

Motion carried on roll call 8-0.

L. APPOINTMENTS

1. [Accept resignation of Ron Duuck from Police Commission.](#)

Moved by Ald. Taylor seconded by Ald. Langdon to accept resignation of Ron Duuck from Police Commission.

Motion carried on voice vote.

2. [Appointment of Francis S. Ebben, 821 Kelsey Brook Court, Menasha, to the Police Commission for the term of 6/1/15 – 5/1/17.](#)

Moved by Ald. Taylor seconded by Ald. Keehan to approve appointment of Francis S. Ebben to Police Commission.

Motion carried on voice vote.

M. HELD OVER BUSINESS

1. [Common Council Minutes, 05/04/15. \(Held 05/18/15\).](#)

Moved by Ald. Taylor seconded by Ald. Langdon to approve Common Council Minutes, 5/4/15.

Moved by Ald. Taylor seconded by Ald. Nichols to amend minutes to add Kathy Bauer, 709 Lincoln Street, under Public Comments on Any Matter Listed on the Agenda.

Motion to amend carried on voice vote.

Original motion as amended carried on voice vote.

N. CLAIMS AGAINST THE CITY

None

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Robert Smith, 1234 Appleton Street, Menasha. Disappointed on annexation decision.

P. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Krautkramer to adjourn at 8:47 p.m.

Motion carried on voice vote.

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



STREET USE APPLICATION

Event: Community Fest - Parade of LightsSponsored by: C. Neenah & MenashaResponsible Person: Brian TungateAddress: 140 Main St
Menasha WI 54952

Phone: _____

Email Address: btungate@ci.menasha.wi.usStreet Route: (Attach Map) starts in Neenah, north on Washington to Main St. (Menasha)
Description of Use east on Main to Milwaukee. North on Milwaukee to First.
East on First. Ends near library.Street Use Date: July 3, 2015Start Time: 9:00pEnd Time: 10:15pNumber of Units: 30+

(Parades)

Liability Insurance has been secured in the amount of \$ N/A with the City of Menasha named as the additional insured. This is primary insurance.Insurance Company _____ Policy No. _____
(Attached is a copy of the certificate of insurance and endorsement, each naming the City of Menasha as additional insured).Date: 5-28-15 Applicant's Signature: Brian Tungate**Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25. Please make checks payable to City of Menasha in the amount of \$50.00.****Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.-----
TO BE COMPLETED BY CITY STAFF (Revised January 16, 2012)

Scheduled Park & Recreation Board Review Date: _____

Not Required: ☒ Approved: _____ Denied: _____Scheduled Common Council Review Date: 6-15-15

Approved: _____ Denied: _____

APPROVAL:

Police Dept. 19/cg Fire Dept. 16/cg Public Works Dept. MR City Attorney _____



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 www.menashautilities.com

MEMORANDUM

TO: Mark Radtke, Director
Public Works

FROM: Melanie Krause
General Manager

DATE: May 27, 2015

SUBJECT: Change Order Approval

At the Regular Meeting on July 30 the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of Change Order #1 for Don Hietpas & Sons, Inc. in the amount of \$45,220. Change order is requested for additional work on Seventh Street to replace a section of water main that has experienced reoccurring water main breaks.

Copies of supporting documents are attached.

McMAHON

ENGINEERS ARCHITECTS

May 21, 2015

Ms. Melanie Krause
Menasha Utilities
321 Milwaukee Street
Menasha, WI 54952

Re: Menasha Utilities
2015 Water Main Reconstruction
Change Order #1
McM. No. M0002-940733.06

Please find attached Change Order #1 for \$45,220.00 for additional work on Seventh Street to replace a section of water main that we understand has been plagued by reoccurring water main breaks. This new contract price is \$663,578.50


It is our understanding that the original contract award amount was less than the budgeted amount and sufficient funds remain for this change order. Much of the current contract work has been completed and there do not appear to be significant increases expected in the contract price.

Please review and sign in the space provided. **Return all copies to our office.** We will obtain the contractors' signature and distribute accordingly.

Should you have questions, please contact our office at your convenience.

Very truly yours,

McMAHON


Jennifer L. Schaff, P.E.
Project Engineer

JLS:jlh

Enclosure: Change Order #1

cc: Donald Hietpas & Sons, Inc.

McMAHON ASSOCIATES, INC. | 1445 McMAHON DRIVE NEENAH, WI 54956 Mailing P.O. BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FAX 920.751.4284 MCM@MCMGRP.COM WWW.MCMGRP.COM



McMAHON

ENGINEERS ARCHITECTS

1445 McMahon Drive P.O. Box 1025
Neenah, WI 54956 Neenah, WI 54957-1025

Telephone: (920)751-4200
FAX: (920)751-4284

CHANGE ORDER

Donald Hietpas and Sons, Inc.
P.O. Box 166
1450 E. North Avenue
Little Chute, WI 54140

Contract No. M0002-940733
Project File No. M0002-940733
Change Order No. One (1)
Issue Date: May 21, 2015
Project: Menasha Utilities | City of Menasha
2015 Water Main Reconstruction

You Are Directed To Make The Changes Noted Below In The Subject Contract:

		(Price)
	Extra Work on Seventh Street	
1.1	6" Water Main 600 Lin. Ft. @ \$48.20/LF	+ \$28,920.00
1.2	Water Main Tie Ins 3 Each @ \$1,000.00/EA	+ \$3,000.00
1.3	6" Valves..... 2 Each @ \$1,100.00/EA	+ \$2,200.00
1.4	Service Reconnect..... 5 Each @ \$700.00/EA	+ \$3,500.00
1.5	Concrete Driveway Replacement..... 400 Sq. Ft. @ \$6.50/SF	+ \$2,600.00
1.6	Asphalt Repair 100 Sq. Yd. @ \$32.00/SY	+ \$3,200.00
1.7	Terrace Restoration 1 Lump Sum @ \$1,800.00/LS	+ \$1,800.00
	TOTAL	+ \$45,220.00

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$618,358.50</u>	- days
Adjustments Per This Change Order	<u>+ \$45,220.00</u>	- days
Current Contract Status	<u>\$663,578.50</u>	- days

Recommended:
McMAHON
Neenah, Wisconsin

Accepted:
DONALD HIETPAS & SONS, INC.
Little Chute, Wisconsin

Authorized:
MENASHA UTILITIES
Winnebago County, Wisconsin

By: [Signature]
Date: 5/21/15

By: _____
Date: _____

By: _____
Date: _____

- ☐ OWNER Copy
- ☐ CONTRACTOR Copy
- ☐ ENGINEER Copy (Contract Copy)
- ☐ FILE COPY

Four Copies Should Accompany This Change Order
Execute And Return To ENGINEER For Distribution

HD:\Changes\CM0002\940733 (1).htm



Memorandum

DATE: May 28, 2015

TO: Board of Public Works

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

RE: Authorization to Execute WisDOT Memorandum of Agreement for Tayco Storm Water Pond Construction and Maintenance

Project Description

The Wisconsin Department of Transportation (WisDOT) is finalizing plans for the proposed 2016 STH 441/Racine Road interchange. This project includes the construction of a storm water management pond in order to meet Wisconsin Department of Natural Resources (WisDNR) storm water quality requirements. The Town of Menasha and City of Menasha have requested WisDOT consider expansion of the existing Tayco Street pond to meet the WisDNR standards. WisDOT has completed its analysis of that option and concluded it will be more cost effective to expand the existing pond than to construct a new one in the same area. Therefore, this memorandum of agreement is before the City for consideration.

Terms and Conditions

Because of the recognized cost savings with the pond expansion option, WisDOT agrees to fund 100% of the construction costs for the expansion of the existing Tayco Street Pond. There will be no cost participation by either the Town or City. On our part, we recognize a cost savings resulting from the increased suspended solids and phosphorus removal achieved with the expanded pond. Therefore, the Town and City would operate and maintain the pond at no cost to WisDOT, in a similar fashion to how we currently operate and maintain the existing Tayco Pond.

This incremental increase in our share of the annual O&M costs for the pond is warranted with the increase in pollutant removal achieved by the expanded pond. It is expected suspended solids removal will increase from its existing 52% to 68%, a very significant increase, with no capital investment.

Following construction of the detention pond, WisDOT will transfer ownership of the portion constructed on WisDOT right of way to the Town and City. Currently the Tayco Pond is jointly owned by the Town (26%) and City (74%) based on pollutant removal percentages. That basis for ownership would extend to the new expanded pond.

Recommendation

Because of the 100% WisDOT funding proposal for the pond expansion construction costs, the significant increase in the City storm water pollutant removal levels achieved with the expanded pond, and the minimal expected increase in the annual operation and maintenance costs for the City of Menasha, it is my recommendation the City executes the Memorandum of Agreement for Storm Water Detention Pond Construction and Maintenance pending the City Attorney's final review of the document.

Enclosure

Memorandum of Agreement for Stormwater Detention Pond Construction and Maintenance
between
City of Menasha, Town of Menasha, and Wisconsin DOT
5/18/15

Project ID 1517-07-04 & 1517-75-75
USH 10 – USH 10/STH 441
USH 10
Winnebago County

Introduction

This Memorandum of Agreement (MOA) documents decisions and responsibilities agreed to by the Wisconsin Department of Transportation (Department); and the City of Menasha and Town of Menasha (Municipalities); through each agency undersigned duly authorized officers or officials.

The purpose of the MOA is to specify:

- Construction responsibilities of the Department
- Repair responsibilities of all parties
- Maintenance responsibilities of all parties
- Land ownership responsibilities of all parties
- Land use change responsibilities of all parties

Project Concepts

As part of the US 10/ WIS 441 Tri-County Expansion Project, under construction project ID 1517-75-75 (the "Project"), which is currently scheduled to be completed by December of 2016 the Department will construct a stormwater detention pond and related stormwater management facilities, as more fully described herein (the "Detention Pond") northwest of the Racine Road interchange in order to meet Wisconsin Department of Natural Resources (DNR) stormwater quality requirements. The planned location for the Detention Pond is adjacent to an existing stormwater pond located off of Tayco Street which is jointly owned and operated by the Town of Menasha and City of Menasha.

The Town of Menasha, City of Menasha, and Winnebago County have approached the Department expressing interest in combining these stormwater detention facilities by expanding the existing Tayco Street detention pond. The local municipalities initially presented a memorandum dated September 19, 2013 to the Department with alternatives for combining these ponds and they have sent letters dated December 12, 2013 and May 27, 2014 requesting the Department review this request and give approval to a joint State/Local relationship to address stormwater needs on the US 10/WIS 441 corridor.

In response to the request presented by the Municipalities, the Department recognizes a cost savings that would result from not needing to construct additional storm sewer that would be necessary to keep the stormwater facilities separate. Since this cost savings is expected to be equal or greater than the additional excavation and construction cost to expand the existing Tayco Street pond, the Department agrees to fund the construction costs for expansion of the existing Detention Pond. Hence, no cost participation will be required by the Municipalities as part of the expansion of the existing Detention Pond.

The Municipalities recognize a cost savings would result from the additional stormwater quality improvement on the watershed within their boundaries that would be treated at the Detention Pond. This will reduce or eliminate their need to construct a separate stormwater pond in the area or construct more costly measures such as biofilters or underground storage. Hence, the municipalities are willing to operate and maintain the Detention Pond at no cost to the Department.

Detention Pond Construction Responsibilities

The Department shall complete expansion of the existing Detention Pond funded 100% by the Department to provide a 68% total suspended solids (TSS) reduction in accordance with the current WinSLAMM computer model and current Wisconsin Department of Natural Resource guidance documents. The Department shall be responsible for securing any additional right-of-way and other property owner approvals necessary to construct and maintain (for both the Department and Municipalities) the Detention Pond contemplated by this MOA. The Department shall construct the herein described Detention Pond as part of the Project.

