

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 19, 2016
Meeting 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. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 12/5/2016](#)
 - b. [Board of Health, 11/9/2016](#)
 - c. [Board of Public Works, 12/5/2016](#)
 - d. [Library Board, 11/30/2016](#)
 - e. [NMFR Joint Fire Commission, 11/30/2016](#)
 - f. [Park and Recreation Board, 11/8/2016](#)
 - g. [Personnel Committee, 12/5/2016](#)
 - h. [Plan Commission, 12/6/2016](#)
 - i. [Redevelopment Authority, 12/6/2016](#)
 - j. [Water & Light Commission, 11/16/2016](#)
Communications:
 - k. [November 8, 2016 General Election & Recount, Clerk Galeazzi, 12/15/16](#)
 - l. [2017 Street Construction on Province Terrace \(Midway Road to Province Link\), Eng. Supv. Montour, 12/13/16](#)
- G. CONSENT AGENDA
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
Minutes to approve:
 - 1. [Common Council, 12/5/2016](#)Administration Committee, 12/5/2016, Recommends the Approval of:
 - 2. [Underground Storage Tank Liability Insurance with ACE American Insurance Company for a premium of \\$5,034.](#)Board of Public Works, 12/5/2016, Recommends the Approval of:
 - 3. [Change Order – Northeastern Roofing, Inc.; Highlift Reservoir Roofing; Project M0002-9-16-00217.00; ADD: \\$3,150.00; Change Order No. 1 \(Menasha Utilities\)](#)

Plan Commission, DATE, Recommends the Approval of:

4. [Certified Survey Map—Lot Combination—Gosling Way Court](#)

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 12/5/2016—12/15/2016 in the amount of \\$664,976.63](#)
2. [Beverage Operators License Applications for the 2015-2017 licensing period.](#)
3. [2017-2018 Tentative Police Contract Agreement](#)

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. [O-19-16 An Ordinance Relating to the Annexation of Certain Property to the City of Menasha, Wisconsin \(Positive Ventures, LLC.\)](#)

L. APPOINTMENTS

1. Appointment of City Attorney Pamela A. Captain to the Fox Cities Room Tax Commission

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ACTION ITEMS

1. Adjourn into Closed Session pursuant to Wis. Stats. §19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Appvion, Inc. and NCR Corp. v. P. H. Gladfelter Co., et al., Case No. 08-CV-16 “PCB Litigation”)
2. May reconvene into Open Session to take action on items discussed in Closed Session

P. ADJOURNMENT

MEETING NOTICE
Tuesday, January 3, 2017
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 5, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Spencer at 7:39 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Spencer, Benner, Taylor, Collier, Keehan, Zelinski

EXCUSED: Aldermen Krautkramer, Nichols

ALSO PRESENT: Mayor Merkes, PC Styka, FC Kloehn, ASD Steeno, CCD Buck,
PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 11/7/16.](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Petition for Annexation – Positive Ventures LLC – Racine Road/9th Street.](#)

CDD Buck explained Positive Ventures LLC has submitted a petition for direct annexation of three parcels that still remain in Town of Menasha. The parcels were not included in the Intergovernmental Cooperation Agreement between the Village of Fox Crossing and Town of Menasha. The addresses are 931 Racine Road, 940 Warsaw Street, and 522 Ninth Street. They are developed/improved lots. The City's Comprehensive Plan designates the area as commercial. The Village of Fox Crossing/Town of Menasha has no objection to the annexation. Staff recommends the annexation.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council
Petition for Annexation from Positive Ventures LLC, Racine Road/9th Street.

Motion carried on roll call 6-0.

2. [Underground Storage Tank Liability Insurance.](#)

ASD Steeno explained the City needs to maintain Underground Storage Tank Insurance until it can demonstrate financial responsibility under the Code of Federal Regulations.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council
Underground Storage Tank Liability Insurance with ACE American Insurance Company
for a premium of \$5,034.

Motion carried on roll call 6-0.

E. ADJOURNMENT

Moved by Ald. Collier seconded by Ald. Keehan to adjourn at 7:45 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA BOARD OF HEALTH

Minutes

November 9, 2016

A. Meeting called to order at 8:07 AM by Candyce Rusin, Chairman.

B. Roll Call: Present: Candyce Rusin, Nancy McKenney, Kristene Stacker, Lori Asmus

Staff: Mary Fritz, Kortney Dahm, Liz Rosin, Linda Palmbach, Todd Drew

Absent: Teresa Rudolf

C. MINUTES TO APPROVE

Kristene Stacker moved to approve October 12, 2016 minutes, seconded by Lori Asmus.

Motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Nancy McKenney reviewed the Menasha Health Department Budget and Contracts. Nancy McKenney noted the Health Department Budget review with Common Council will be on November 14, 2016. She updated the Board of Health on the 2016 Projected Budget and 2017 Proposed Budget.

Communications: Nancy McKenney gave an update on the relocation of the Health Department to 100 Main Street. Nancy McKenney reported the Menasha High School approached her to do a Community Health Presentation for an English Class.

Personnel: Nancy McKenney reported that the part-time nurse position has been filled; start date will be the first week in December.

Academic Affiliations: University of Wisconsin Oshkosh nursing students. The Affiliation agreement with Fox Valley Dental Assistant program was completed. Claire Opsteen will coordinate with Fox Valley on student placements.

Employee Safety Program: Regularly scheduled safety meetings, Safety Training for 3 new employees (2 MPD, 1 PWF), CVMIC completed a safety follow-up at PWF all items corrected or in progress.

Sealer of Weights and Measures: Inspections of gas pumps, conducted credit card skimmer inspections of all pumps in Menasha. The information is posted on the City website.

Environmental Health Programs: Todd Drew managing environmental abatement and demolition at 867 Valley Road. Materials including asbestos, lead, PCB, light tubes and mercury switches were removed and disposed of prior to demolition. A property located at 1000 Plank #6 was placarded for hoarding, rotting food, animal waste and ammonia due to decomposing animal waste. This came 1 year after the same unit was placarded for the similar human health hazards. Daily Grind - Coffee shop opened on 11/2. DNR inspections are up to date and the first 5 have been billed. He reported normal routine inspection activity.

Communicable Disease Reports: The Board reviewed monthly and year-to-date Communicable Disease reports. Nancy McKenney reported Elizabethkingia Infection and Zika virus remain low. Public Health Nurse Linda Palmbach will be participating on a Sexual Transmitted Disease task force.

School Health: School Absences is low. Public Health Nurse gave an update on the vision screenings that took place in the Menasha Schools in September-October.

Health Screening 60+ Program: No Report

Prevention Program: No Report

Radon: No Report

School Health Aides: No report

Dental Program: Loretta Kjemhus reported #3 fluoride varnish will be completed by November 16, 2016. Dental talks have been scheduled at all schools through December 12, 2016. Head Start dental talks will be scheduled for January and February 2017. All children that exhibited decay during the fall oral health screening will be rescreened at this time.

Lion's Club is close to completing vision screening for absentee students. Nurses have sent out referrals for those students that did not pass the screenings.

Dental Sealant Program: Claire Opsteen, public health dental hygienist reported participation in the sealant program has significantly increased for the 2016-2017 school year.

Lead Prevention Program: No Report

Maternal and Child Health: Claire Opsteen attended a Maternal and Child Health conference on November 9 & 10, 2016.

Immunization: Menasha Health Department held a mass flu immunization clinic at Butte des Morts School on October 28th with 232 flu vaccines administered to adults and children.

Emergency Preparedness: Loretta Kjemhus updated on the Mass Flu Clinic that was held at Butte des Morts Elementary School, (see above), 157 children/infants and 73 adults were vaccinated. Two participants from the Medical Reserve Corp attended with city volunteers, staff, and evaluators from Appleton Health Dept. and Menasha Emergency Management Director. A tabletop emergency exercise is in process of being scheduled for middle of February.

Twenty Four/Seven: No Report

Senior Center: No Report

Policy and Procedure Review: No Report

E. HELD OVER BUSINESS: None

F. ADJOURNMENT: Lori Asmus moved to adjourn the meeting, seconded by Kristene Stacker. Motion passed. Candyce Rusin adjourned the meeting at 9:15 am. The next meeting will be on December 14th, 2016 at 8:00 a.m.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
December 5, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Collier at 7:48 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Spencer, Taylor, Collier, Keehan, Zelinski, Benner.

EXCUSED: Aldermen Krautkramer, Nichols

ALSO PRESENT: Mayor Merkes, PC Styka, FC Kloehn, ASD Steeno, CCD Buck, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [November 21, 2016](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Change Order – Northeastern Roofing, Inc.: Highlift Reservoir Roofing; Project M0002-9-16-00217.00; ADD: \\$3,150.00; Change Order No. 1 \(Menasha Utilities\)](#)

Mayor Merkes explained the project is the reservoir membrane roof system at Winz Park. The additional amount is for the installation of a metal gate cover in the drain basin for future cleaning of the gutter area. The item was not part of the original contract.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council Change Order for Northeastern Roofing, Inc. for Highlift Reservoir Roofing, Project M0002-9-16-00217.00, add of \$3,150.00, Change Order No. 1 (Menasha Utilities).

Motion carried on roll call 6-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 7:55 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
November 30, 2016

Called to order at 4:00pm by Chairman Englebert

Present: Chairman Englebert, Vice Chairman Golz, Secretary Wicihowski, Trustee Crawmer, Winnebago County Representative Franzoi, Trustee Halverson, Superintendent of Schools VanderHeyden, and Teen Representative Beachkofski.

Absent: None.

Also Present: Director Lenz, Adult Services Supervisor Bongers, Support Services Supervisor Brandt, Young Adult and Media Librarian Moore-Nokes, City of Menasha Human Resources Coordinator Huber, and Administrative Assistant Dreyer.

Public Comment/Communication

None

Consent Business

Motion made by Franzoi, seconded by VanderHeyden to approve the Library Board of Trustees meeting minutes from October 26, 2016. Motion carried unanimously.

Motion made by Halverson, seconded by Wicihowski to accept the Investment Committee meeting minutes of October 26, 2016. Motion carried unanimously.