Detention Pond Repair Responsibilities

The Department shall be responsible for the reconstruction or repair of the Detention Pond in the event of a catastrophic flood, failure, or substantial destruction of the Detention Pond at its sole cost and expense during the construction of the Project. After the Project is complete, the Municipalities will be responsible for any reconstruction or repair of the Detention Pond at their sole cost and expense.

Detention Pond Maintenance Responsibilities

Once construction of the Project is complete, the Municipalities agree to provide future maintenance of the Detention Pond at their sole cost and expense to ensure that the Detention Pond operates properly. The Municipalities agree to provide for all regular operation and maintenance of the Detention Pond. Operation and maintenance activities include, but are not limited to, the following:

1. Mowing and trimming of vegetation around the Detention Pond.
2. Regular inspection of the Detention Pond embankments, discharge pipe, and ditches for wear and damage, and perform repairs as necessary.
3. Confirm on an annual basis the Detention Pond is operating effectively and achieving the required stormwater quality and total suspended solids (TSS) reduction of 68% in accordance with the current WinSLAMM computer model and current Wisconsin Department of Natural Resource guidance documents.
4. Dredging of soil and debris accumulation from the Detention Pond and main sedimentation basin such that the Detention Pond continues to improve stormwater quality of the area runoff.
5. Vegetation & Noxious Weeds Management of the Detention Pond
6. Algae management of the Detention Pond
7. Erosion Control of the Detention Pond
8. Nuisance wildlife management of the Detention Pond
9. Mosquito Control of the Detention Pond
10. Work or maintenance that may be necessary to maintain reasonable ingress and egress to the Detention Pond site.

Detention Pond Underlying Land ownership

Following construction of the detention pond, the municipalities agree to take ownership of the Detention Pond built on WisDOT right-of-way so that pond ownership is not split between Municipal and Department right-of-way. The transfer of the Detention Pond and underlying real estate is subject to applicable Wisconsin law.

Terms Survive Transfer

The terms of this Agreement shall survive the Detention Pond transfer of ownership from the Department to the Municipalities. All terms and rights in this Agreement shall remain in full force and effect after such transfer for so long as the Detention Ponds are used.

Department Rights

In the event the Municipalities fail to adhere to their obligations described in this agreement, the Department may, but shall not be obligated to, complete any needed repairs or maintenance to the Detention Ponds that the Department determines in its sole and reasonable discretion, are necessary for the proper operation of said Detention Ponds. However, the Department has no obligation to intervene or provide any resolution in any dispute arising between the Town of Menasha, the City of Menasha, or between either Municipality and any other party. The Town of Menasha and the City of Menasha remain wholly and severally obligated to uphold their obligations under this Agreement regardless of the outcome of any actions between the Municipalities to apportion responsibility under this Agreement.

Land Use Changes Affecting Stormwater Runoff

If either the Department or the Municipalities become aware of any proposed land use changes within the associated Detention Pond drainage basin, all parties agree to cooperate to try and minimize the potential for additional runoff that might cause overloading of the said Detention Pond's capacity. The Municipalities agree that any repair, construction, or maintenance of the Detention Pond required as a result of surrounding land use changes shall be undertaken at their sole cost and expense.

Approval of Memorandum of Agreement

This agreement is made by the undersigned under proper authority to make such agreement for the Municipalities and upon acceptance by the State shall constitute agreement between the Municipalities and the State.

Additional Costs

Nothing in this Agreement referencing costs that could be or will be incurred by the Municipalities is intended to limit the Municipalities' ability to pass said costs on to others as within their authority.

Miscellaneous Provisions

- a. This Addendum and Agreement supersedes any other previous agreement(s) between the Parties.
- b. The parties executing this Agreement represent and warrant that each have the authority to bind the Parties to the terms and conditions set forth herein. This Agreement is effective on the date the document is duly executed by all Parties hereto. This Agreement will be null and void if not duly executed by all signatories by _____, 2015.
- c. This Agreement may be executed in counterparts, and when taken together, shall be deemed one Agreement.

- d. This Agreement shall be construed according to the internal laws of the State of Wisconsin.
- e. The terms and conditions of this Agreement shall be binding upon the Parties' respective successors and assigns.
- f. The provisions of this Agreement are enforceable between the Parties hereto; however nothing in this Agreement shall prevent WisDOT from revising or revoking any permitted access points should the terms of this Agreement be breached or as otherwise permitted by law.
- g. In the event of a dispute, the Parties shall meet and attempt to resolve the dispute informally. In the event any terms of this Agreement are violated, WisDOT may take action to enforce its rights under this Agreement through judicial proceeding or other method of dispute resolution.

Signed for and in behalf of the Town of Menasha:

_____ Signature	Dale Youngquist _____ Chairman Title	_____ Date
_____ Signature	Karen J. Backman _____ Clerk Title	_____ Date
_____ Signature	_____ Title	_____ Date

Signed for and in behalf of the City of Menasha:

_____ Signature	Don Merkes _____ Mayor Title	_____ Date
_____ Signature	Deborah A. Galeazzi _____ Clerk Title	_____ Date
_____ Signature	_____ Title	_____ Date

Signed for and in behalf of the Wisconsin Department of Transportation:

_____ Printed Name	_____ Title	_____ Date
_____ Signature		





MEMORANDUM

To: Scott Ebel & Eric Sikorski, WisDOT

From: Nick Vande Hey, PE

Cc: Randy Gallow, Town of Menasha
Mark Radtke, City of Menasha

Date: September 19, 2013

Re: USH 441 Corridor Stormwater Management
McM. No. M0003-930437 & M0001-930563

As requested by the City and Town of Menasha, McMAHON evaluated a few stormwater alternatives for the USH 441 corridor. The stormwater analysis is a follow item from the WisDOT / Municipality Drainage Discussion on June 12, 2013. For reference, a copy of the June 12th meeting minutes and handouts are provided in Attachment A.

The purpose of this stormwater analysis is to provide the Town of Menasha, City of Menasha and WisDOT with additional alternatives that relates to improving stormwater quality and/or flooding along the USH 441 corridor. The WisDOT anticipates reconstruction of the east portion of USH 441 to begin in 2016. The USH 441 reconstruction project provides several "big picture" stormwater opportunities that may not otherwise be practical. Also, in addition to the "big picture" benefits, incorporating stormwater management facilities into a reconstruction project is typically more cost effective than retrofitting existing infrastructure.

Background

The Town of Menasha, City of Menasha, City of Appleton, Winnebago County and WisDOT have municipal separate storm sewer systems (MS4) located along the USH 441 corridor. As part of the Wisconsin Department of Natural Resource (WDNR) MS4 Permit program, each entity will be responsible for achieving compliance with the total phosphorus (TP) and total suspended solid (TSS) allocations contained within the Lower Fox River Basin Total Maximum Daily Load (TMDL). The TMDL identifies a 30% TP reduction and 65% TSS reduction for MS4s discharging stormwater into the Fox River.

Methodology

The XP-SWMM computer model was used for this hydrologic and hydraulic analysis. The SWMM model was used to generate surface runoff hydrographs. The hydrographs include information such as peak flow rates, time of peak flow rates, and runoff volumes. The SWMM model was also used to combine, split, and hydraulically route hydrographs through storm sewers, channels and detention ponds. The U.S. Department of Agriculture, Natural Resource Conservation Service (NRCS or formerly SCS), Technical Release 55 methodology was used to develop the rainfall / runoff relationship for the analysis.

The WinSLAMM computer model was used for the stormwater quality analysis. The WinSLAMM model was used to predict urban non-point source pollutants. WinSLAMM calculates the mass of particulate and filterable pollutants. WinSLAMM also calculates the amount of pollutant removal provided by Best Management Practices (BMP), including wet detention ponds.

Tayco Pond Expansion

Based on information shared during the June 12th meeting, the WisDOT proposes to construct Pond #3 directly adjacent to Tayco Pond. The Pond #3 location is depicted in Figure 1. The WisDOT anticipates that Pond #3 will provide a 68% TSS reduction for a 91 acre watershed. In addition, if the Pond #3 permanent pool elevation is set at elevation 741, McMAHON estimates that Pond #3 will provide a 100-year water surface elevation of 747.25 at USH 441 station 221+50. Station 221+50 contains a USH 441 low point that is a flooding concern to the WisDOT. It is noteworthy that preliminary plans for USH 441 (dated November 30, 2012) indicate the Pond #3 permanent pool elevation is 740. Based on McMAHON's review of stream elevations on the Tayco Pond parcel, the Pond #3 permanent pool elevation will likely need to be increased from 740 to approximately 741 or 742. Based on the stream channel elevations, McMAHON used an assumed permanent pool elevation of 741 for the hydrologic and hydraulic analysis.

The City of Menasha and Town of Menasha jointly own, operate and maintain the existing Tayco Pond. The existing Tayco Pond is currently designed to achieve a 52% TSS reduction for a 1,217 acre watershed. Currently, the low point located at USH 441 station 221+50 does not discharge into the existing Tayco Pond. Rather, the USH 441 low point discharges to the stream located north of Tayco Pond.

The Tayco Pond Expansion is depicted in Figure 2 and Figure 2A. The Tayco Pond project involves expanding the existing permanent pool from 3.02 acres to 6.84 acres and modifying the existing outlet structure. The Tayco Pond Expansion provides a 68% TSS reduction for a 1,318 acre watershed. The 68% TSS reduction is identical to the 68% TSS reduction provided by Pond #3, except the Tayco Pond Expansion increases the water quality benefits

from a 91 acre watershed to a 1,318 acre watershed. In addition, McMAHON estimates that the Tayco Pond Expansion will provide a 100-year water surface elevation of 746.49 at the USH 441 low point (station 221+50). The 746.49 elevation is approximately 9 inches lower than the 747.25 elevation computed for the Pond #3 alternative.

Table 1 – Pond #3 (Tayco Pond) Summary

Wet Detention Pond	Watershed Acres	Permanent Pool		100-Year WS Elev.		TSS Reduction
		Acres	Elev.	Pond	USH 441*	
Pond #3	91	1.32	741.00	743.50	747.25	68%
Tayco Pond - Existing	1,217	3.02	738.50	745.09	n/a	52%
Tayco Pond - Expansion	1,318	6.84	738.50	744.78	746.49	68%

* Water surface elevation for USH 441 low point is based upon limited information and is only used for comparative purposes.

As compared to Pond #3, another benefit of the Tayco Pond Expansion is the reduced length and hence cost for rerouting the existing 96 inch storm sewer. In addition, the Tayco Pond Expansion can be used as a borrow site for the USH 441 project.

Midway Pond

Based on information shared during the June 12th meeting, the WisDOT proposes to construct Pond #4 (i.e. Midway Pond) within the existing USH 441 right-of-way, just north of Midway Road. The Pond #4 location is depicted in Figure 3. The WisDOT anticipates that Pond #4 will provide a 98% TSS reduction for a 54 acre watershed. As shown in Figure 3, an additional 43.2 acres of watershed area could drain into Pond #4 if desired by the City of Menasha and Town of Menasha. Pond #4 is anticipated to provide a 95% TSS reduction if the watershed area is increased from 54 acres to 97.2 acres. The WisDOT's proposed permanent pool elevation for Pond #4 is 756.

Alternative 1 for Pond #4 is depicted in Figure 4. Alternative 1 includes a storm sewer along Bud Drive that intercepts stormwater from a CTH P (Valley Road) watershed. Alternative 4 also includes reversing the storm sewer flow along Midway Road, between Racine Street and Pond #4, and redirecting the storm sewer into Pond #4. Alternative 1 is anticipated to provide an 85% TSS reduction for a 230 acre watershed. The permanent pool elevation for Pond #4 is 756, which is the same as the WisDOT's proposed permanent pool elevation.

Alternative 2 for Pond #4 is depicted in Figure 5. Alternative 2 includes the same Bud Drive storm sewer associated with Alternative 1. In addition to the Bud Drive storm sewer, Alternative 2 includes a larger storm sewer along Midway Road to also intercept stormwater at the intersection of Racine Road and Midway Road. Alternative 2 is anticipated to provide an 84% TSS reduction for a 260 acre watershed. The permanent pool elevation for Pond #4 is 753, which is approximately 3 feet lower than the 756 elevation shown in Figures 3 and 4.

Alternative 3 for Pond #4 is depicted in Figure 6. Alternative 3 involves redirecting the Midway Road storm sewer into Pond #4. Alternative 3 is anticipated to provide a 65% TSS reduction for a 727 acre watershed. The permanent pool elevation for Pond #4 is 743, which is approximately 13 feet lower than the 756 elevation depicted in Figure 3.

Table 2 – Pond #4 (Midway Pond) Summary

Wet Detention Pond	Watershed Acres	Permanent Pool		100-Year WS Elev.		TSS Reduction
		Acres	Elev.	Pond	Midway*	
Pond #4	54	6.56	756.00	757.82		98%
Pond #4	97	6.56	756.00	758.97	796.49	95%
Pond #4 - Alternative 1	230	6.56	756.00	762.36	796.49	85%
Pond #4 - Alternative 2	260	5.88	753.00	763.04	796.49	84%
Pond #4 - Alternative 3	727	3.70	743.00	755.25	796.49	65%

* Water surface elevation at intersection of Midway Road and Linda Avenue to monitor Pond #4 backwater impacts.

Next Steps

McMAHON recommends a follow up meeting with the Town, City and WisDOT to discuss the potential stormwater alternatives.



May 27, 2014

Town of Menasha

Municipal Offices ♦ 2000 Municipal Drive ♦ Neenah, WI 54956-5665
Phone: (920) 720-7100 ♦ Fax: (920) 720-7116
www.town-menasha.com

Brian A. Roper
US 10/WIS 441 Project Chief
Wisconsin DOT
1940 West Mason Street
Green Bay, WI 54303

RE: WIS 441 Project
Stormwater Management

Dear Mr. Roper,

The Town of Menasha, City of Menasha, City of Appleton and Winnebago County are interested in a joint meeting to discuss stormwater management along the US 10/WIS 441 highway corridor, which DOT is currently analyzing and designing. The Town of Menasha, City of Menasha and Winnebago County sent a letter to DOT in November 2013 indicating a desire to work cooperatively with the DOT on stormwater management for the benefit of all taxpayers. We have not received a formal response to the November 2013 letter and consequently are requesting a joint meeting with DOT.

As you know, the Town of Menasha, City of Menasha, City of Appleton and Winnebago County have been aware of stormwater volume and quality issues in various areas of the corridor for some time. The Town engaged McMAHON Engineers to evaluate a few alternatives that would accommodate both the corridor drainage needs along with those of the local municipalities. McMAHON has created some alternatives that seem to address the combined needs, particularly the proposed Tayco Pond Expansion and Midway Pond. These alternatives benefit the four municipalities and DOT as each of us works toward compliance with TSS and other water quality levels identified in the Lower Fox River Basin Total Maximum Daily Load (TMDL). Based on past experience, taxpayer and utility rate payer costs for stormwater management are less expensive if municipalities proactively work together. It is more cost-effective to incorporate water quality practices into an already planned construction project rather than retrofit water quality practices into an already developed watershed. We just need to find a stormwater solution and cost-sharing approach that makes sense for each municipal entity.

Our group has met with DOT project staff such as Scott Ebel and has gotten positive feedback as to the potential for joint improvements and local involvement as a part of this project. Scott had suggested that we write a letter of support from the municipalities and the County in order for DOT to review and address our request early in the design phase of the project.

As previously indicated, we are open to discussion and agreements that would result in local participation in the ongoing maintenance and upkeep of the ponds and improvements. A State/Municipal Agreement or Memorandum of Understanding could be drafted that would commit local participation or responsibility for maintenance, upkeep and O&M costs. Large scale improvement work, such as pond dredging, would probably be a split responsibility but daily, weekly, monthly maintenance could be a local responsibility.

TOWN OF MENASHA STREET DEPARTMENT

May 27, 2014

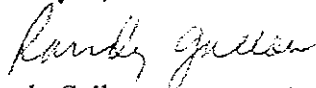
Mark Radtke, City of Menasha
Paula Vandehey, City of Appleton
Ernest Winters, Winnebago County Highway

RE: WIS 441 Project
Stormwater Management Letter

I have attached the original letter for everyone's signature. Once you receive the letter please sign it and pass it along to the next person in line. Ernie will then sign it and scan the signed letter and email a copy to everyone and then mail the original letter to the DOT.

Should you have any questions, please let me know.

Thank you,



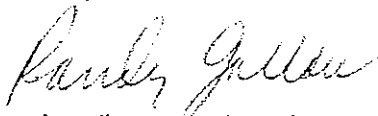
Randy Gallow
Street Superintendent
Town of Menasha

While we haven't discussed costs in detail or cost sharing amongst the four local entities, we're open to discussions of a capital cost sharing ratio of some kind. Obviously, these agreement terms would all have to be negotiated after DOT and perhaps McMAHON have more fully developed plans for the improvements and cost estimates.

Our group would ask that you and other DOT Leadership review this request and give approval to exploring a joint State/Local relationship to address stormwater needs within watersheds located along the US 10/WIS 441 corridor. We look forward to collaborating and working with you on this important issue.

Please let us know if DOT is available for a joint meeting. We would like to schedule the meeting as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Gallow".

Randy Gallow, Superintendent
Town of Menasha Public Works

Mark Radtke, Director
City of Menasha Public Works Department

Paula Vandehey, Director
City of Appleton Public Works Department

Ernest Winters, Commissioner
Winnebago County Highway Department

November 20, 2013

Brian A. Roper
US 10/WIS 441 Project Chief
Wisconsin DOT
1940 West Mason Street
Green Bay, WI 54303

RE: WIS 441 Project
Storm Water Management

Dear Mr. Roper,

As you may be aware, the Town of Menasha, City of Menasha and Winnebago County are keenly interested in the US 10/WIS 441 project which DOT is currently analyzing and designing. A part of that project involves storm water management improvements to accommodate corridor and local drainage patterns.

The Town of Menasha, City of Menasha and Winnebago County have been aware of storm water volume and quality issues in various areas of the corridor for some time. The Town engaged McMahon Engineers & Architects to take a look at these issues and create some alternatives that would accommodate both the corridor drainage needs along with those of the local drainage basins. McMahon has created some alternatives that seem to address the combined needs. These alternatives not only address local needs but would also serve to benefit DOT as the State tries to achieve the TSS and other quality levels needed. Our group has met with DOT project staff such as Scott Ebel and has gotten positive feedback as to the potential for joint improvements and local involvement as a part of this project. Scott had suggested that we write a letter of support from both municipalities and the County in order for DOT to review and address our request early in the design phase of the project.

The Town, City and County are open to discussion and agreements that would result in local participation in the ongoing maintenance and upkeep of the ponds and improvements. A State/Municipal Agreement or Memorandum of Understanding could be drafted that would commit local participation or responsibility for maintenance, upkeep and O&M costs. Large scale improvement work, such as pond dredging, would probably be a split responsibility but daily, weekly, monthly maintenance could be a local responsibility.

While we haven't discussed costs in detail or cost sharing amongst the 3 local entities, we're open to discussions of a Capital cost sharing ratio of some kind. Obviously, these agreement terms would all have to be negotiated after DOT and perhaps McMahon have more fully developed plans for the improvements and cost estimates.

Our group would ask that you and other DOT Leadership review this request and give approval to exploring a joint State/Local relationship to address storm water needs on the US 10/WIS 441 corridor work.

Please let us know if you have any questions or comments.

Thank you.

Sincerely,

Randy Gallow, Superintendent
Town of Menasha Public Works

Mark Radtke, Director
City of Menasha Public Works Department

Ernest Winters, Commissioner
Winnebago County Highway Department

Don Merkes

From: James Taylor <jamestaylor04@tds.net>
Sent: Tuesday, May 12, 2015 2:10 PM
To: Don Merkes; Debbie Galeazzi; Michael Keehan
Subject: City Attorney Position

I would like this item placed on the Personnel Committee Meeting to be held on Monday, May 18, 2015. Information Im requesting - City Attorney's wages, and the attorney's duties and representation of the council.

Alderman James Taylor

Dept.	City Atty/Pers	Position	Non-Represented Salary Range	2015 MIN	1	Updated:	2	1/16/2015	3	4	5	1.0% increase eff 1-4-2015	7	9	11	13	15	20	25
City Atty/Pers	City Atty/Pers Dir	1		94,637	96,758	98,879	100,899	103,020	105,141	106,151	107,262	108,272	109,383	110,393	113,019	115,645			

- (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) Supervise 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.

Analysis of City Attorney Position

External Equity Analysis

May 27, 2015

<u>Size Comparables</u>	2015 Annual Salary	Salary Range	Outside Counsel - Rate / Hour	Outside Counsel / Approximate Amount / Hours Per Year	Number of Attorneys on Staff	Citizens per Attorney	Municipal Court - Included in City Attorney duties
Town of Menasha (Size Comparable - 18,498)	N/A	N/A	\$154	\$96,604 / 627	0	18,498	Yes
City of WI Rapids (Size Comparable - 18,367)	\$95,923	No Range - Elected Position	N/A	N/A	1 + Prosecutor	13,119	No
City of Onalaska (Size Comparable - 17,736)	N/A	N/A	\$118		0	17,736	Yes
City of Menasha - Population 17,442	\$106,144	\$94,637 - 115,645	N/A	N/A	1	17,442	Yes
City of Ashwaubenon (Size Comparable - 16,963)	N/A	N/A	\$150	\$100,000 / 667	0	16,963	Yes
City of Menominee (Size Comparable - 16,264)	N/A	N/A	\$110	\$80,000 / 727	0	16,264	Yes
City of Beaver Dam (Size Comparable 16,214)	N/A	N/A	Hybrid	\$79,944 / Flat Amount	0	16,214	Yes
<u>Geographic Comparables</u>							
City of Appleton (Geographic Comparable - 73,596)	\$108,202	No Range - Elected Position	N/A	N/A	4	18,399	No
City of Neenah (Geographic Comparable - 25,501)	\$109,525	\$78,858 - \$118,278	N/A	N/A	1 + Prosecutor	25,501	No
City of Oshkosh (Geographic Comparable - 66,778)	\$109,701	\$90,109 - \$123,511	N/A	N/A	2 + Outside Prosecutor	22,259	No

City of Menasha Disbursements

Weekly Accounts Payable	6/4/15-6/11/15	\$ 1,661,464.39
	Checks # 50175-50312	
	Void check #49685	\$ (17,445.60)

Bi-Weekly Payroll	6/11/15	\$ 191,331.44
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Additional Regular Cycle Accounts Payables -Paid Electronically