Motion made by Wicihowski, seconded by Golz to accept the Governance Task Force meeting minutes of November 15, 2016. Motion carried unanimously.

Amend Agenda

Motion made by Franzoi, seconded by Wicihowski, to amend today's agenda to consider a library staff member's request for unpaid leave. Motion carried unanimously.

Adjourn into Closed Session

Motion made by VanderHeyden, seconded by Franzoi to adjourn into closed session to discuss the unpaid leave request. Roll call vote: all board members voted in favor, none opposed. Beachkofski, Bongers, Brandt and Moore-Nokes left the meeting at 4:07pm.

Adjourn into Open Session

Motion made by Wicihowski to adjourn into open session, seconded by VanderHeyden. Roll call vote: all board members voted in favor, none opposed. Beachkofski, Bongers, Brandt and Moore-Nokes re-entered and Huber left the meeting at 4:15pm. Brandt left the meeting at 4:22pm.

Unpaid Leave Request

No action was taken.

Authorization of Bills

Motion made by Golz, seconded by Wicihowski to authorize payment of the November 2016 bills as presented from the 2016 budget. Motion carried unanimously.

Director's Report/Information Items

1. October Statistics. Circulation of physical materials was up 1.5% for October, compared to last year. Circulation of adult and teen materials was up 7.4%; circulation of children's materials was down 6.1%. Community use of library meeting rooms is up 19% so far this year.
2. 2016 Budget Status. Trustees reviewed the 2016 budget and expenditures to date.
3. Endowment Report. Franzoi has secured grants for educational technology for children from Faith Technologies, J. P. Morgan Chase, and McClone.

4. Staff Reports

- The supervisors have been asked to come up with creative new ideas for the library and our community.
- City of Menasha Administrative Services Director Peggy Steeno has submitted her resignation.
- The Winnebago County 2017 budget has been approved including the amount requested by the Winnefox Library System for our library.
- Winnefox has launched our new catalog.
- A magazine shelving unit has been taken down. The CD's have been moved to make room for more audiobooks and DVD's in the media section.
- Ten chairs will be re-upholstered.
- A countertop has been installed in the Teen Zone; it will hold Chromebooks for that area.
- We are planning on moving the soda machine from across the Gegan Room to the lobby.
- A flat screen has been hung on the left side of the entrance to the library to promote library programs and services.
- In November, we collected about \$700 more than usual Food for Fines; it was donated to the Double Portions Soup Kitchen.
- The new door counters are installed. SenSource is working on calibrating them.
- John Nebel and Ana Maria Acosta have been working on bringing art events to the library. On December 3, artist Leif Larson will spend the day painting at the library.
- Wisconsin's Public Library System Re-Design project (PLSR) is moving forward. Their goal is to determine if library system services should be more statewide or regional.
- Library Legislative Day will be held on Tuesday, February 21, in Madison.
- The consensus was to hold our next meeting on December 28.
- Moore-Nokes thanked the Board of Trustees for sending him to the YALSA Conference in Pittsburgh. He attended sessions that focused on marketing and how to reach young adults, non-traditional career paths and Maker Boxes.
- We are purchasing equipment for a Digital Media Conversation Lab to convert VHS, photos, negatives and slides to digital formats.
- Moore-Nokes demonstrated Hoopla, a vendor of ebooks, comics, music, movies and audiobooks. Users would need a library card and pin number to use this service, and they would be limited to a given number of checkouts each month. Hoopla requires a deposit of funds that are spent down as the service is used. Motion made by Franzoi, seconded by Wichowski to approve funding for Hoopla in the 2016 budget. Motion carried unanimously.
- Library staff has adopted a family for Christmas.
- Please RSVP to the staff Christmas luncheon on December 21.

Discussion / Action Items

5. Personnel Policy.

City Administration Director Peggy Steeno would like the Board of Trustees to consider some changes to the library's personnel policy to be consistent with the city and make it easier for the city's payroll manager to calculate the payroll more accurately:

- Consider counting holiday, vacation and floating holiday hours as time worked for considering overtime. For next month's meeting, Franzoi requested staff to review the last quarter to get a snapshot of how much this would cost.
- Pay out compensatory time twice a year. This would ensure that comp time is given out at the same rate of pay that it is earned.
- Award merit increases to staff who have reached the top of their pay scale only for work above expectations and approved by the director.

6. Governance Committee Proposal.

The Board Governance Task Force is recommending adding a Governance Committee to replace the Nominating Committee. The work of this committee will focus on determining trustees' roles and responsibilities, board composition, trustee orientation/knowledge, board effectiveness, and leadership. This committee would consist of the Chairman of the Board, Vice Chairman, Secretary and one additional Trustee. Motion made by Franzoi, seconded by Halverson to approve forming a Governance Committee. Motion carried unanimously.

7. 2016/2017 Library Budgets.

The Common Council passed the city's 2017 budget on Monday, November 21. The library's budget passed as presented to the council by the mayor.

Adjourn into Closed Session

Motion made by Franzoi, seconded by VanderHeyden to adjourn into closed session to discuss the director's annual review citing §19.85(c), Wis. Stats., (Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.) Roll call vote: all board members voted in favor, none opposed. Beachkofski, Dreyer and Lenz left the meeting at 5:30pm.

Adjourn into Open Session

Motion made by VanderHeyden to adjourn into open session, seconded by Golz. Roll call vote: all board members voted in favor, none opposed. Beachkofski, Dreyer and Lenz returned to the meeting at 5:54pm.

8. 2017 Director's Salary. Motion made by Halverson to increase the Director's annual salary by \$2,000 effective January 1, 2017, seconded by Franzoi. Motion carried unanimously.

Adjournment

Motion to adjourn made at 5:56pm by Golz, seconded by Halverson. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary

**Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
November 30, 2016 – 8:00 a.m.
Hauser Room – City of Neenah**

Present: Commissioners Kubiak, Keating, Englebert, McCann Lewis.

Excused: Commissioner Liebhauser

Also Present: Chief Kloehn, DC Voss, HR Director Barber and Director Steeno

Commissioner Kubiak called the meeting to order at 8:00 a.m.

Public Forum: No members of the public were present.

Minutes: The Commission reviewed the meeting minutes of October 26, 2016. **MSC McCann/Englebert to approve the October 26, 2016 meeting minutes, and place on file, all voting aye.**

MSC McCann/Englebert to convene into closed session pursuant to Section 19.85(1)(c), Wis. Stats. for the purpose of interviewing applicants for the open firefighter positions, all voting aye.

NMFR's Eligibility List: **MSC McCann/Englebert to place Ben Felckowski, Alex Fickel, Adam Friemuth, Joseph Kobiela, Adam Lemke, Jason Tease and Chad Weihbrecht on NMFR's Eligibility list for hiring and shall be effective for one year, all voting aye.**

MSC Lewis/McCann to adjourn at 12:00 p.m., all voting aye.

Respectfully Submitted,

Kevin Kloehn
Chief

KK/tt

CITY OF MENASHA
Parks and Recreation Board
City Hall – 1st Floor Conference Room
November 8, 2016
MINUTES

A. CALL TO ORDER

The meeting was called to order by Lisa Hopwood at 6:01 pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Lisa Hopwood, Brian Adesso, Rob DeLain, Tom Marshall, Ald. Alex Zelinski

MEMBERS EXCUSED: Chr. Dick Sturm, Nancy Barker

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINUTES TO APPROVE

1. **Minutes of the October 11, 2016 Regular Park Board Meeting:** Moved by B. Adesso, seconded by R. DeLain to approve the minutes of the October 11, 2016 Park Board meeting. Motion carried.

D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate reported on a successful Pumpkin Hunt event on October 27. Open Gym at MHS started on November 2; planning has started for the December 9 Holiday Hayride.
2. **Park, Pool and Vandalism Report:** PS Maas reported that new play equipment is being installed at Hart Park this week; repair work is being done on the Ark in downtown; some electrical work done at the marina to accommodate security cameras next year.
3. **Gilbert Site Riverfront Trail-WPRA Park Design Award:** This award was presented to staff on November 3 at the annual state park conference.

F. DISCUSSION

1. **Update on the Loop the Little Lake project:** A project update will be given on December 5 by the lead engineer from GRAEF. GRAEF has been working closely with WDNR and the Army Corps on the design for both bridges. Color renderings will be part of the update on December 5.
2. **Jefferson Park & Neighborhood Vision Plan:** Staff and the Steering Committee is working on a survey of around 10 questions that should be ready by around Thanksgiving. Online and paper surveys will be available to the public. A public input session is planned for December 12, from 6:00 to 8:00 pm in the Company E Room at the Menasha Library.
3. **Update on 2017 department budgets:** The Mayor made a few relatively minor changes to the department budget ahead of the November 9 budget review session with the Common Council.
4. **Wisconsin Park and Recreation State Conference recap:** Staff attended several informative sessions including ones on conflict resolution and pool incident reporting. The conference was held in Wisconsin Dells.
5. **Holiday Gathering - December 13 at Parker John's:** The Board agreed to gather at around 7:15pm following the December 13 Board meeting.

G. ACTION ITEMS

1. **Naming of new eastside city park:** Staff update on name finalists – Hidden Pond Park, Hickory Park and Lotus Park. Staff indicated that there already was a Hickory Park in the Town of Buchanan. A couple other suggestions were mentioned; however the Board seemed to favor one name over all the others that were considered over the past two months. Motion by Ald. A. Zelinski, seconded by B. Adesso to approve the name of Hidden Pond Park for the new eastside park. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

Moved by B. Adesso, seconded by R. DeLain to adjourn at 6:43pm. Motion carried.

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 5, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Keehan at 7:57 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Spencer, Benner, Taylor, Collier, Keehan, Zelinski, Mayor Merkes.

EXCUSED: Aldermen Nichols, Krautkramer

ALSO PRESENT: PC Styka, FC Kloehn, ASD Steeno, PHD McKenney, CDD Buck,
Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Personnel Committee, 10/3/16.](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Administrative Services Director Replacement.](#)

Chairman Keehan explained the recruitment process for a new Administrative Services Director that will need to occur with the departure of ASD Steeno. In the past an interview panel was created which consisted of the Personnel Committee Chair and Vice-Chair, Mayor, Finance Director from another community, and a Department Head. He suggested creating the same type of interview panel with Ald. Spencer replacing himself on the panel. Ald. Spencer is currently part the interview panel for another department head position.

Moved by Ald. Benner seconded by Ald. Collier to approve the posting of the position of Administrative Service Director at the current salary range and creation of an interview panel consisting of Aldermen Spencer and Collier, Mayor Merkes, Finance Director from another community, and a City Department Head, which will make a recommendation to the Mayor.

Motion carried on roll call 7-0.

E. ADJOURNMENT

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

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
December 6, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:33 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Zelinski, and Commissioners Sturm, Schmidt, and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner.

OTHERS PRESENT: CDD Buck, AP Englebert, and Ald. Collier (701 Appleton St).

C. MINUTES TO APPROVE

1. **Minutes of the November 8, 2016 Plan Commission Meeting**

Motion by Comm. Cruickshank, seconded by Comm. Schmidt, to approve the November 8, 2016 Plan Commission meeting minutes as presented. The motion carried.

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

1. No one spoke.

E. COMMUNICATION

1. **2017 Plan Commission Meeting and Submission Dates**

AP Englebert relayed to the Plan Commission that there will likely be a joint Plan Commission and Park Board meeting in early winter to review the forthcoming Jefferson Park Master Plan concepts. The meeting does not appear on the calendar but the commission will be notified in advance of the meeting.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. **Certified Survey Map – Lot Combination – Gosling Way Court**

AP Englebert introduced the Certified Survey Map for Gosling Way Court. The proposed CSM seeks to consolidate three lots into two on the east side of Gosling Way Court. Each of the lots are zoned R-1 Single Family Residential. The two lots, as proposed, meet city standards for lot dimensions, size, and other zoning requirements.

Motion by Comm. Schmidt, seconded by Comm. Sturm, to recommend approval of the Certified Survey Map for Gosling Way Court. The motion carried.

2. **Proposed Annexation – Positive Ventures, LLC**

CDD Buck provided an overview of the proposed annexation for Positive Ventures, LLC. The annexation contains an area that includes three adjoining parcels. The three parcels are the last remnant of the Town of Menasha and the property owners have requested that the City of Menasha annex the properties. The Village of Fox Crossing has given their consent for the annexation. CDD Buck went over the land uses of the parcels and made a recommendation that all three of the properties be zoned C-1 General Commercial, which would be consistent with the Comprehensive Plan.

Motion by Comm. Sturm seconded by Comm. Cruickshank, to recommend approval of the proposed annexation for Positive Ventures, LLC with a zoning classification of C-1 General Commercial, with the finding that the land proposed to be annexed is contiguous to the City of Menasha. The motion carried.

H. ADJOURNMENT

Motion by Comm. Cruickshank, seconded by Comm. Sturm, to adjourn at 3:47 PM. The motion carried.

Minutes respectfully submitted by AP Englebert.

CITY OF MENASHA
Redevelopment Authority
Council Chambers, 3rd Floor City Hall – 140 Main Street
December 6, 2016
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Kim Vanderhyden, Bob Stevens, Linda Kennedy, Gail Popp, Tim Caudill and Kip Golden.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Ald. Becky Nichols.

OTHERS PRESENT: AP Englebert, CDD Buck, ASD Steeno, and Ald. Collier.

C. MINTUES TO APPROVE

1. Minutes of the September 7, 2016 Redevelopment Authority Meeting

Motion by Linda Kennedy, seconded by Bob Stevens, to approve the September 7, 2016 Redevelopment Authority meeting minutes as presented. The motion carried.

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

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

No one spoke.

E. DISCUSSION ITEMS

1. 2015 Audit Numbers

ASD Steeno introduced the 2015 audit numbers for the Redevelopment Authority. She explained that the RDA has outstanding payments for debt resulting from the Lake Park land acquisition. 2017 is the first year for principal payments on that debt.

F. ACTION ITEMS

1. RR Donnelley Update

AP Englebert gave an update on the Real Estate Purchase and Sale Agreement with RR Donnelley. Staff has reviewed the Phase 1 Environmental Assessment and retained OMNI Associates to provide assistance with interpreting the Phase 1 as well as to provide instruction to RR Donnelley regarding the necessary components of the Phase 2 Environmental Assessment. It is expected that RR Donnelley will complete the Phase 2 Environmental Assessment and the remedial action plan in early spring. If RR Donnelley releases the report to the RDA, the RDA has a 30 day period to take title to the property if it so decides.

Commissioners discussed the status of the acquisition and potential courses of action. They also talked about the Racine Street Bridge project and future prospects for development on the site. No action was taken.

2. 2017 Budget

CDD Buck introduced the 2017 Budget for the Redevelopment Authority. He explained that most of the line items are related to commitments the RDA has already encumbered such as development incentives and legal fees. There is \$18,000 budgeted for potential land acquisitions if they arise.

Commissioners discussed the budget and the status of the Lake Park Villa lots. Linda Kennedy

asked if staff was getting an interest in Lake Park Villas from individuals. AP Englebert responded that there is some interest but not a substantial amount and most interest remains from residential developers.

Motion by Linda Kennedy, seconded by Kim Vanderhyden, to approved the 2017 Budget for the Redevelopment Authority. The motion carried.

G. ADJOURNMENT

Motion by Kip Golden, seconded by Kim Vanderhyden to adjourn at 5:38 PM. The motion carried.

Minutes respectfully submitted by AP Englebert.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November 16, 2016

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:03 a.m., with Commissioners Roy Kordus, Don Merkes, and Antoine Tines present on roll call. Also present were Melanie Krause, General Manager; William Menting, Electric Manager; Kristin Hubertus, Finance Manager; Steve Grenell, Engineering Manager, David Christensen, Engineering Technician; Paula Maurer, Customer Services Manager; John Teale, Technical Services Engineer; and Dawn Lucier, Administrative and Accounting Assistant.

Tim Gosz, Water Utility Manager, was excused.

Item II. Gary Turchan, 1017 Kernan Avenue, introduced himself as a candidate for the open Commissioner position.

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

- A. Minutes of the Regular Meeting of October 26, 2016.
- B. Closed Session Minutes of August 24, September 28, and October 26, 2016.
- C. Approve and warrant payments summarized by checks dated November 3-16, 2016, which includes Net Payroll Voucher Checks, Void O & M Check #503577, Operation and Maintenance Voucher Checks for a total of \$456,045.17, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- D. Correspondence as listed:
 - Copy of letter dated September 29 from the Public Service Commission of Wisconsin
 - RE: Application of the City of Menasha, Winnebago County, Wisconsin, as an Electric Public Utility, for Authority to Increase Electric Rates.
 - Copy of letter dated November 1 from the Public Service Commission of Wisconsin
 - RE: Joint application of Wisconsin Electric Power Company and Menasha Utilities for authority to buy/sell certain electric distribution facilities and to transfer five customers from Wisconsin Electric Power Company to Menasha Utilities in the City of Menasha, Winnebago County, Wisconsin – Final Decision.
 - Copy of letter dated November 4 from St. Joseph Food Program RE: Thank you.
 - Copy of November 2016 MU Employee Newsletter.

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

Item V. Included in the purchase order list are the annual chemical purchases for 2017. The chemical amounts that are over budget are purchased by the truck load and will be partially used in 2018.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimous, on roll call, to approve the purchase orders as presented.

Item VI. Unfinished Business, Lead Water Service Ordinance Update – The ordinance has been approved by the Public Works Commission and will be forwarded to the Common Council.

Refinance of WPPI Lease Update – The Board of Commissioners of Public Lands has given preliminary approval of the application; it is projected to have full approval from the PSC by the end of the year.

Item VII. New Business, 2017 Health Insurance Proposals – Health insurance options for 2017 were presented. Discussion ensued over continuing a cash option in lieu of health insurance.

The motion by Comm. Allwardt, seconded by Comm. Merkes, was unanimously approved to stay with Untied Health Care and offer the two plans as presented.

Change Order Reservoir Membrane Roof System – The formal change order sheets have not been received by staff as of this meeting. The change order quote modifies the contract price from \$97,750 to \$100,900. The change order, in the amount of \$3,150 is requested to install a metal grate cover in the drain basin for future clean out of the gutter area.

The motion by Comm. Kordus, seconded by Comm. Allwardt, was unanimous on roll call to approve the Change order to Northeastern Roofing Inc. for the Reservoir Membrane Roof System for a total increase of \$3,150. The Commission also recommended the Board of Public Works approve the change order and forward it to the Common Council.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – A report of historical outage information for the past 5 years was handed out. Prior to 2015 only outages lasting five or more minutes were recorded; this needs to be taken into account when comparing previous years to current. Within the report, underground equipment failures have increased, staff is working on a plan to address these tight underground areas; line crews have been installing guards to try and reduce wildlife incidences; the tree trimming program is being expanded; and the increase in unknown interruptions is believed to be animal related.

October Financial and Project Status Reports – Electric consumptions was down 1.7% compared to budget; Net Operating Income was 37% higher than budget due to lower purchase power cost and other expenditures; and 2016 budgeted tree trimming expenses are recognized in October.

Water usage was 15.4% lower than budget with year-to-date lower than budget by 10%; the loss ratio has increased to 9.87% due to main breaks in October; Net Operating Income is higher than budget due to lower expenses; and the 2016 water main replacement needed to complete amount is showing a negative because the state has not been billed for their portion which is included in the budgeted numbers.

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

Telecommunications Utility Net Operating Income is higher than budget due to an adjustment to move an expense scheduled for 2017 into a prepaid account.

Project Reports, Water Projects – Staff is working on metering pump replacements and upgrades, the high lift pump station roof, and the main on Racine Street.

Electric Projects – The Midway loop project, 12th Street project, and Madison Street project have begun; mapping and field inventories are being worked on with the Technology plan; the 3rd Street bridge is complete, crews will be removing and reconfiguring the last pole; and the new AMI meters have been received.

Item IX. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Kordus, seconded by Comm. Allwardt, was unanimously approved on roll call to adjourn at 9:48 a.m.