BMO Harris-Flex Spending	5/29/15	\$ 3,573.27
Nationwide Retirement	5/29/15	\$ 11,852.50
Employee Trust Funds	5/29/15	\$ 155,533.03
Bank Fee	5/31/15	\$ 75.00
State Tax Withholding	6/1/15	\$ 14,389.48
Delta Dental	6/3/15	\$ 1,157.60
Federal Tax Withholding	6/3/15	\$ 78,561.43
BMO Harris-Advance	6/5/15	\$ 3,000.00
Delta Dental	6/10/15	\$ 1,481.95
BMO Harris-Flex Spending	6/11/15	\$ 3,573.27
Community First Credit Union-Payroll Deductions	6/11/15	\$ 6,287.00
		<u>\$ 279,484.53</u>

Total	<u>\$ 2,114,834.76</u>
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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
Peggy Steeno

Administrative Services Director

6/11/15
Date

Notes:

- Medical Expense Reimbursement Trust-Retirement Pay Out
- Community First Credit Union-Employee Deductions
- United Way-Employee Donations
- Wisconsin Support Collections-Child/Spousal Support
- WI SCTF-Child Support Annual Fee
- Gaps in check numbers indicate that more invoices being paid than fit on one check stub
(The last check stub used is the check number that will appear on the check register)

AP Check Register

Check Date: 6/4/2015

Date: 6/4/2015

<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>
ACCURATE	50175	6/4/2015	1506958	731-1022-541.30-18	99.60 Supplies	
		6/4/2015	1507128	731-1022-541.30-18	34.08 Drill	
			Total for check: 50175		133.68	
AIRGAS USA LLC	50176	6/4/2015	9039306063	731-1022-541.30-18	135.57 GG Steel	
					135.57	
APPLETON POLICE DEPARTMENT	50177	6/4/2015	APPLETON POLICE	100-0000-201.03-00	167.98 Bond/MPD 15-1653	
					167.98	
CITY OF APPLETON	50178	6/4/2015	225191	100-0302-542.25-01	13,952.00 June 2015	Transit Services
					13,952.00	
AXON HILLOCK INC	50179	6/4/2015	9244	100-0703-553.24-03	162.50 Bench	
					162.50	
BADGER LAB & ENGINEERING INC	50180	6/4/2015	INV000061446	601-1020-543.21-02	322.00 Menasha Utilities	Wastewaters
					322.00	
BATTERIES PLUS LLC	50181	6/4/2015	502-379934	743-0403-513.30-15	159.60 Batteries for UPS	
					159.60	
BECK ELECTRIC INC	50182	6/4/2015	MY2615-COM-ED-9	100-1012-541.24-04	98.60 Street Lights	Marina Place
					98.60	
BERGSTROM	50183	6/4/2015	262879	100-0801-521.29-04	763.58 Oil Leak Repair	

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BERGSTROM...	50183...	6/4/2015	ACCT 142306	100-0801-521.29-04	(108.29) Credit	
			Total for check: 50183		655.29	
CASPERS TRUCK EQUIPMENT INC	50184	6/4/2015	0007793-IN	731-1022-541.38-03	56.27 Latch	
			Total for check: 50184		56.27	
COMMONWEALTH CONSTRUCTION CORP	50185	6/4/2015	CHANGE ORDER 1	470-0920-531.82-01	32,916.24 Senior Center	
			Total for check: 50185		32,916.24	
DOCK BOXES UNLIMITED	50186	6/4/2015	15-20469	100-0703-553.30-18	449.20 Three-Step Ladders	
			Total for check: 50186		449.20	
GORDON ECKRICH	50187	6/4/2015	ECKRICH GORDON	100-0402-513.10-07	50.00 Board of Review	
			Total for check: 50187		50.00	
FACTORY MOTOR PARTS CO	50188	6/4/2015	18-1403675	731-1022-541.38-03	476.96 Batteries	
				731-1022-541.30-18	47.76 Brk Cleaner	
		6/4/2015	18-1403700	731-1022-541.30-18	104.00 Windshield Wash	
		6/4/2015	18-1404101	731-1022-541.30-18	(15.00) Credit	
		6/4/2015	18-Z04156	731-1022-541.38-03	412.14 Battery	
			Total for check: 50188		1,025.86	
FERGUSON ENTERPRISES #1020	50189	6/4/2015	2220781	100-0703-553.24-03	62.93 Repair Kit	
		6/4/2015	2230304	100-0704-552.24-03	613.65 Plumbing Parts	
				100-0703-553.24-03	316.68 Plumbing Parts	
		6/4/2015	2237383	100-0703-553.30-18	4.35 Pressure Gauge	
		6/4/2015	2239230	100-0704-552.24-03	93.92 Plumbing Parts	
		6/4/2015	2240257	100-0704-552.24-03	42.64 Supplies	
			Total for check: 50189		1,134.17	

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FOUNDATION BUSINESS SYSTEMS LLC	50190	6/4/2015	150007	625-1010-541.21-04	595.00	PermiTrackMS4 Service Fee
			Total for check: 50190		595.00	
FOX VALLEY OVERHEAD DOOR INC	50191	6/4/2015	00048950	100-0801-521.24-03	760.00	Replace Spring
			Total for check: 50191		760.00	
GRIESBACH READY-MIX LLC	50192	6/4/2015	3206	625-1010-541.30-18	128.25	Storm
			Total for check: 50192		128.25	
GUSTMAN CHEVROLET SALES INC	50193	6/4/2015	35992	731-1022-541.38-03	145.25	Rotors, Pad Kit
			Total for check: 50193		145.25	
SUSAN HATCHER-JAFFE	50194	6/4/2015	001	824-0807-521.21-06	75.00	K9 Drug Recertification
			Total for check: 50194		75.00	
HOTSY CLEANING SYSTEMS INC	50195	6/4/2015	0107206-IN	100-0703-553.24-02	646.03	Supplies
			Total for check: 50195		646.03	
HUB INTERNATIONAL	50196	6/4/2015	CERT 50628	733-0000-201.03-00	161.84	Memorial Day Parade Ins
			Total for check: 50196		161.84	
ID NETWORKS	50197	6/4/2015	269310	743-0403-513.24-04	1,000.00	Annual Service
			Total for check: 50197		1,000.00	
INFINITY TECHNOLOGY INC	50198	6/4/2015	512547	207-0707-552.30-18	3,479.21	Marina Wireless Equipment
		6/4/2015	512587	207-0707-552.30-18	161.77	Marina Wireless Equipment
			Total for check: 50198		3,640.98	

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LORETTA KJEMHUS	50199	6/4/2015	KJEMHUS	100-0909-531.33-01	40.82	April/May 2015
		6/4/2015	KJEMHUS LORETTA	100-0918-531.34-03	26.66	May 19-21 Expenses
			Total for check: 50199		67.48	
ROY KORDUS	50200	6/4/2015	KORDUS ROY	100-0402-513.10-07	75.00	Board of Review/Training
			Total for check: 50200		75.00	
L&S TRUCK CENTER	50201	6/4/2015	233362	731-1022-541.38-03	5.59	Parts
			Total for check: 50201		5.59	
LW ALLEN INC	50202	6/4/2015	098842	601-1020-543.24-04	1,460.00	Field Service
			Total for check: 50202		1,460.00	
MAYFIELD NURSERY INCORPORATED	50203	6/4/2015	2015526	100-1003-541.30-18	2,575.00	Order
			Total for check: 50203		2,575.00	
NANCY MCKENNEY	50204	6/4/2015	MCKENNEY	100-0903-531.34-03	10.00	May 2015
				100-0903-531.34-01	8.00	May 2015
				100-0917-531.34-03	11.54	May 2015
				100-0917-531.34-01	103.82	May 2015
			Total for check: 50204		133.36	
TOWN OF MENASHA POLICE DEPARTMENT	50205	6/4/2015	TOWN OF MENASHA	100-0000-201.03-00	469.80	Bond/MPD 15-1653
				100-0000-201.03-00	257.40	Bond/MPD 15-1661
			Total for check: 50205		727.20	
MBM	50206	6/4/2015	IN08698	743-0403-513.29-01	156.12	Monthly Print Agreement
			Total for check: 50206		156.12	

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MORTON SAFETY	50207	6/4/2015	156617-00	100-1017-543.30-18	47.67	Rain Suits
				100-1008-541.30-18	47.67	Rain Suits
				266-1028-543.30-18	47.67	Rain Suits
				100-1018-543.30-18	47.67	Rain Suits
				Total for check: 50207	190.68	
N&M AUTO SUPPLY	50208	6/4/2015	522664	731-1022-541.38-03	10.47	Filters
				731-1022-541.38-03	18.08	Filters
				731-1022-541.38-03	29.50	A/C Comp Relay
				731-1022-541.38-03	63.12	Filters
				731-1022-541.38-03	(10.47)	CREDIT
				731-1022-541.38-03	254.62	Battery Cables & Connect
				731-1022-541.38-03	51.98	Zillawhip Hoses
				731-1022-541.38-03	91.51	Battery/Core Deposit
				731-1022-541.38-03	61.20	Coupler
				731-1022-541.30-18	12.44	Heat Shrink Tube
				731-1022-541.38-03	100.84	Filters/Bulb/Spark Plugs
				731-1022-541.38-03	36.00	Brake Pads
				731-1022-541.38-03	111.65	Coil/Spark Plug/Cleaner
				Total for check: 50208	830.94	
NEENAH FOUNDRY	50209	6/4/2015	116677	100-1009-541.30-18	5,040.00	Plates/Grates/Lids
				601-1020-543.30-18	1,810.00	Plates/Grates/Lids
				625-1010-541.30-18	2,542.00	Plates/Grates/Lids
				Total for check: 50209	9,392.00	
NEENAH-MENASHA SEWERAGE COMMISSION	50210	6/4/2015	2015-092	601-1021-543.25-01	53,487.78	April 2015 Wastewater
				601-1021-543.25-01	(53,487.78)	Correct
				601-1021-543.25-01	46,976.12	June Wastewater
				601-0000-201.21-00	6,511.66	2014 Adjustment

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NEENAH-MENASHA SEWERAGE COMMISSION...	50210...	6/4/2015	2015-098	601-1021-543.25-01	16,682.00 June 2015	Interest & Debt
			Total for check: 50210		70,169.78	
NEENAH-MENASHA YMCA	50211	6/4/2015	N-M YMCA	100-0000-201.03-00	100.00 Matching Grant - Hermann	
			Total for check: 50211		100.00	
JEFF NICHOLS	50212	6/4/2015	NICHOLS JEFF	100-0402-513.10-07	50.00 Board of Review	
			Total for check: 50212		50.00	
NORTHEAST ASPHALT INC	50213	6/4/2015	1345496	625-1010-541.30-18	239.48 12.5MM	
		6/4/2015	1345497	100-1004-541.30-18	10,897.56 19MM, 9.5MM	
			Total for check: 50213		11,137.04	
RAY O'HERRON CO INC	50214	6/4/2015	1513960-IN	100-0801-521.19-03	63.47 Uniform	
			Total for check: 50214		63.47	
PACKER CITY INTL TRUCKS INC	50215	6/4/2015	X103012403:02	731-1022-541.38-03	14.42 Filter & Strobes	
		6/4/2015	X103012555:01	731-1022-541.38-03	151.81 Filters & Def Fluid	
		6/4/2015	X103012555:02	731-1022-541.38-03	20.35 Air Filter	
		6/4/2015	X103012744:01	731-1022-541.38-03	51.48 Fluid	
		6/4/2015	X103012983:01	731-1022-541.38-03	73.09 Filters	
			Total for check: 50215		311.15	
JOSEPH A POLZIEN	50216	6/4/2015	POLZIEN JOSEPH	100-0803-521.19-03	20.99 Uniform Reimbursement	
			Total for check: 50216		20.99	
POMP'S TIRE SERVICE INC	50217	6/4/2015	320029784	731-1022-541.38-02	376.00 Tires	
		6/4/2015	320029795	731-1022-541.38-02	390.35 Tire	
		6/4/2015	320029796	731-1022-541.38-02	322.92 Tire	
		6/4/2015	320030061	731-1022-541.38-02	493.72 Tire	