By: MARK L. ALLWARDT
President

ROY KORDUS
Secretary

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



MEMORANDUM

DATE: December 15, 2016
TO: Common Council
FROM: Debbie Galeazzi, Clerk
SUBJECT: November 8, 2016 General Election & Recount

Attached are the City of Menasha final election results after the recount.

The City of Menasha recount numbers changed by only one from election night numbers. During the recount it was discovered an absentee ballot was not processed properly on election day. Also discovered during the recount, a write-in vote was not recorded in the proper spot. Both were due to human oversight and not machine error.

The City of Menasha election results were the same by both hand count and machine count. This enforces the claim by the manufacturers of the Image Cast Evolution (ICE); it is a reliable piece of voting equipment.

November 8, 2016 General Election

Number of Total Voters: 8450

Candidate	Senior Center	Boys and Girls Club	Jefferson School	Clovis Grove School	Winnegamie Dog Club	Total
Number of Voters	1899	1962	933	2117	1539	8450
President/VP						
Donald J. Trump/ Michael R. Pence (Republican)	828	887	424	944	763	3846
Hillary Clinton/ Tim Kaine (Democratic)	887	909	433	971	662	3862
Darrell L. Castle/ Scott N. Bradley (Constitution)	11	10	7	14	12	54
Gary Johnson /Bill Weld (Libertarian)	103	73	48	111	56	391
Jill Stein/ Ajamu Baraka (Wisconsin Green)	31	37	10	24	10	112
Monica Moorehead/ Lamont Lilly (Workers World Party)	2	3	0	3	1	9
Rocky Roque De La Fuente/ Michael Steinberg (American Delta Party)	1	3	0	2	0	6
Registered Write-Ins						
Cherunda Fox/Roger Kushner (Honesty, Reparations, Education, no Deficit)	0	0	0	0	0	0
Evan McMullin/Nathan Johnson (Courage, Character, Service)	7	8	2	10	11	38
Michael A. Maturen/Juan A Munoz (The American Solidarity Party)	0	0	0	0	0	0
Marshall Schoenke/James Creighton Mitchell Jr (Independent)	0	0	0	0	0	0
Chris Keniston/Deacon Taylor (Veterans Party of America)	0	0	0	0	0	0
Laurence Kotlikoff/Edward E. Leamer (It's our Children)	0	0	0	0	0	0
Tom Hoeffling/Steve Schulin (Life, Family, Constitution)	0	0	0	0	0	0
Joseph Maldonado (Joe Exotic for American People)	0	0	0	0	0	0
Emidio Soltysik/Angela Nicole Walter (Socialist Party USA)	0	0	0	0	0	0
Scatterings	21	23	6	29	10	89

United States Senator							
Ron Johnson (Republican)	895	906	448	1011	868	4128	
Russ Feingold (Democratic)	879	923	429	966	613	3810	
Phillip N. Anderson (Libertarian)	106	107	45	108	39	405	
John Schiess (Republican)	0	0	0	0	0	0	
Write In	1	1	1	3	1	7	
Representative in Congress, District 8							
Mike Gallagher (Republican)					917	917	
Tom Nelson (Democratic)					579	579	
Wendy Gribben (Wisconsin Green)					0	0	
Jerry Kobishop (Democratic)					0	0	
Write In					0	0	
Representative in Congress, District 6							
Glenn Grothman (Republican)	819	832	421	931		3003	
Sarah Lloyd (Democratic)	836	867	398	923		3024	
Jeff Dahlke (Independent)	156	159	73	137		525	
Write In	2	1	0	3		6	
Representative to the Assembly, District 55							
Mike Rohrkaste (Republican)	0	0				0	
Bob Baker (Republican)	0	0				0	
Write In	0	0				0	
Representative to the Assembly, District 57							
Amanda Stuck (Democratic)	1373	1449	683	1528		5033	
Mitchell Hanke (Independent)	1	0	1	0		2	
Write In Scatterings	49	45	26	43		163	
Representative to the Assembly, District 3							
Ron Tusler (Republican)					822	822	
Sharon M. Wasileski (Democratic)					634	634	
Write In					4	4	
District Attorney							
Christian A. Gossett (Republican)	1369	1417	688	1499		4973	
Nathan F. Haberman (Republican)						1169	1169
Write In	34	50	12	39		18	153

County Clerk						
Susan T. Ertmer (Republican)	1401	1450	695	1529		5075
Beth A. Hauser (Republican)					1202	1202
Write in	25	39	9	32	16	121
County Treasurer						
Mary E. Krueger (Republican)	1393	1444	698	1534		5069
Michael V. Shlaak (Republican)					1190	1190
Write In	26	39	7	26	16	114
Register of Deeds						
Natalie Strohmer (Republican)	850	876	427	927		3080
Nick Gebert (Democratic)	677	744	338	803		2562
Jeannette Merten (Independent)	241	215	99	201		756
Tami Alten (Republican)					1187	1187
Write In	2	0	0	3	13	18

City of Menasha General Election – November 8, 2016				
	Total residents of voting age	Total Voters	% Voted	Absentees
Total City Percentage	13338	8450	63%	2754



December 13, 2016

Memorandum

To: Common Council, Mayor Don Merkes

From: Tim J. Montour – Engineering Supervisor

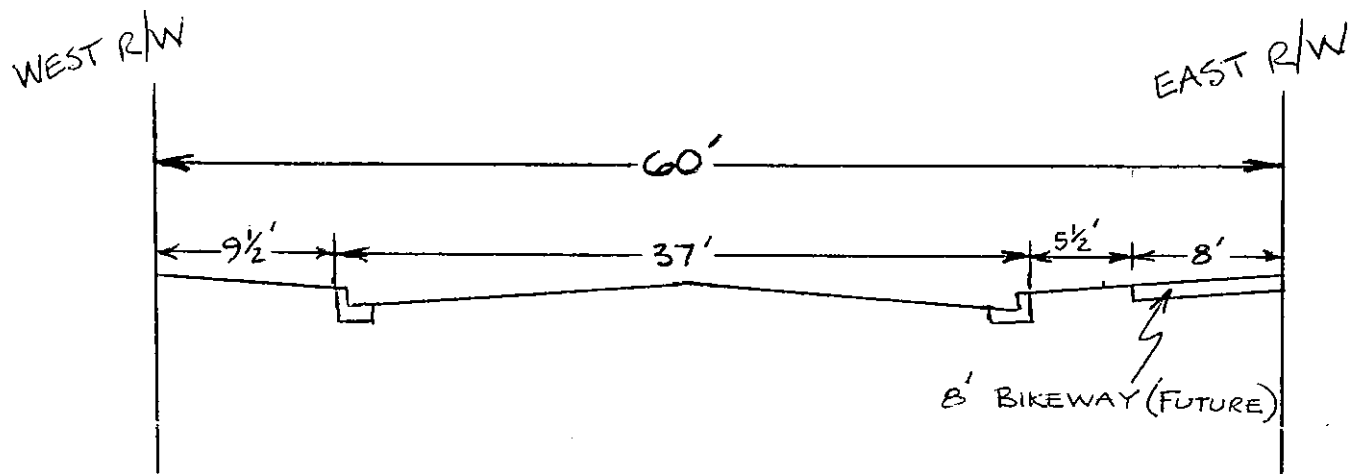
RE: 2017 Street Construction on Province Terrace (Midway Road to Province Link)

The above referenced section of Province Terrace was designed and built according to the attached Typical Section for the roadway. At the time of the original construction Province Terrace had a cul-de-sac in the area of where Province Link exists today. It was anticipated in this 1996 design that the proposed eight (8) foot wide asphalt trail would be on the east side of the street right of way. When the south end of Province Terrace (from Province Link to Manitowoc Road) was designed and constructed in 2006, the eight (8) foot wide asphalt trail was placed on the west side of the right of way. The design of both development areas was done by an Engineering Consultant hired by each respective development group. An eight (8) foot wide asphalt trail exists on the west side of the right of way from Manitowoc Road to the north property line of the existing day care center north of Jennie Street.

To be consistent with the overall design for the entire section of Province Terrace from Midway Road to Manitowoc Road; the Plan Commission recommended approval of the proposed relocation plan on February 18, 2014 and the Common Council approved the proposed relocation plan with an eight (8) foot wide asphalt trail located on the west side of the right of way and a five (5) foot wide concrete sidewalk on the east side of the street right of way of Province Terrace on March 3, 2014. The approximate cost to relocate the inlets and establish the proposed street section in the new location would cost \$25,000. The City will be preparing the design and specifications according to the direction given by the Common Council and Plan Commission. The project is expected to be constructed early in the 2017 construction season.

Please contact me with any questions regarding the street relocation in the affected area.

Attachments



PROVINCE TERRACE

South of Midway
Looking North

STREET WILL BE SHIFTED 2' TO THE WEST TO
ACCOMMODATE FUTURE 8' WIDE BIKEWAY/SIDEWALK.

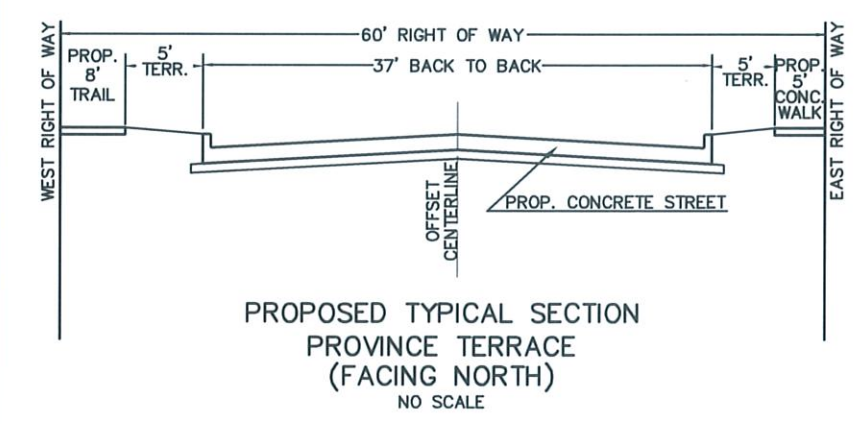
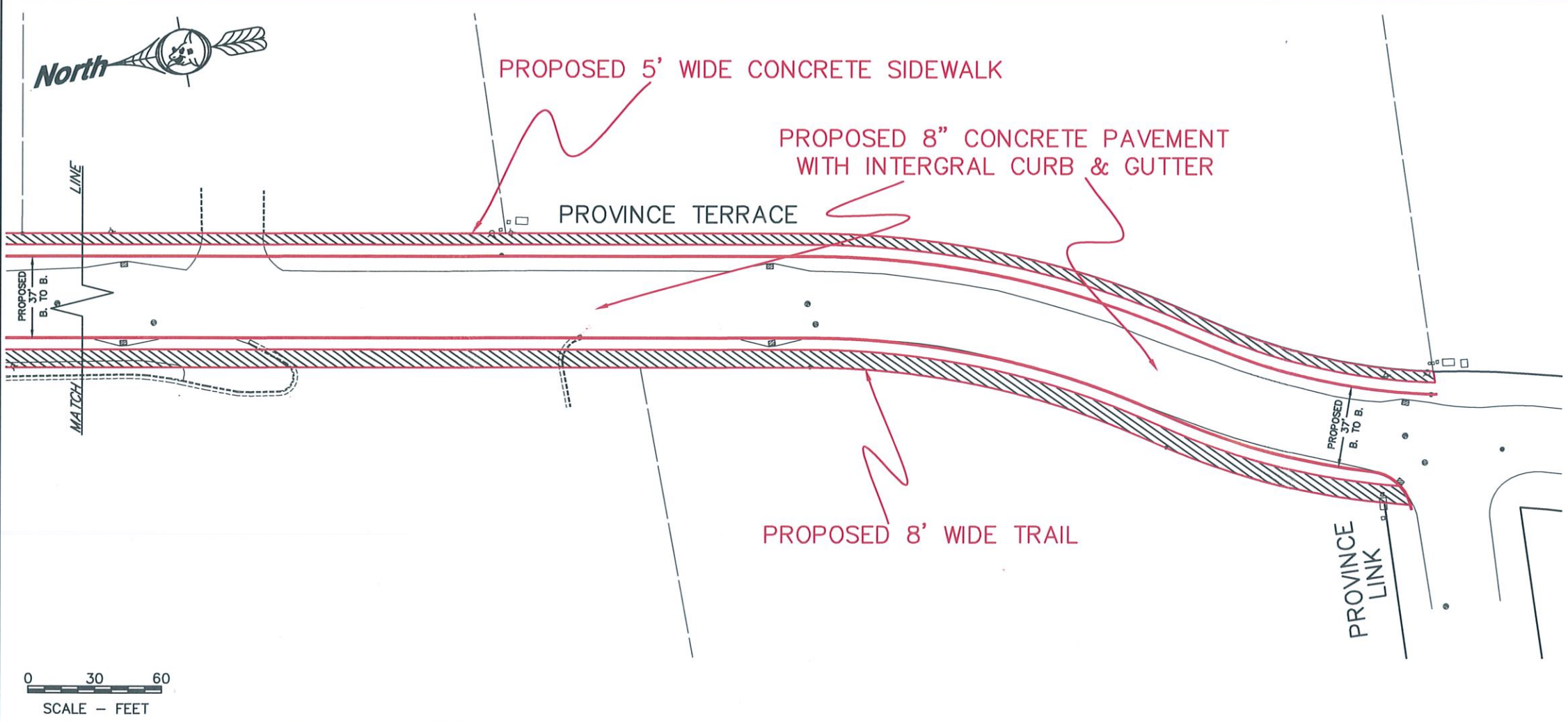
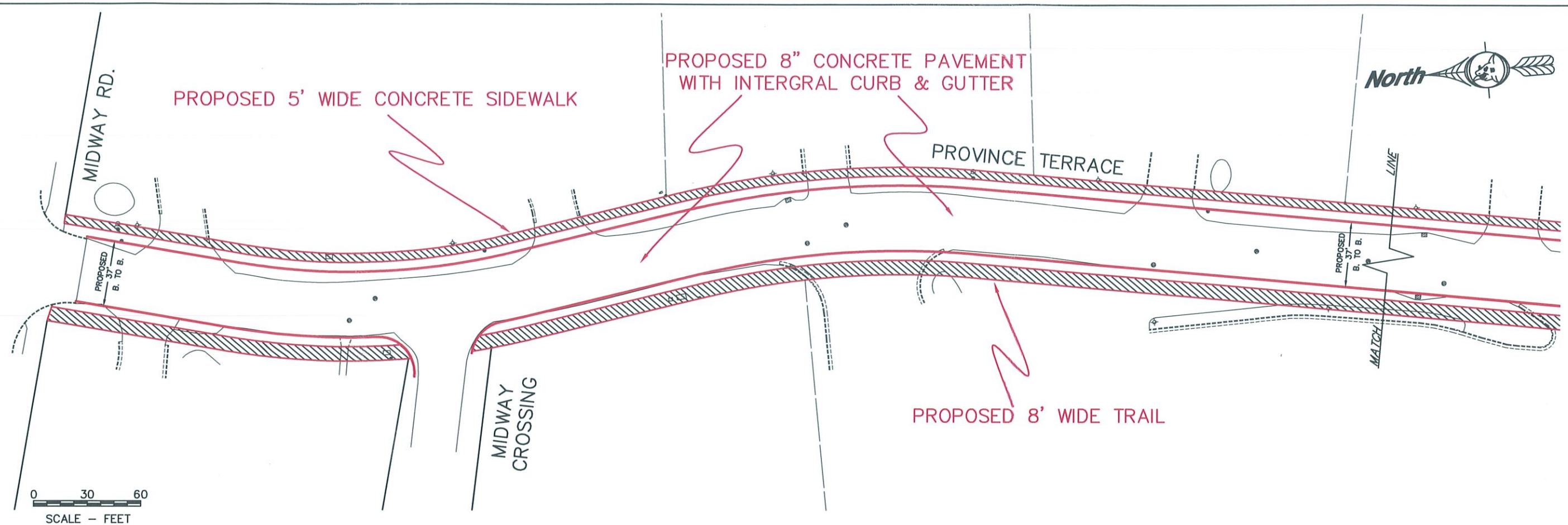
COPIES: JIM SPAAY

JEFF VANDENBERG

BRIAN TUNGATE

GREG KEIL

1/16/96



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 5, 2016
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Spencer, Benner, Taylor, Collier, Keehan, Zelinski

EXCUSED: Aldermen Krautkramer, Nichols

ALSO PRESENT: Mayor Merkes, Neenah City Attorney Jim Godlewski, PC Styka, FC Kloehn, AFC Sipin, ASD Steeno, CDD Buck, PRD Tungate, PHD McKenney, Clerk Galeazzi.

D. PUBLIC HEARING

NONE

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. [Presentation of R-54-16 Resolution Recognizing the Achievements of Eric Hinske](#)

Moved by Ald. Taylor seconded by Ald. Collier to approve R-54-16 A Resolution Recognizing the Achievements of Eric Hinske.

Motion carried on voice vote.

Mayor Merkes presented the Resolution to the family of Eric Hinske, parents Mark & Connie Hinske, grandmother Beverly Hinske, and brother Ryan Hinske. The City has designed Hinske Way the honorary name of Geneva Road.

2. [Neenah-Menasha Fire Rescue—Strategic Plan Presentation](#)

AFC Sipin gave a presentation on the Neenah-Menasha Fire Rescue Strategic Plan. He explained the different parts of the plan and the goals set by the department.

3. [Loop the Lake Project—Menasha Bridge Design Update—Patrick J. Skalecki GRAEF](#)

Patrick Skalecki from GRAEF showed renderings of the Menasha bridge design of the Loop the Lake project. He explained the timeline of events for the project.

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

Minutes to receive:

a. [Board of Public Works 11/21/2016](#)

b. [Joint Fire and Personnel Committee, 11/22/2016](#)

c. [Neenah-Menasha Sewerage Commission, 10/25/2016](#)

d. [Police Commission, 9/15/2016](#)

Communications:

e. [Clerk Galeazzi, 11/30/2016, Proposed Annexation—Racine Road/9th Street](#)

f. [Communities, groups receive grants to promote urban forests in Wisconsin](#)

g. [Menasha Strong Challenge](#)

Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications a-g
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, 11/21/2016](#)

[Board of Public Works, 11/21/2016, Recommends the Approval of:](#)

2. [Street Use Application – First Eve; Saturday, December 31, 2016; 9:00 PM – 12:30 AM; \(Community Forward, Inc.\) with approval from staff](#)

Ald. Taylor requested to vote on each item (1&2) separately.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda item 1, Common Council minutes of 11/21/16.

Motion carried on roll call 6-0.

Moved by Ald. Benner seconded by Ald. Collier to approve Consent Agenda item 2, Street Use Application for First Eve on Saturday December 31, 2016 from 9:00pm to 12:30am with approval from staff.

Mayor Merkes explained CA Captain has reviewed and approved the insurance.

Motion carried on roll call 5-0. Ald. Taylor abstained.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 11/23/2016—12/1/2016 in the amount of \\$1,114,069.63](#)

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

Motion carried on roll call 6-0.

2. [Beverage Operators License Applications for the 2015-2017 licensing period](#)

Moved by Ald. Benner seconded by Keehan to approve beverage operator's license applications as listed in memo dated 11/30/16.

Motion carried on roll call 6-0.

3. ["Class B" Liquor License Application for Benchwarmers, Inc, d/b/a Redliner, 977 Plank Road, Menasha, Ken Zastrow, agent for the 2016-2017 licensing year](#)

Moved Ald. Benner seconded by Ald. Keehan to approve "Class B" liquor license application for Benchwarmers, Inc, d/b/a Redliner, 977 Plank Road, Menasha, Ken Zastrow, agent for the 2016-2017 licensing year.

Motion carried on roll call 6-0.

4. [Outdoor Serve Application for Benchwarmers, Inc, d/b/a Redliner, 977 Plank Road, Menasha for the 2016-2017 licensing year](#)

Moved by Ald. Benner seconded by Ald. Keehan to approve Outdoor Serve Application for Benchwarmers, Inc, d/b/a Redliner, 977 Plank Road, Menasha, Ken Zastrow, agent for the 2016-2017 licensing year.