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POMP'S TIRE SERVICE INC...	50217...	6/4/2015	320030062	731-1022-541.38-02	118.00	Flat Repair
			Total for check: 50217		1,700.99	
RANGER SERVICES INC	50218	6/4/2015	210525	100-0706-561.21-02	90.00	Consulting
			Total for check: 50218		90.00	
REDI-WELDING CO	50219	6/4/2015	14861	100-1016-543.30-15	306.28	Rod/Pipe/Pockets
			Total for check: 50219		306.28	
COLLEEN REED REPORTING LLC	50220	6/4/2015	14738	100-0402-513.21-07	200.00	Board of Review
			Total for check: 50220		200.00	
ALLISON REITZNER	50221	6/4/2015	REITZNER	100-0917-531.34-03	45.33	May 2015
			Total for check: 50221		45.33	
ROAD EQUIPMENT	50222	6/4/2015	WA594675	731-1022-541.38-03	34.00	Floor Screw
			Total for check: 50222		34.00	
JOANNE ROUSH	50223	6/4/2015	ROUSH, JOANNE	100-0000-201.15-00	213.00	EBT Tokens
			Total for check: 50223		213.00	
PATRICIA RUDOLPH	50224	6/4/2015	RUDOLPH PATRICI	100-0402-513.10-07	50.00	Board of Review
			Total for check: 50224		50.00	
VICKI SCHULTZ	50225	6/4/2015	SCHULTZ	100-0918-531.34-03	42.54	May 2015
			Total for check: 50225		42.54	
SMT MANUFACTURING & SUPPLY	50226	6/4/2015	0033512-IN	731-1022-541.38-03	14.42	V-Belt

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SMT MANUFACTURING & SUPPLY...	50226...	6/4/2015	0033608-IN	731-1022-541.38-03	251.48 Bearings	
			Total for check: 50226		265.90	
SPECIAL PAY PLAN TRUST	50227	6/4/2015	SPECIAL PAY	100-0000-202.08-00	17,445.60 Pemrich Accum. Sick Leave	
			Total for check: 50227		17,445.60	
STREICHER'S INC	50228	6/4/2015	I1152130	100-0801-521.30-15	421.82 Uniforms	
		6/4/2015	I1153076	100-0801-521.30-18	456.00 Equipment	
			Total for check: 50228		877.82	
TREEO'S TREE SERVICE INC	50229	6/4/2015	6095	100-0706-561.20-06	840.00 Remove Trees	
		6/4/2015	6106	100-0706-561.20-06	725.00 Remove Trees	
		6/4/2015	6130	100-0706-561.20-06	150.00 Tree Stump Removal	
			Total for check: 50229		1,715.00	
TRUCK EQUIPMENT INC	50230	6/4/2015	639101-00	731-1022-541.38-03	400.12 Pump	
			Total for check: 50230		400.12	
UNIFIRST CORPORATION	50231	6/4/2015	097 0187785	731-1022-541.20-01	117.21 Supply Service	
			Total for check: 50231		117.21	
US VENTURE	50232	6/4/2015	L52208	731-1022-541.21-06	60.00 Samples	
			Total for check: 50232		60.00	
VIEVU	50233	6/4/2015	12789	100-0801-521.30-18	219.00 Recovered Video Disc	
			Total for check: 50233		219.00	
WE ENERGIES	50234	6/4/2015	WE ENERGIES	100-0000-123.00-00	229.54 N-M Fire	
				100-1001-514.22-04	223.00 City Hall	

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WE ENERGIES...	50234...	6/4/2015...	WE ENERGIES...	100-0801-521.22-04	316.99	Police
				100-0920-531.22-04	42.62	Senior Center
				100-0601-551.22-04	874.56	Library
				100-0703-553.22-04	174.51	Parks
				100-0704-552.22-04	88.86	Pool
				207-0707-552.22-04	29.31	Marina
				731-1022-541.22-04	798.69	Garage
				Total for check: 50234		
WINNEBAGO COUNTY CLERK OF COURTS	50235	6/4/2015	WINNEBAGO COUNT	100-0000-201.03-00	300.00	Bond/MPD 15-1610
				Total for check: 50235		
WINNEBAGO COUNTY TREASURER	50236	6/4/2015	7201	100-0805-521.25-01	257.30	Stay
				Total for check: 50236		
WMCA	50237	6/4/2015	WMCA	100-0203-512.34-02	170.00	Clerk Conference Reg
				Total for check: 50237		
ZEP SALES & SERVICE	50238	6/4/2015	9001627214	731-1022-541.30-18	232.83	Air Freshener
				Total for check: 50238		
RAYMOND ZIELINSKI	50239	6/4/2015	ZIELINSKI RAY	100-0402-513.10-07	75.00	Board of Review/Training
				Total for check: 50239		
					183,633.11	

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AAA PORTABLES	50240	6/11/2015	D-24616	100-0703-553.20-09	115.00	Municipal Beach
			Total for check: 50240		115.00	
ACCURATE	50241	6/11/2015	1507585	731-1022-541.30-18	136.31	Drill/Tie/Brush
			Total for check: 50241		136.31	
APPLETON SCHOOL DISTRICT	50242	6/11/2015	APPLETON SCHOOL	100-0000-203.05-00	61,688.08	2014-2015 Tax Collections
			Total for check: 50242		61,688.08	
BAHCALL RUBBER CO INC	50243	6/11/2015	700291-001	731-1022-541.38-03	15.00	FSAE45
		6/11/2015	700730-001	731-1022-541.38-03	23.00	Ball Valve
			Total for check: 50243		38.00	
BAYCOM INC	50244	6/11/2015	TC20150511A	743-0403-513.24-04	1,365.00	Arbitrator Annual Maint
			Total for check: 50244		1,365.00	
BECK ELECTRIC INC	50245	6/11/2015	JU0215-COM-ED10	100-1008-541.24-04	500.52	Accident/3rd & Racine
			Total for check: 50245		500.52	
BLUE PRINT SERVICE CO INC	50246	6/11/2015	80258	100-1002-541.30-18	59.36	Roll White Bond
				625-1002-541.30-18	19.78	Roll White Bond
			Total for check: 50246		79.14	
BOARDMAN & CLARK LAW FIRM LLP	50247	6/11/2015	53495	100-0201-512.21-01	55.50	Sanitary Dist Agreement
			Total for check: 50247		55.50	

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LARRY BONNEVILLE	50248	6/11/2015	BONNEVILLE LARR	100-0801-521.34-02	17.97	May Expenses
			Total for check: 50248		17.97	
BORSCHÉ ROOFING PROFESSIONALS	50249	6/11/2015	19912	100-0801-521.24-03	321.71	Roof Repair
			Total for check: 50249		321.71	
CALUMET COUNTY TREASURER	50250	6/11/2015	CALUMET COUNTY	100-0000-203.01-00	41,198.80	2014-2015 Tax Collections
		6/11/2015	CALUMET-STATE	100-0000-203.08-00	1,782.02	2014-2015 Tax Collections
			Total for check: 50250		42,980.82	
CAREW CONCRETE & SUPPLY CO INC	50251	6/11/2015	998493	625-1010-541.30-18	88.00	Material
			Total for check: 50251		88.00	
CON-COR COMPANY INC	50252	6/11/2015	95290	731-1022-541.38-03	60.35	Air Filter Element
			Total for check: 50252		60.35	
CONGER TOYOTALIFT	50253	6/11/2015	00062532	731-1022-541.29-04	205.49	Service & Power Wash
			Total for check: 50253		205.49	
COUNTY MATERIALS CORPORATION	50254	6/11/2015	2534336-00	489-0703-562.82-02	268.75	Gilbert Site Manhole
			Total for check: 50254		268.75	
CRESCENT ELECTRIC SUPPLY COMPANY	50255	6/11/2015	S500411305.001	100-1013-541.30-18	308.80	Supplies
			Total for check: 50255		308.80	
KORTNEY DAHM	50256	6/11/2015	DAHM KORTNEY	100-0903-531.34-01	54.81	May Expenses
			Total for check: 50256		54.81	

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UNEMPLOYMENT INSURANCE	50257	6/11/2015	000006929318	100-0703-553.15-09	369.59	Unemployment
			Total for check: 50257		369.59	
FASTSIGNS OF APPLETON	50258	6/11/2015	A 86642	100-0801-521.80-03	450.00	Graphics on Squad 24
			Total for check: 50258		450.00	
FERGUSON WATERWORKS #1476	50259	6/11/2015	0171075	625-1010-541.30-18	410.30	Supplies-Ida Street
		6/11/2015	0171105	601-1020-543.30-18	77.50	Supplies-609 Racine St
		6/11/2015	0172104	100-0920-531.82-01	442.00	Senior Center Drainage
		6/11/2015	0172354	625-1010-541.30-18	110.00	Supplies-Ida Street
			Total for check: 50259		1,039.80	
FERRELLGAS	50260	6/11/2015	1087377023	266-1027-543.30-18	75.20	Liquified Petroleum Gas
			Total for check: 50260		75.20	
FOX VALLEY HUMANE ASSOCIATION	50261	6/11/2015	FOX VALLEY HUMA	100-0806-532.25-01	1,173.00	April 2015 Services
			Total for check: 50261		1,173.00	
FOX VALLEY TECHNICAL COLLEGE	50262	6/11/2015	CALUMET CTY	100-0000-203.04-00	10,109.83	2014-15 Tax Collect - C
		6/11/2015	WINNEBAGO CTY	100-0000-203.04-00	76,598.07	2014-15 Tax Collect - W
			Total for check: 50262		86,707.90	
GANNETT WISCONSIN MEDIA	50263	6/11/2015	0008973502	100-0405-513.29-02	2,090.71	Legals
				100-0203-512.29-02	543.55	Liquor License
			Total for check: 50263		2,634.26	
GAT SUPPLY INC	50264	6/11/2015	282780-1	100-1002-541.30-18	1,026.98	Engineering Supplies
				625-1002-541.30-18	342.33	Engineering Supplies
		6/11/2015	282780-2	100-1002-541.30-18	355.68	Engineering Supplies
				625-1002-541.30-18	118.56	Engineering Supplies