Motion carried on roll call 6-0.

5. [Municipality's Share of Room Tax in the Fox Cities Tourism Zone](#)

Moved by Ald. Benner seconded by Ald. Keehan to approve Municipality's Share of Room Tax in the Fox Cities Tourism Zone letter.

Motion carried on roll call 6-0.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. [R-52-16 Resolution to Capitalize the Menasha Housing Program Fund by Extending the Life of Tax Incremental District No. 3 by One Year \(Introduced by Alderman Collier\)](#)

Moved by Ald. Collier seconded by Ald. Keehan to approve R-52-16 Resolution to Capitalize the Menasha Housing Program Fund by Extending the Life of Tax Incremental District No. 3 by One Year.

ASD Steeno explained TID No. 3 is scheduled to close in 2016. State Statute allows for the extension of the life of a TID by one year and use the increment revenue to fund affordable housing and improve housing stock.

CDD Buck estimates the increment revenue to be approximately \$28,000. This amount will be added to the funds allocated in the 2017 budget to fund a housing improvement program. General discussion ensued on not extending TID and the need for a housing improvement program.

Motion carried on roll call 5-1. Ald. Zelinski voted no.

2. [R-53-16 Resolution Requiring Written Notice to Council Regarding Departmental Budget Overages of More Than \\$1000 \(Introduced by Alderman Zelinski\)](#)

Moved by Ald. Zelinski seconded by Ald. Spencer to approve R-53-16 Resolution Requiring Written Notice to Council Regarding Departmental Budget Overages of More Than \$1000.

General discussion ensued on the reason for the resolution and reports available to the Council to help monitor department budgets.

Moved by Ald. Zelinski seconded by Ald. Spencer to table R-53-16.

Motion to table carried on roll call 6-0.

L. APPOINTMENTS

1. [Accept Resignation of Linda Stoll, 1525 Rue Reynard, Menasha, from the position of City of Menasha Representative to the Valley Transit Board](#)
2. Appointment of Kevin Englebert, Associate Planner, to the position of City of Menasha Representative to the Valley Transit Board for the period of 12/5/2016—7/31/2017

Moved by Ald. Benner seconded by Ald. Keehan to accept resignation of Linda Stoll and approve appointment of Kevin Englebert, Associate Planner to the position of City of Menasha representative to the Valley Transit Board.

Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

O. RECESS TO COMMITTEES

No action.

P. ACTION ITEMS

1. Adjourn into Closed Session pursuant to Wis. Stats. §19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Appvion, Inc. and NCR Corp. v. P. H. Gladfelter Co., et al., Case No. 08-CV-16 “PCB Litigation”)
No action.
2. May reconvene into Open Session to take action on items discussed in Closed Session
No action.

Q. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Keehan to adjourn at 7:35 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

Underground Storage Tank Liability

City of Menasha

140 Main Street
Menasha, WI 54952

Presented: November 18, 2016



Arthur J. Gallagher & Co.

Susan Blankenburg
Senior Vice President

Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.
License Number - 0726293
1255 Battery Street #450
San Francisco, CA 94111

Susan_Blankenburg@ajg.com
www.ajg.com

City of Menasha

Executive Summary

November 18, 2016

Pamela Captain
City of Menasha
140 Main Street
Menasha, WI 54952

Re: City Menasha
Underground Storage Tank Liability
Effective Dates: December 31, 2016 to December 31, 2017

Dear Pamela:

Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc. appreciates the opportunity to present this renewal for your consideration. Thank you for allowing your Public Entity Team the opportunity to represent the City of Menasha for the placement of you Underground Storage Tank coverage.

Enclosed are your renewal quotes.

We would like to outline the following notable points for your consideration:

- Any entity not named above, may not be an insured entity. This may include partnerships and joint ventures.
- The proposed insurance carriers are:
 - Ace American Insurance Company (incumbent)
 - Tokio Marine Specialty Insurance Services (Philadelphia)
- Renewal Premium – Refer to “Marketing Summary”
- Defense costs are limited and included within the policy limits
- The policy is claims-made and contains the following restrictions and claims reporting requirements:
 - Refer to Policy Form for the definition of a claim.
 - Retroactive Date: 3/10/2011
 - Immediately report all claims to:

Ace American Insurance Company
Manager, Chubb Environmental Claims
Chubb Claims, P.O. Box 5103
Scranton, PA 18505-0510
Fax: (800) 951-4119
Email: CasualtyRiskEnvironmentalFirstNotice@chubb.com

Tokio Marine Specialty Insurance Company
claims@ucpm.com

To bind this policy, please refer to the “Client Authorization to Bind Coverage” page attached.

1. Note any changes you desire to be made.
2. Date and sign.
3. Please return by **December 1, 2016**

We appreciate your business and look forward to working with you in the coming year. Please contact me if you have any questions.

Sincerely,
Kylie Bailey, Client Service Executive

City of Menasha

Your Program

City of Menasha

Marketplace Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

INSURANCE COMPANY	LINE OF COVERAGE	RESPONSE	PREMIUM
Ace American Insurance Company (incumbent)	Underground Storage tank Liability	Quoted	\$1M/\$2M w/\$25k deductible: \$5,034.00
Tokio Marine Specialty Insurance Company	Underground Storage Tank Liability	Recommended Quote	\$1M/\$1M w/\$25k deductible: \$1,851.94 \$1M/\$1M w/\$10k deductible: \$2,116.65 \$1M/\$1M w/\$5k deductible: \$2,276.30 \$1M/\$2M w/\$25k deductible: \$1,979.66 \$1M/\$2M w/\$10k deductible: \$2,263.94 \$1M/\$2M w/\$5k deductible: \$2,434.92
AIG	Underground Storage Tank Liability	Declined to quote – Tanks over 25 years old	-
Griffin Underwriting Services	Underground Storage Tank Liability	Declined to Quote – Noncompetitive	-

CHUBB®

ACE American Insurance Company
436 Walnut Street
Philadelphia, PA 19106

**TankSafe®
Storage Tank Liability
Insurance Policy
Quotation**

CHUBB ENVIRONMENTAL

QUOTE NO: Q123845
A.M. BEST RATING: A++ XV

DATE: 11/14/2016
TO: Arthur J. Gallagher & Co.

NAMED INSURED: City of Menasha

INCEPTION DATE: 12/31/2016

EXPIRATION DATE: 12/31/2017

RETROACTIVE DATE: See attached Schedule of Covered Storage Tanks

POLICY LIMITS:	\$1,000,000	Per Storage Tank Incident Limit of Liability (Claims and Remediation Costs)
	\$1,000,000	Aggregate Limit of Limit of Liability (Claims and Remediation Costs) for all Storage Tank Incidents
	\$1,000,000	Aggregate Limit of Liability for all Legal Defense Expenses for all Storage Tank Incidents
	\$2,000,000	Total Policy Aggregate Limit of Liability for all Storage Tank Incidents

DEDUCTIBLE: \$25,000 Per Storage Tank Incident

PREMIUM*: \$5,034.00

This premium shall be 0% minimum-earned as of the inception date of the policy identified above.

The premium in this quote includes commission in an amount equal to 15.00 % of such premium.

COMMISSION: 15.00 %

NUMBER OF COVERED STORAGE TANKS: See attached Schedule of Covered Storage Tanks

Terms & Exclusions: This quotation contemplates the use of Chubb forms, issued on the paper indicated below. All terms and conditions are per those forms and endorsements unless otherwise noted herein.

PF-31181 (10/10) TankSafe® Storage Tank Liability Insurance Policy

Endorsements: See Attachment A

Subjectivities: See Attachment B

OFAC NOTICE: The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency." OFAC has identified and listed numerous Foreign agents, Front organizations, Terrorists, Terrorist organizations, and Narcotics traffickers as "Specially Designated Nationals and Blocked Persons." This list can be located on the United States Treasury's web site – <http://www.treas.gov/ofac>. In accordance with OFAC regulations, if it is determined that you or any other proposed named insured has violated U.S. sanctions law or is a Specially Designated National or Blocked Person, as identified by OFAC, we reserve the right to withdraw this quote at any time prior to binding.

The U.S. Foreign Account Tax Compliance Act, commonly known as "FATCA", became the law in the U.S. in March of 2010 and becomes effective July 1, 2014. Pursuant to FATCA, brokers, producers, agents and/or clients may need to obtain withholding certificates from insurance companies. For information on how to obtain the applicable withholding certificate from Chubb U.S. insurance companies, please go to <http://www2.chubb.com/us-en/u-s-foreign-account-tax-compliance-act-fatca.aspx>.

Please read this quotation carefully, as the limits, coverage and other terms and conditions may vary significantly from those requested in your submission and/or from the expiring policy. Terms and conditions that are not specifically mentioned in this quotation are not included. The terms and conditions of this quotation supersede the submitted insurance specifications and all prior quotations. Actual coverage will be provided by and in accordance with the policy as issued.

The insurer is not bound by any statements made in the submission purporting to bind the insurer unless such statement is reflected in the policy or in an agreement signed by someone authorized to bind the insurer.

This quotation has been constructed on reliance of the data provided in the submission. A material change or misrepresentation of that data voids this quotation.

THIS BINDABLE QUOTATION SHALL EXPIRE SEVENTYFIVE (75) DAYS FROM THE DATE INDICATED AT THE TOP OF THIS DOCUMENT OR NO LATER THAN THE INCEPTION DATE OF COVERAGE.

THE PREMIUM INDICATED ABOVE MUST BE REMITTED TO US WITHIN THIRTY (30) DAYS OF THE INCEPTION DATE.

Thank you for the opportunity to quote on this risk. For underwriting questions or concerns, please contact Carlos Mora at 2156405212 (phone) or Carlos.Mora@Chubb.com (email).

***POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism. *As defined in Section 102(1) of the Act.* The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury---in consultation with the Secretary of Homeland Security, and the Attorney General of the United States---to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015, 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017, 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 and 80% BEGINNING ON JANUARY 1, 2020, OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Terrorism Risk Insurance Act premium: \$0

SCHEDULE OF COVERED STORAGE TANKS

Insured Facility Name and Address	Tank ID No.	Tank Size (gal.)	Tank Type (UST or AST)	Retroactive Date
City of Menasha Marina 1 Center Street Menasha Wisconsin 54952	1-1	1,000	UST	03/10/2011
City of Menasha Marina 1 Center Street Menasha Wisconsin 54952	1-2	1,000	UST	03/10/2011
City of Menasha Garage 455 Baldwin Street Menasha Wisconsin 54952	2-1	10,000	UST	03/10/2011
City of Menasha Garage 455 Baldwin Street Menasha Wisconsin 54952	2-2	5,000	UST	03/10/2011

ATTACHMENT A

ENDORSEMENTS

1	PF-31164	Schedule Of Covered Storage Tanks Endorsement
2	PF-31172	Financial Responsibility Condition Endorsement
3	PF-34075	Closure, Removal or Replacement Amendatory Endorsement
4	CC-1K11h	Signatures
5	PF-23728a	Terrorism Risk Insurance Act Endorsement
6	TRIA11c	Disclosure Pursuant To Terrorism Risk Insurance Act
7	ALL-20887	Producer Compensation Practices-Policies Policyholder Notice
8	WI ALL-38969	Important Notice - Wisconsin
9	ALL-5X51a	Wisconsin Notice to Policyholders
10	ALL-21101	Trade or Economic Sanctions Endorsement
11	ILP0010104	OFAC Advisory Notice to Policyholders

ATTACHMENT B

SUBJECTIVITIES

**ALL TERMS, CONDITIONS, AND PRICING ARE SUBJECT TO RECEIPT, REVIEW AND APPROVAL OF THE
FOLLOWING ITEMS PRIOR TO BINDING**



Storage Tank Environmental Insurance Proposal

Named Insured: City of Menasha
Physical Address: 140 Main Street
Menasha WI 54952

Issuing Company: Tokio Marine Specialty Insurance Company

The Insurer listed in this proposal is Tokio Marine Specialty Insurance Company, this proposal is for coverage on an Excess & Surplus Lines basis. It is the responsibility of the broker to complete state-required documentation and to collect and submit all applicable surplus lines taxes and stamping fees.

Coverage: Storage Tank Environmental Policy

Covered Storage Tanks: See attached Storage Tank Schedule

Coverages and Limits of Insurance:

A. Corrective Action: Storage Tank	\$1,000,000 per Confirmed Release
B. Bodily Injury & Property Damage	\$1,000,000 per Contamination Incident
C. Defense Expense	\$1,000,000 per Confirmed Release or Contamination Incident
D. Image Restoration	\$25,000 per Confirmed Release or Contamination Incident
Total Policy Aggregate Limit:	See Options Below

Deductibles:

Corrective Action Deductible:	See Options Below
Bodily Injury/Property Damage Deductible	See Options Below
Defense Expense Deductible	See Options Below
Image Restoration Coverage Deductible	See Options Below

Retroactive Date: See attached Storage Tank Schedule

Proposed Effective Date: 12/31/2016

Policy Term: One year

Binding Conditions:

The following information must be received by the underwriter prior to binding:

1. Completed and Signed Storage Tank Environmental Program Application
2. Tank tightness tests required
3. Evidence of expiring policy is required
4. Producer Agreement

Financial Terms

Options	A	B	C	D	E	F
Limits	\$1M/\$1M	\$1M/\$1M	\$1M/\$1M	\$1M/\$2M	\$1M/\$2M	\$1M/\$2M
Deductibles	\$5,000	\$10,000	\$25,000	\$5,000	\$10,000	\$25,000
Premium	\$2,060.00	\$1,905.00	\$1,648.00	\$2,214.00	\$2,048.00	\$1,772.00
Policy Fee	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Surplus Lines Tax (WI) 3.000%	\$66.30	\$61.65	\$53.94	\$70.92	\$65.94	\$57.66
Total due by insured	\$2,276.30	\$2,116.65	\$1,851.94	\$2,434.92	\$2,263.94	\$1,979.66

Payment is due to UCPM, Inc. within 15 days from the effective date of coverage.

Terms:

Quote Expiration Date: 12/18/2016

Terrorism Coverage (TRIA): Included

Commission: 10%

Payment: In order to bind coverage, we must receive your written instructions confirming coverage(s) desired prior to releasing policy numbers. The full premium payment is due fifteen (15) days from the effective date of the coverage.

Policy Highlights

- Claims-Made Coverage
- Includes Loading & Unloading Coverage
- Natural Resources Damage Coverage
- Terrorism Coverage included

Policy Forms & Endorsements *(click on the document # below to view sample forms)*

- PIC-STEP-001 Storage Tank Environmental Policy Declarations
- PIC-STEP-002 Storage Tank Coverage
- PIC-STEP-003 Additional Insured (if applicable)
- PIC-STEP-004 Additional Named Insured Schedule (if applicable)
- PIC-STEP-005 Storage Tank Schedule
- PIC-STEP-010 Cap on Certified Acts of Terrorism

STORAGE TANK SCHEDULE

Facility Details:

Location #	Facility Type:	Name of Facility	Facility Address	# of Tanks
1	Marina	City of Menasha Marina	1 Center Street Menasha, Wisconsin 54952	2
2	Other	City of Menasha Garage	455 Baldwin Street Menasha, Wisconsin 54952	2

Storage Tank Details UST:

Facility #	Install Date	Size (gallons)	Retro Date	Contents
1	3/10/1987	1,000	3/10/2011	Gasoline
1	3/10/1987	1,000	3/10/2011	Gasoline
2	3/10/1995	10,000	3/10/2011	Diesel
2	3/10/1995	5,000	3/10/2011	Gasoline

City of Menasha

Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAMS	
		CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST
Underground Storage Tank Liability	Policy Premium Surplus Lines Tax Policy Fee	ACE American Insurance Company (Incumbent)	\$4,632.00 - -	ACE American Insurance Company (Incumbent)	\$5,034.00 -\$57.66 \$150.00
Total Estimated Program Cost			\$4,632.00		\$5,034.00
					\$1,772.00
					\$57.66
					\$150.00
					\$1,979.66

*TRIA coverage is included in both quotes.

Quote from Tokio Marine Specialty Insurance Company is valid until 12/31/2016
Quote from ACE American Insurance Company is valid until 12/31/2016

Gallagher is responsible for the placement of the following lines of coverage:
Underground Storage Tank Liability

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

This proposal of insurance features insurance policies which contain cancellation provisions to refund premium other than on a pro-rata basis for such occurrences including but not limited to non-payment of premium (short rate penalty provisions). At your request, we can detail the terms of such cancellation provisions.

City of Menasha

Bindable Quotations & Compensation Disclosure Schedule

Client Name: City of Menasha

COVERAGE(S)	CARRIER NAME(S)	EST. ANNUAL PREMIUM ¹	COMM. % OR FEE ²	WHOLESALE, MGA OR INTERMEDIARY		
				NAME ³	COMM. % OR FEE ⁴	AJG OWNED? YES/NO
Underground Storage Tank Liability	Tokio Marine Specialty Insurance Company	\$1,979.66	10 %	N/A	N/A	N/A
Underground Storage Tank Liability	ACE American Insurance Company	\$5,034.00	15 %	N/A	N/A	N/A

Some carriers pay Gallagher supplemental or contingent commissions in addition to the policy commission. Contingent commissions are typically contingent upon performance factors such as growth, profit, volume or retention, while supplemental commissions are not. These supplemental or contingent commissions may range from less than 1% up to 10% of the policy premium. Please refer to the Compensation Disclosure or contact your Gallagher representative for additional information.

- 1 * A verbal quotation was received from this carrier. We are awaiting a quotation in writing. The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.
- ** A written quotation was received from this carrier. The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.
- 2 The commission rate is a percentage of annual premium excluding taxes & fees.
- * Gallagher is receiving 10 or 15% commission on this policy. The fee due Gallagher will be reduced by the amount of the commissions received.
- 3 We were able to obtain more advantageous terms and conditions for you through an intermediary/ wholesaler.
- 4 * The non-Gallagher intermediary/wholesaler did not provide their compensation information for this proposal. The usual and customary compensation to a wholesaler/ intermediary ranges from 5% to 12%, but we cannot verify that range is applicable in connection with this proposal.

City of Menasha

Proposal Disclosures

City of Menasha

Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

Proposal Disclaimer IMPORTANT: The proposal is an outline of certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. It does not include all the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract language. The insurance policies themselves must be read for those details. Policy forms for your reference will be made available upon request.

We will not be operating in a fiduciary capacity, but only as your broker, obtaining a variety of coverage terms and conditions to protect the risks of your enterprise. We will seek to bind those coverages based upon your authorization; however, we can make no warranties in respect to policy limits or coverage considerations of the carrier. Actual coverage is determined by policy language, so read all policies carefully. Contact us with questions on these or any other issues of concern.

Compensation Disclosure One of the core values highlighted in The Gallagher Way states, "We are an Open Society," and our open society extends to the compensation Gallagher receives. In general, Gallagher may be compensated as follows:

1. Gallagher Companies are primarily compensated from the usual and customary commissions or fees received from the brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary from company to company and insurance coverage to insurance coverage. As permitted by law, Gallagher companies occasionally receive both commissions and fees.
2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher Companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies. Contingent commissions provide for additional contingent compensation if underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company and/or through the intermediary, not on an individual policy basis. Some insurance markets, including Gallagher-owned intermediaries, have modified their commission schedule with Gallagher, resulting in an increase in some commission rates. These additional commissions, commonly referred to as "supplemental commissions" are known as of the effective date, but some insurance companies are paying this commission later and apart from when commission is normally paid at policy issuance. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. Note: Upon request, your Gallagher representative can provide more specific market information regarding contingent and supplemental commission related to your insurance coverage.
3. Gallagher Companies may also receive investment income on fiduciary funds temporarily held by them, such as premiums or return premiums.
4. Gallagher Companies may access other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace. Gallagher Companies may own some of these facilities, in whole or in part. If such a facility was utilized in the placement of a client's account, the facility may have earned and retained customary brokerage commission or fees for its work.
5. Gallagher assists its customers in procuring premium finance quotes and unless prohibited by law may earn compensation for this value added service.
6. From time to time, Gallagher may participate in insurance company promotional events or training and development that insurers provide for Gallagher employees.
7. Gallagher strives to find appropriate coverage at a competitive price for our customers. In order

City of Menasha

Proposal Disclosures (Cont.)

to achieve these goals, we gather and analyze data about our customers and their insurance coverage. This data and the resulting analytical tools help us better understand the current marketplace, more accurately predict future trends and offer tailored solutions to our customers. The data may also be provided to insurers pursuant to consulting service agreements from which we earn fees.