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GAT SUPPLY INC...	50264...	6/11/2015	282780-3	100-1002-541.30-18	151.47	Engineering Supplies
				625-1002-541.30-18	50.49	Engineering Supplies
	6/11/2015	282780-4	100-1002-541.30-18	173.25	Engineering Supplies	
			625-1002-541.30-18	57.75	Engineering Supplies	
	6/11/2015	282780-5	100-1002-541.30-18	246.24	Engineering Supplies	
			625-1002-541.30-18	82.08	Engineering Supplies	
	6/11/2015	283014-1	100-1002-541.30-18	(302.94)	CREDIT	
			625-1002-541.30-18	(100.98)	CREDIT	
Total for check: 50264				2,200.91		
GERBER LEISURE PRODUCTS INC	50265	6/11/2015	26080	489-0703-562.82-02	9,496.00	Gilbert Site Shelter
				Total for check: 50265		9,496.00
GRAINGER INC	50266	6/11/2015	9744523268	731-1022-541.38-03	390.38	Rotary Gear Pump Head
				Total for check: 50266		390.38
GRIESBACH READY-MIX LLC	50267	6/11/2015	3214	625-1003-541.30-18	706.00	C & G
				625-1010-541.30-18	36.00	Gilbert Site Storm
				Total for check: 50267		742.00
GUNDERSON CLEANERS	50268	6/11/2015	270468	100-0801-521.30-13	34.66	Mats/Towels
				Total for check: 50268		34.66
HOME DEPOT CREDIT SERVICES	50269	6/11/2015	1036065	100-0703-553.30-18	46.97	Supplies/Parks
		6/11/2015	35188	100-0703-553.24-03	29.94	Supplies/Parks
		6/11/2015	573662	100-0703-553.24-03	65.22	Supplies/Smith Park
		6/11/2015	573663	100-1001-514.24-03	32.81	Supplies/City Hall
		6/11/2015	6034579	100-0704-552.24-03	104.00	Supplies/Pool
		6/11/2015	6034617	100-0601-551.30-13	90.24	Supplies/Library
		6/11/2015	6082213	100-0801-521.24-03	78.31	Supplies/Police Dept
		6/11/2015	7034444	100-0703-553.30-18	124.97	Supplies/Parks

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HOME DEPOT CREDIT SERVICES...	50269...	6/11/2015	9036251	100-0703-553.24-03	77.38	Supplies/Parks
			Total for check: 50269		649.84	
HORST DISTRIBUTING INC	50270	6/11/2015	47040-000	100-0703-553.30-18	594.00	White Paint/Tips
		6/11/2015	47109-000	731-1022-541.38-03	130.70	Relay
			Total for check: 50270		724.70	
HOTSY CLEANING SYSTEMS INC	50271	6/11/2015	0107201-IN	731-1022-541.24-02	680.00	Panel Wash/Supplies
			Total for check: 50271		680.00	
INDEPENDENT INSPECTIONS LTD	50272	6/11/2015	309881	100-0301-523.21-06	10,387.01	May 2015 Permits
				100-0000-123.00-00	74.23	May 2015 Permits
		6/11/2015	309882	100-0301-523.21-06	513.00	May 2015 Permits
			Total for check: 50272		10,974.24	
JENKINS, MARGARET	50273	6/11/2015	POOL REFUND	100-0000-441.24-00	25.00	Overpayment Pool Passes
			Total for check: 50273		25.00	
KITZ & PFEIL INC	50275	6/11/2015	042209-0015	100-0703-553.24-03	23.14	Lamp/Anchor/Misc
		6/11/2015	042214-0047	731-1022-541.24-03	26.46	Connector/Bushing/Adapter
		6/11/2015	042314-0006	100-0703-553.24-03	27.96	Sealant/Lock Ease
		6/11/2015	043009-0020	731-1022-541.24-03	22.08	Covers/Switch/Box
		6/11/2015	043014-0006	100-0704-552.24-04	49.89	Anchor/Screw/Washer/Bits
		6/11/2015	043014-0014	100-0703-553.30-18	7.96	Hardware Misc
		6/11/2015	050109-0051	731-1022-541.30-18	31.92	Blades
		6/11/2015	050603-0009	731-1022-541.38-03	36.53	Oil/Spark Plugs/Filters
		6/11/2015	050609-0024	731-1022-541.30-18	18.32	Pump Oil
		6/11/2015	050609-0025	731-1022-541.30-18	(0.39)	Pump Oil
		6/11/2015	050614-0005	100-0703-553.24-03	146.32	Soap/Spray/Weed & Feed
		6/11/2015	050614-0023	100-0903-531.30-13	36.48	Battery
		6/11/2015	050614-0069	100-1019-552.30-13	5.84	Cleaner

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KITZ & PFEIL INC...	50275...	6/11/2015	050614-0131	100-0703-553.30-18	11.68 Bolts	
		6/11/2015	050709-0044	731-1022-541.30-18	11.69 Stops/Hardware Misc	
		6/11/2015	051109-0013	731-1022-541.38-03	8.40 Hardware Misc	
		6/11/2015	051114-0058	100-0703-553.24-03	110.19 Battery/Head/Coupling	Heater Kit/Plugs
		6/11/2015	051114-0087	100-0703-553.24-03	33.11 Brushes/Head/Key	
		6/11/2015	051309-0024	100-0703-553.30-18	12.59 Weed B Gone	
		6/11/2015	051409-0001	100-0703-553.24-03	23.51 Hardware Misc/Washer	Bit/Tape/Lug
		6/11/2015	051814-0027	100-0801-521.24-03	8.10 Hardware Misc	
		6/11/2015	051814-0079	100-0703-553.24-03	5.39 Lug	
		6/11/2015	051914-0011	100-0704-552.24-03	64.74 Aerosol/Enamel/Tape	Wire Cup/Crimp
		6/11/2015	051914-0092	100-0703-553.30-18	16.19 Turret Wand	
		6/11/2015	051914-0108	731-1022-541.30-18	80.84 Paint/Gas Cylinder/Brush	
		6/11/2015	052009-0027	100-1001-514.24-03	13.21 Hardware Misc	
		6/11/2015	052009-0036	100-1019-552.30-13	10.32 Duct Tape/Clorox Wipes	Tape
Total for check: 50275					842.47	
LEVENHAGEN CORPORATION	50276	6/11/2015	056440A-IN	100-0000-131.00-00	15,271.10 Fuel	
		6/11/2015	87207	207-0707-552.38-01	31.89 Tank Dry	
	Total for check: 50276				15,302.99	
MACHINE SERVICE INC	50277	6/11/2015	1251470033	731-1022-541.38-03	265.40 Driveshaft Assy	
	Total for check: 50277				265.40	
MEILS, DIANE	50278	6/11/2015	MEILS DIANE	100-0000-201.03-00	10.00 Parking Ticket Overpaymen	
	Total for check: 50278				10.00	
MENARDS-APPLETON EAST	50279	6/11/2015	72899	100-1001-514.24-03	76.98 Studs/Gypsum	
		6/11/2015	72901	100-0801-521.24-03	130.25 Women's Restroom	Ceiling
		6/11/2015	72903	100-1001-514.24-03	13.91 Tape/Cornerbead	

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MENARDS-APPLETON EAST...	50279...	6/11/2015	73275	100-0801-521.24-03	29.93	Crate
			Total for check: 50279		251.07	
MENASHA JOINT SCHOOL DISTRICT	50280	6/11/2015	CALUMET	100-0000-203.03-00	28,318.25	2014-2015 Tax Collect - C
		6/11/2015	WINNEBAGO	100-0000-203.03-00	762,394.16	2014-2015 Tax Collect - W
			Total for check: 50280		790,712.41	
MENASHA JOINT SCHOOL DISTRICT	50281	6/11/2015	MAYMOBILEHOME	100-0000-412.00-00	6,313.46	May Mobile Home Fees
			Total for check: 50281		6,313.46	
MENASHA NEENAH MUNICIPAL COURT	50282	6/11/2015	MENASHA NEENAH	100-0000-201.03-00	113.80	Bond/MEP 13-184
				100-0000-201.03-00	139.00	Bond/MEP 13-185
				100-0000-201.03-00	98.80	Bond/MEP 15-186
				100-0000-201.03-00	174.00	Bond/MEP 15-175
			Total for check: 50282		525.60	
MENASHA TREASURER	50283	6/11/2015	REC PROG CASH	100-0000-103.08-00	350.00	Petty Cash - Rec Programs
			Total for check: 50283		350.00	
MENASHA UTILITIES	50284	6/11/2015	MENASHAUTILITY	100-1008-541.22-03	200.70	Electric
				100-0703-553.22-03	303.70	Electric
				100-0703-553.22-05	260.24	Water
				100-0703-553.22-06	132.51	Storm
				100-0903-531.22-03	178.64	Electric
				100-0903-531.22-05	45.42	Water
				100-0000-123.00-00	8.56	Electric
				100-0305-562.22-06	7.50	Storm
				601-1020-543.22-03	58.93	Electric

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MENASHA UTILITIES...	50284...	6/11/2015	ST LIGHTS	100-1012-541.22-03	15,519.94	May Street Lighting
			Total for check: 50284		16,716.14	
MILLER & ASSOCIATES	50285	6/11/2015	216246	489-0703-562.82-02	8,310.00	Gilbert Park Equipment
				100-0703-553.30-15	3,190.00	Gilbert Park Equipment
		6/11/2015	216247	826-0703-553.30-18	1,596.00	Supplies
			Total for check: 50285		13,096.00	
MINNESOTA LIFE INSURANCE COMPANY	50286	6/11/2015	POLICY 002832L	100-0000-204.07-00	3,022.96	July Life Insurance
			Total for check: 50286		3,022.96	
MORTON SAFETY	50287	6/11/2015	157004-00	731-1022-541.30-18	54.32	Mask
			Total for check: 50287		54.32	
N&M AUTO SUPPLY	50288	6/11/2015	524529	731-1022-541.38-03	(91.51)	Battery/CREDIT
		6/11/2015	525090	731-1022-541.38-03	176.99	Adapter/Hitch
		6/11/2015	525112	731-1022-541.38-03	35.99	Bearing Protect/Oil Seal
		6/11/2015	525127	731-1022-541.38-03	9.65	Oil Seal
		6/11/2015	525306	731-1022-541.38-03	78.08	Wheel Seal
		6/11/2015	525329	731-1022-541.38-03	7.67	Bearing
		6/11/2015	525442	731-1022-541.30-18	12.71	Gloves
		6/11/2015	525453	731-1022-541.38-03	41.79	Wheel Bearing
		6/11/2015	525470	731-1022-541.38-03	41.79	Wheel Bearing
			Total for check: 50288		313.16	
NORTHEAST ASPHALT INC	50289	6/11/2015	1347280	100-1003-541.30-18	181.54	Pan-Road Edge Settlement
		6/11/2015	1347394	100-1003-541.30-18	631.94	Cold Mix
			Total for check: 50289		813.48	

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OUTAGAMIE COUNTY CLERK OF COURTS	50290	6/11/2015	OUTAGAMIE COUNT	100-0000-201.03-00	200.00	Bond/MEP 15-1764
			Total for check: 50290		200.00	
PIGGLY WIGGLY MIDWEST LLC	50291	6/11/2015	PWM-059298	100-0905-531.30-18	41.34	60+ Program
		6/11/2015	PWM-063345	100-0202-512.30-16	93.98	Biometrics
		6/11/2015	PWM-065746	100-0202-512.30-16	33.95	Biometrics
			Total for check: 50291		169.27	
POMP'S TIRE SERVICE INC	50292	6/11/2015	320030544	731-1022-541.38-02	300.00	Tires
			Total for check: 50292		300.00	
LIZ ROSIN	50293	6/11/2015	ROSIN LIZ	100-0903-531.33-01	23.82	May Expenses
			Total for check: 50293		23.82	
SERVICEMASTER BUILDING MAINTENANCE	50294	6/11/2015	16239	100-0801-521.20-01	50.00	Janitorial-Police Garage
		6/11/2015	16241	100-0903-531.20-01	490.00	Janitorial - Health Dept
		6/11/2015	16252	100-0801-521.20-01	1,460.00	Janitorial - Police Dept
		6/11/2015	16275	100-1001-514.20-01	1,095.00	Janitorial - City Hall
		6/11/2015	16276	731-1022-541.20-01	494.00	Janitorial - PWF
			Total for check: 50294		3,589.00	
SERVPRO APPLETON	50295	6/11/2015	2015-05-13-1449	100-0703-553.20-09	2,947.92	Trestle Trail Clean-Up
			Total for check: 50295		2,947.92	
ST JOSEPH FOOD PROGRAM INC	50296	6/11/2015	ST JOSEPH FOOD	100-0000-441.13-00	650.00	Refund 1/2 Refuse Collect
			Total for check: 50296		650.00	
STAPLES ADVANTAGE	50297	6/11/2015	3266393551	100-0201-512.30-10	24.68	Supplies
				100-0202-512.30-10	24.68	Supplies
				100-0203-512.30-10	24.68	Supplies

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STAPLES ADVANTAGE...	50297...	6/11/2015...	3266393551...	100-0204-512.30-10	4.89	Supplies
			Total for check: 50297		78.93	
STREICHER'S INC	50298	6/11/2015	11152885	100-0801-521.30-15	177.96	Police Equipment
			Total for check: 50298		177.96	
UNIFIRST CORPORATION	50299	6/11/2015	097 0188218	731-1022-541.20-01	256.65	Coveralls/Shirts/Mats
			Total for check: 50299		256.65	
UR WASHINSTUFF INC	50300	6/11/2015	10082	100-0801-521.29-04	171.30	March Car Washes
		6/11/2015	10083	100-0801-521.29-04	68.52	April Car Washes
			Total for check: 50300		239.82	
US CELLULAR	50301	6/11/2015	0085580577	100-0201-512.22-01	36.21	Attorney
				100-0202-512.22-01	11.50	Brunn
				100-1019-552.22-01	10.75	Racine Street Bridge
				100-1019-552.22-01	0.85	Tayco Street Bridge
				601-1020-543.22-01	0.50	Confined Space
				100-0801-521.22-01	80.26	PD
				100-0904-531.22-01	61.55	Drew
				100-1002-541.22-01	3.30	Eng
				100-0702-552.22-01	50.81	Tungate
				100-0703-553.22-01	89.00	Parks
				731-1022-541.22-01	124.87	PWF
				100-1008-541.22-01	3.95	Sign
				601-1020-543.22-01	0.50	Sewer Truck
			Total for check: 50301		474.05	

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VONBRIESEN & ROPER, SC	50302	6/11/2015	199314	100-0202-512.21-01	3,020.95	Labor & Personnel
			Total for check: 50302		3,020.95	
WATSON, CARLA	50303	6/11/2015	WATSON CARLA	100-0000-441.13-00	45.00	Unused Dumpster
			Total for check: 50303		45.00	
WAVERLY SANITARY DISTRICT	50304	6/11/2015	WAVERLY SANITAR	100-0000-203.07-00	6,702.18	2014-2015 Tax Collections
			Total for check: 50304		6,702.18	
WE ENERGIES	50305	6/11/2015	WE ENERGIES	100-0703-553.22-03	38.71	Electric/Conservancy
			Total for check: 50305		38.71	
WI SCTF	50306	6/11/2015	20150611	100-0000-202.03-00	65.00	PAYROLL SUMMARY
			Total for check: 50306		65.00	
WIL-KIL PEST CONTROL	50307	6/11/2015	2670564	731-1022-541.20-07	66.50	Commercial Contract
			Total for check: 50307		66.50	
WINNEBAGO COUNTY TREASURER	50308	6/11/2015	WINNEBAGO CTY	100-0000-203.02-00	369,445.60	2014-15 Tax Collect -W
		6/11/2015	WINNEBAGO/STATE	100-0000-203.08-00	12,239.21	2014-15 Tax Collect/State
			Total for check: 50308		381,684.81	
WISCNET	50309	6/11/2015	5366	743-0403-513.21-04	750.00	Quartly Interenet Access
			Total for check: 50309		750.00	
WISCONSIN SUPPORT COLLECTIONS	50310	6/11/2015	20150611	100-0000-202.03-00	662.52	PAYROLL SUMMARY
			Total for check: 50310		662.52	

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BETHANY WOLF	50311	6/11/2015	REFUND	100-0000-441.23-00	28.57	Rental Refund		
				100-0000-201.08-00	1.43	Rental Refund		
				Total for check: 50311			30.00	
ZARNOTH BRUSH WORKS INC	50312	6/11/2015	0155186-IN	731-1022-541.38-03	417.00	Cablewrap Broom Refill		
				Total for check: 50312			417.00	
							1,477,831.28	



To: Menasha Common Council

From: Jenny Groeschel and Ginger Tralongo, Police Records

RE: Beverage Operator License (Bartender) Applicants

Date: **June 10, 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 **2015-2017** licensing period:

Kallie Housum	Elizabeth Kloes	Karen Gallagher	Sabrina McLaughlin
Marlene Anthony	James Page	Charity Otto	Justin Rivera
Surendra Thapa	Joan Stoddard	Stephanie Jacob	Michael Vandenberg
Brenda Jones	Joshua Brudnowski	Tim Rhodes	Jill Gibson
April Childs	Sarah Straw	Michael Haidlinger	Todd Lanning
Carol Quella	Gertrude Johnson	Dylan DeVetter	Danyelle Hofmann
Mary Simon	Michael Novak	Nicole Peik	Gail Bottine
Brad Webb	Sharon Jensen	Michael Elias	Paul Johnson
Colleen Reiser	Jessica Seidl	Angie Grotenhuis	Tina VanHandel
Tyler Meyer	Vonelle Trader	Hailey Lider	Scott Rupnow
Brenda Jorgensen	Anna Bark	Jennifer Groeschel	Kristina Weidner
Esperanza Moreno	Brittany Sack	Heather Waite	Amanda Schroeder
Paul Virnig	Kati Meier	Steve Baldovin	
Bobbie VanderWielen			

Cc: Chief Styka



To: Common Council

From: Debbie Galeazzi, Clerk

Date: June 11, 2015

Subject: Liquor License Applications, July 1, 2015-June 30, 2016

The following renewal applications to deal in intoxicating liquor and/or fermented malt beverages for the July 1, 2015-June 30, 2016 licensing period that have been filed in the Clerk's office.

"Class A" Liquor and Malt. Dolgencorp, LLC, d/b/a Dollar General Store #13175, 1135 Appleton Road, Deb Jopek, Agent. All State and City requirements are in order. Staff recommends approval of this application.

"Class A" Liquor and Malt. Quik Mart Menasha Inc., d/b/a Quik Mart Menasha, 1515 Appleton Road, Satnam Gill, Agent. All State and City requirements are in order. Staff recommends approval of this application.

"Class B" Liquor and Malt. Juanita's Hacienda Inc., d/b/a Korona Klub, 190 Main Street, Juana Bevers, Agent. All State and City requirements are in order. Staff recommends approval of this application.

"Class A" Liquor and Malt. Stop N Go LLC, d/b/a Stop N Go, 1200 Plank Road, Kamaljit Gill, Agent. The other City and State requirements are in order. Staff recommends approval of this application.

Reserve "Class B" Liquor and Malt. Margaritaville Lounge LLC, d/b/a Margaritaville, 6 Tayco Street, Jennifer Almeida-Sandoval, Agent. As of today not all financial obligations to the City are current. The other City and State requirements are in order.

"Class B" Liquor and Malt. 5 O'Clock Somewhere RD LLC, d/b/a 5 O'Clock Somewhere, 600 Broad Street, Rebecca Durant, Agent. Community Development is working with business on signage.

Section 7-2-9 of the City Code states when approving an application for a liquor license the following must be taken into consideration:

- Suitability of an applicant-must pass background check by Police Dept.

- Appropriateness of the location and premises to be licensed.

- All financial claims of the City must be satisfied (taxes, assessments, utilities)

- Must conform to all sanitary, safety and health requirement of the State Building Codes, State Board of Health and Local Board of Health Codes.

Pursuant to State Statute, approval or denial of liquor licenses is the responsibility of the governing body. Denial can be based on violations of State Statutes or local ordinances. The applicants have been informed of the meeting. I will update the Council at the meeting of any changes.



MEMORANDUM

TO: Common Council

From: Nancy McKenney, RDH, MS, Public Health Director

Date: June 15, 2015

RE: Wisconsin Department of Health Services (DHS) Healthy Brain Initiative/Dementia-Friendly Communities Mini-grant

This memorandum requests Common Council approval for the Menasha Health Department to spend mini grant funds (\$2,000). The funds will be used to learn about integrating dementia into community health assessments, community health planning processes, and local dementia-friendly community efforts.

BACKGROUND

On June 4, 2015, the Menasha Health Department received notice from the Wisconsin Department of Health Services of a Healthy Brain Initiative/Dementia-Friendly Communities mini-grant opportunity. The application was due on June 8, 2015. Due to the quick turnaround, Mayor Merkes approved submitting the application. On June 8, 2015 the Menasha Health Department was notified that we were selected to receive one of the \$2,000 mini-grants. This is a one-time funding opportunity. All activities must be completed by June 30, 2015.

According to the 2009-2013 American Community Survey, it is estimated that over 25 percent of the City of Menasha residents are over the age of 55. We recognize that dementia is an emerging public health crisis. As required by [Wisconsin State Statutes Chapter 251.05](#), the Menasha Health Department is currently working with health care systems and adjacent health departments on community health assessments. This is an ideal time to learn more about integrating dementia into community health assessments, community health planning processes, and local dementia-friendly community efforts. Integration will help the community to better understand dementia, current and future impact, and steps to build a dementia-friendly community.

ANALYSIS

This funding would assist the Menasha Health Department, Senior Center staff, Committee on Aging, Board of Health, and others to learn more about dementia, its individual and community impact, and the need for integration into community health assessment and planning, using the resources in [A Tool Kit for Building Dementia-Friendly Communities](#). We would then be better positioned to engage the public, businesses, and government entities in assessing community needs and planning effective strategies.

FISCAL IMPACT

Approving the spending of this grant leverages state funds for education and community health assessment.

RECOMMENDATION

Staff recommends that the Common Council makes a motion to accept the grant funding and approves spending the funds in 2015



Memorandum

DATE: June 11, 2015

TO: Menasha Common Council

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

RE: Amendment No. 2 to Third Street Bridge Design Agreement (WisDOT/Ayres Associates/City of Menasha)

We were recently notified by Ayres Associates of the need to execute an amendment to the three party agreement for the design of the Third Street Bridge (see enclosed). This project requires right of way from a small portion of Jefferson Park. Because Jefferson Park received federal Land and Water Conservation (LAWCON) grant funds in the past, the consultant is required to complete a full environmental report instead of a less involved programmatic environmental report. This work was not included in the original scope of work so this amendment will cover the additional associated costs.

The additional costs will not exceed \$7,663.63. The terms of our project agreement with WisDOT stipulate the City will be responsible for 20% of design costs, meaning the City's cost for this additional work will not exceed \$1,532.73. There are sufficient funds included in the 2015 Budget for this work. I recommend approval of the proposed amendment. WisDOT has approved the amendment.

Enclosure

AMENDMENT NO. 2 TO THE CONTRACT
BETWEEN City of Menasha (MUNICIPALITY),
THE WISCONSIN DEPARTMENT OF TRANSPORTATION
AND Ayres Associates Inc (CONSULTANT) FOR

Project ID 4992-01-00
C Menasha, Third St
Lake Winnebago Slough & Approaches
Third St.
Winnebago County

The contract made and entered into by and between the MUNICIPALITY, DEPARTMENT and CONSULTANT, dated December 19, 2014 and amended on February 26, 2015 is hereby amended as set forth on the following pages.

The primary reason(s) for this amendment:

Jefferson Park received federal Land and Water Conservation (LAWCON) grant funds, and therefore we will need to follow the Section 6f documentation and coordination for the right of way impacts to this park.

An environmental report will be needed for this PROJECT instead of programmatic environmental report, due to the Section 6f impacts.

The following compensation paragraphs are deleted from the original contract cover page and replaced with the following:

ALL SERVICES

Compensation for all Services provided by the CONSULTANT under terms of the CONTRACT shall be from the DEPARTMENT:

For design services, actual costs to the CONSULTANT up to \$79,004.83, plus a fixed fee of \$4,990.03, not to exceed \$83,994.86 (**an increase of \$7,663.63**).

For subsurface investigation subcontracted to River Valley Testing Corp., the CONSULTANT'S actual cost paid to River Valley Testing Corp. not to exceed \$4,775.00 (**no change**) using the cost per unit based on the proposal dated October 1, 2014.

For title searches subcontracted to Bay Title & Abstract, Inc, the CONSULTANT's actual cost paid to Bay Title & Abstract, Inc not to exceed \$900.00 (**no change**) using the cost per unit based on the proposal dated October 3, 2014.

For an archaeological report subcontracted to Commonwealth Cultural Resources Group, Inc. (CCRG), the CONSULTANT's actual cost paid to Commonwealth Cultural Resources Group, Inc. based on Commonwealth Cultural Resources Group, Inc. actual cost up to \$601.27 plus fixed fee of \$54.80 not to exceed \$656.08 (**no change**).

Compensation in excess of the total CONTRACT amount of \$90,325.94 (**an increase of \$7,663.63**) shall not be allowed unless approved by a written CONTRACT amendment. Compensation for costs incurred as a result of improper performance by the CONSULTANT will not be allowed. Details of CONTRACT compensation provisions follow in the text of the CONTRACT and STANDARD PROVISIONS incorporated by reference.

The DEPARTMENT REPRESENTATIVE is: Troy Robillard; 3376 Packerland Drive Ashwaubenon, WI 54115;
Robillardt@AyresAssociates.com; 920.498.1200.

The MUNICIPALITY REPRESENTATIVE is Mark Radtke, PE, Director of Public Works; 140 Main Street,
Menasha, WI 54952, mradtke@ci.menasha.wi.us; 920.967.3610.

The CONSULTANT REPRESENTATIVE is: Rich Glen, PE, JT Engineering, Inc.; 1077 Centennial Centre Blvd.,
Hobart, WI 54155, richglen@jt-engineering.com; 920.468.4771.

In witness whereof, the parties hereto have caused this amendment to be executed and approved on the
date signed by their authorized officers or representatives.

For the CONSULTANT

By:  _____

Title: Transportation Manager _____

Date: 5/29/15 _____

For the DEPARTMENT

By: _____

Title: _____

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

The THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT is modified as follows:

THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS is amended by this amendment as follows for this design contract:

B. ENVIRONMENTAL DOCUMENTATION is amended as follows:

The CONSULTANT shall prepare an ER Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. The appropriate number of copies shall be furnished to the MUNICIPALITY and DEPARTMENT for approval.

(6) Section 6(f) Evaluation:

The CONSULTANT shall prepare a Section 6(f) evaluation in accordance with the procedures as set forth in the MANUAL.

F. MEETINGS is amended as follows:

- (10) The CONSULTANT shall conduct one coordination meeting with WDNR, the DEPARTMENT, and the MUNICIPALITY to coordinate the Section 6f impacts.

Consultant Weighted Average Direct Labor Rates

Project ID 4992-01-00
C Menasha, 3rd Street
Lake Winnebago Slough & Approaches
Third St.
Winnebago County

Revised 01/13/15

Classification: Project Manager

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
02009	\$51.63	100.00%	\$51.63
TOTAL		100.00%	\$51.63

Classification: Engineer 2

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
02050	\$37.65	100.00%	\$37.65
TOTAL		100.00%	\$37.65

Classification: Engineer 1

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
02777	\$29.00	100.00%	\$29.00
TOTAL		100.00%	\$29.00

Classification: Clerical

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
02086	\$20.95	100.00%	\$20.95
TOTAL		100.00%	\$20.95

CONSULTANT DIRECT LABOR RATES

Project ID 4992-01-00
C Menasha, 3rd Street
Lake Winnebago Slough & Approaches
Third St
Winnebago County

Contract Start Date: 5/18/2015
Contract Complete Date: 12/31/2015

Revised 01/13/15

Employee Identification	Classification	% Work at 05/15 to 12/15 Rate	% Work at 01/16 to 12/16 Rate	% Work at 01/17 to 12/17 Rate	% Work at 01/18 to 12/18 Rate	% Work at 01/19 to 12/19 Rate	% Work at 01/20 to 12/20 Rate	Weighted Average Hourly Rate
Emp No. 02009	Project Manager	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	\$ 51.63
Emp No. 02050	Engineer 2	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	37.65
Emp No. 02777	Engineer 1	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	29.00
Emp No. 02086	Clerical	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.95
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-

Project ID 4992-01-00
C Menasha, 3rd Street
Lake Winnebago Slough & Approaches
Third St.
Winnebago County

Class TASK	Average Hourly Wage													
	ACT. CODE.	Project Manager		Engineer 2		Engineer 1		Clerical		0		Total		
		Hours	\$51.63	Dollars	Hours	\$37.65	Dollars	Hours	\$29.00	Dollars	Hours	\$0.00	Dollars	Direct Labor
			Dollars			Dollars			Dollars			Dollars	Dollars	
Administration	740	-	103.26	-	-	-	-	-	-	-	-	-	2	103.26
Reports	748	2	103.26	2	75.30	-	32	928.00	-	-	-	-	36	1,106.56
Environmental	767	2	103.26	2	75.30	-	24	686.00	-	-	-	-	28	874.56
Agency, Utility & Railroad	746	2	103.26	-	-	-	4	116.00	-	-	-	-	6	219.26
Public Involvement	743	-	-	-	-	-	-	-	-	-	-	-	-	-
Survey	729	-	-	-	-	-	-	-	-	-	-	-	-	-
Soil's Investigation	644	-	-	-	-	-	-	-	-	-	-	-	-	-
Preliminary Roadway	741	-	-	-	-	-	-	-	-	-	-	-	-	-
Preliminary Structure	1,001	-	-	-	-	-	-	-	-	-	-	-	-	-
Final Roadway	742	-	-	-	-	-	-	-	-	-	-	-	-	-
Final Structure	1,002	-	-	-	-	-	-	-	-	-	-	-	-	-
P.S. & E.	794	-	-	-	-	-	-	-	-	-	-	-	-	-
Right-of-Way	745	-	-	-	-	-	-	-	-	-	-	-	-	-
Meetings & Conferences	747	3	154.89	-	-	-	2	58.00	-	-	-	-	5	212.89
Management of Subconsultants	773	-	-	-	-	-	-	-	-	-	-	-	-	-
Real Estate	267	-	-	-	-	-	-	-	-	-	-	-	-	-
Traffic	785	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS		11	567.93	4	150.60	62	1,798.00	-	-	-	-	-	77	2,516.53

DIRECT EXPENSES BY ITEM

Project ID 4992-01-00

C Menasha, 3rd Street

Lake Winnebago Slough & Approaches

Third St.

Winnebago County

Revised: 01/13/15

[illegible]

FEE COMPUTATION BY ENGINEERING TASK

Project ID 4992-01-00

C Menasha, 3rd Street
Lake Winnebago Slough & Approaches
Third St.
Winnebago County

Revised: 01/13/15

TASK	ACTIVITY CODE	Direct Labor Costs	Overhead Costs	Direct Expenses	Fixed Fee / Profit	TOTAL
Administration	740	103.26	190.45	-	18.72	312.43
Reports	748	1,106.56	2,040.94	-	200.56	3,348.06
Environmental	767	874.56	1,613.04	-	158.51	2,646.11
Agency, Utility & Railroad	746	219.26	404.40	-	39.74	663.40
Public Involvement	743	-	-	-	-	-
Survey	729	-	-	-	-	-
Soils Investigation	644	-	-	-	-	-
Preliminary Roadway	741	-	-	-	-	-
Preliminary Structure	1001	-	-	-	-	-
Final Roadway	742	-	-	-	-	-
Final Structure	1002	-	-	-	-	-
P S & E	794	-	-	-	-	-
Right-of-Way	745	-	-	-	-	-
Meetings & Conferences	747	212.89	392.65	49.50	38.59	693.63
Management of Subconsultans	773	-	-	-	-	-
Real Estate	267	-	-	-	-	-
Traffic	785	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
TOTALS		2,516.53	4,641.48	49.50	456.12	7,663.63

Indirect Home Office Rate 184.44%
Fixed Fee: 7.25%

Fixed Fee calculated based on Standard 150% overhead rate.

AYRES ASSOCIATES
www.AyresAssociates.com

FCBET
I:\Amendments\Winnebago County\3rd Street\Amend 21\X91300S1.xlsx

CONSULTANT CONTRACT TOTAL FEE COMPUTATION

Project ID 4992-01-00
C Menasha, 3rd Street
Lake Winnebago Slough & Approaches
Third St.
Winnebago County

Revised: 01/13/15

	Original Project I.D. 4992-01-00	Amendment 1 Project I.D. 4992-01-00	Amendment 2 Project I.D. 4992-01-00	Project I.D. XXXX-XX-XX	Project I.D. XXXX-XX-XX	TOTAL CONTRACT
Number of Staff Hours	776	6	77			859
Total Direct Labor	\$24,811.81	\$202.78	\$2,516.53			\$27,531.12
Indirect Home Office Rate 184.44%	\$45,561.93	\$372.37	\$4,641.48			\$50,575.78
Fixed Fee (% of Labor * 2.5) 7.3%	\$4,497.15	\$36.76	\$456.12			\$4,990.03
Non-Labor Direct Charges	\$848.43		\$49.50			\$897.93
Sub-Total Ayres Associates	\$75,719.32	\$611.91	\$7,663.63			\$83,994.86
River Valley Testing	\$4,775.00					\$4,775.00
Bay Title and Abstract, Inc	\$900.00					\$900.00
CCRG		\$656.08				\$656.08
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
Sub-Total Subconsultants	\$ 5,675.00	\$ 656.08	\$ -	\$ -	\$ -	\$ 6,331.08
Total	\$81,394.32	\$1,267.99	\$ 7,663.63	\$ -	\$ -	\$90,325.94

**FIRST AMENDMENT TO TOWER AND GROUND SPACE LEASE AGREEMENT BETWEEN
CITY OF MENASHA AND SPRINT SPECTRUM, L.P.
DATED NOVEMBER 7, 2013**

THIS FIRST AMENDMENT TO TOWER AND GROUND SPACE LEASE AGREEMENT, executed in Menasha, Wisconsin on this ___ day of June, 2015, is made effective between the City of Menasha and Sprint Spectrum, L.P. and is made with reference to the Tower and Ground Space Lease Agreement dated November 7, 2013:

1. As to paragraph 1.(a) delete and add (All equipment will be at 160' so no change to paragraph 1(a) is necessary
2. As to paragraph 4. Base Rent. delete and add (We are proposing a rent increase for the 3 new RRUs – we are checking on comparable rent amounts)
3. As to Exhibit B, Tenant's Equipment add 3 remote radio units
4. As to Exhibit C, Leased Space (Need to add language for 3 additional RRUs)

IN WITNESS WHEREOF, the undersigned have executed this First Amendment as of the date first written above:

City of Menasha

By: _____

Donald Merkes, Mayor

By: _____

Deborah A. Galeazzi, City Clerk

Sprint Spectrum, L.P.

By: _____

, Member