If you have specific questions about the compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

In the event you wish to register a formal complaint regarding compensation Gallagher receives from insurers or third parties, please send an e-mail to Compensation_Complaints@ajg.com or send a letter to:

Compliance Officer
Arthur J. Gallagher & Co.
Two Pierce Place, 20th Floor
Itasca, IL 60143

TRIA/TRIPRA Disclaimer

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

The TRIPRA program increases the amount needed in total losses by \$20 million each calendar year before the TRIPRA program responds from the 2015 trigger of \$100 million to \$200 million by the year 2020.

TRIPRA is set to expire on December 31, 2020. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2020. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.

Actuarial Disclaimer

The information contained in this proposal is based on the historical loss experience and exposures provided to Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.. This proposal is not an actuarial study. Should you wish to have this proposal reviewed by an independent actuary, we will be pleased to provide you with a listing of actuaries for your use.

City of Menasha

Insurance Company Ratings and Admitted Status

PROPOSED INSURANCE COMPANIES	A.M. BEST'S RATING	ADMITTED / NON-ADMITTED
Ace American Insurance Company	A++ XV	Admitted
Tokio Marine Specialty Insurance Company	A++ XV	Non-Admitted

If the above indicated coverage is placed with a Non-Admitted Carrier, the carrier is doing business in the state as a surplus lines or non-admitted carrier. As such, this carrier is not subject to the same regulations which apply to an admitted carrier nor do they participate in any insurance guarantee fund applicable in that state.

*The above A.M. Best Rating was verified on the date the proposal document was created.

Guide to Best Ratings Rating Levels and Categories

LEVEL	CATEGORY	Financial Size Categories (In \$000 of Reported Policyholders' Surplus Plus Conditional Reserve Funds)			
A++, A+	Superior	FSC I	Up to 1,000	FSC IX	250,000 to 500,000
A, A-	Excellent	FSC II	1,000 to 2,000	FSC X	500,000 to 750,000
B++, B+	Good	FSC III	2,000 to 5,000	FSC XI	750,000 to 1,000,000
B, B-	Fair	FSC IV	5,000 to 10,000	FSC XII	1,000,000 to 1,250,000
C++, C+	Marginal	FSC V	10,000 to 25,000	FSC XIII	1,250,000 to 1,500,000
C, C-	Weak	FSC VI	25,000 to 50,000	FSC XIV	1,500,000 to 2,000,000
D	Poor	FSC VII	50,000 to 100,000	FSC XV	2,000,000 or more
E	Under Regulatory Supervision	FSC VIII	100,000 to 250,000		
F	In Liquidation				
S	Suspended				

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages.

A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. View the A.M. Best Important Notice: Best's Credit Ratings for a disclaimer notice and complete details at <http://www.ambest.com/ratings/notice>.

Best's Credit Ratings are under continuous review and subject to change and/or affirmation. For the latest Best's Credit Ratings and Best Credit Reports (which include Best Ratings), visit the A.M. Best website at <http://www.ambest.com>. See Guide to Best's Credit Ratings for explanation of use and charges. Copies of the Best's Insurance Reports for carriers listed above are also available upon request of your Gallagher representative.

Best's Credit Ratings reproduced herein appear under license from A.M. Best and do not constitute, either expressly or impliedly, an endorsement of (Licensee's publication or service) or its recommendations, formulas, criteria or comparisons to any other ratings, rating scales or rating organizations which are published or referenced herein. A.M. Best is not responsible for transcription errors made in presenting Best's Credit Ratings. Best's Credit Ratings are proprietary and may not be reproduced or distributed without the express written permission of A.M. Best Company.

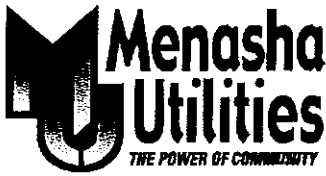
Gallagher companies use A.M. Best Company's rating services to evaluate the financial condition of insurers whose policies we propose to deliver. Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

City of Menasha

Insurance Company Ratings and Admitted Status (Cont.)

GUIDE TO BEST'S FINANCIAL STRENGTH RATINGS			
A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile.			
Best's Financial Strength Ratings			
	Rating	Descriptor	Definition
Secure	A++, A+	Superior	Assigned to companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
	A, A-	Excellent	Assigned to companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
	B++, B+	Good	Assigned to companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Vulnerable	B, B-	Fair	Assigned to companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
	C++, C+	Marginal	Assigned to companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
	C, C-	Weak	Assigned to companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
	D	Poor	Assigned to companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.
	E	Under Regulatory Supervision	Assigned to companies (and possibly their subsidiaries/affiliates) placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal, ongoing insurance operations.
	F	In Liquidation	Assigned to companies placed in liquidation by a court of law or by a forced liquidation.
	S	Suspended	Assigned to rated companies when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
Rating Modifiers			
Modifier	Descriptor	Definition	
u	Under Review	Indicates the rating may change in the near term, typically within six months. Generally is event driven, with positive, negative or developing implications.	
pd	Public Data	Indicates rating assigned to insurer that chose not to participate in A.M. Best's interactive rating process. (Discontinued in 2010)	
s	Syndicate	Indicates rating assigned to a Lloyd's syndicate.	
Rating Outlooks			
Indicates potential direction of a Best's Financial Strength Rating over an intermediate term, generally defined as 12 to 36 months.			
Positive	Indicates possible rating upgrade due to favorable financial/market trends relative to the current rating level.		
Negative	Indicates possible rating downgrade due to unfavorable financial/market trends relative to the current rating level.		
Stable	Indicates low likelihood of a rating change due to stable financial/market trends.		
Under Review Implications			
Indicates the potential direction of a Best's Financial Strength Rating that is in Under Review status based on information currently available.			
Positive	Indicates there is a reasonable likelihood the company's rating will be raised as a result of A.M. Best's analysis of a recent event.		
Negative	Indicates there is a reasonable likelihood the company's rating will be lowered as a result of A.M. Best's analysis of a recent event.		
Developing	Indicates there is uncertainty as to the final rating outcome, but there is a reasonable likelihood the company's rating will change as a result of A.M. Best's analysis of a recent event.		
Not Rated Designation			
NR: Assigned to companies that are not rated by A.M. Best.			
Rating Disclosure			
A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. The ratings are not assigned to specific insurance policies or contracts and do not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. A Best's Financial Strength Rating is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In arriving at a rating decision, A.M. Best relies on third-party audited financial data and/or other information provided to it. While this information is believed to be reliable, A.M. Best does not independently verify the accuracy or reliability of the information. For additional details, see A.M. Best's <i>Terms of Use</i> at www.ambest.com .			
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Version 080114			





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

MEMORANDUM

TO: Public Works

FROM: Melanie Krause, General Manager
Tim Gosz, Water Utility Manager

DATE: November 23, 2016

SUBJECT: Change Order Approval

At the Regular Meeting on November 16 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 Northeastern Roofing, Inc. in the amount of \$3,150. Change order is requested to install a metal grate cover in the drain basin for future clean out of the gutter area.

Copies of supporting documents are attached.

McMAHON

ENGINEERS ARCHITECTS

November 18, 2016

Melanie Krause
Menasha Utilities
321 Milwaukee Street
Menasha, WI 59452

Re: Menasha Utilities
Highlift Reservoir Roofing
Change Order # 1
McM. No. M0002-9-16-00217.00

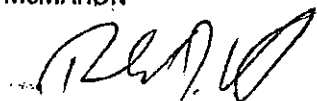
Enclosed herewith is Change Order # 1 for the above referenced project. This change is an increase in the Contract in the amount of \$3,150.00. The current Contract Price is \$100,900.00. This change order was approved verbally by plant staff, and the work has been completed.

Please review and sign in the space provided. **Return all copies to our office,** and we will distribute accordingly.

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

Respectfully,

McMAHON



Donald J. Voogt, P.E., BCEE
Vice President / Senior Project Engineer

DJV:sdk

Enclosure: Change Order # 1

cc: Tim Gosz – Menasha Utilities Water Plant

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

Northeastern Roofing, Inc.
230 Morrow Street / P.O. Box 36
Seymour, WI 54165

Attn: Troy Eick

Contract No. M0002-9-16-00217
Project File No. M0002-9-16-00217
Change Order No. One (1)
Issue Date: November 18, 2016
Project: Menasha Utilities | City of Menasha
Highlift Reservoir Roofing

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

1.1	Install .081 mill finished aluminum 1/2-inch expanded metal grate cover in built in drain basin.....Add	\$3,150.00
	TOTAL ADD	\$3,150.00

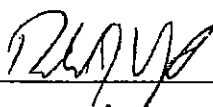
The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	\$97,750	- days
Adjustments Per This Change Order	\$3,150.00	- days
Current Contract Status	\$100,900.00	- days

Recommended:
McMAHON
Neenah, Wisconsin

Accepted:
NORTHEASTERN ROOFING
Seymour, Wisconsin

Authorized:
MENASHA UTILITIES
Winnebago County, Wisconsin

By: 
Date: 11/18/16

By: N/A
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

NORTHEASTERN ROOFING INC.

"Specialist in Roofing"

P.O Box 36
Seymour, Wisconsin 54165
(920)833-6184
Fax (920)833-7637

Shipping Address:
230 Morrow St.
Seymour, Wisconsin 54165
(920)833-2127

Roof Quotation

11/18/2016 11:18 AM

Project: Highlift Reservoir
105 Manitowoc str
Menasha Wi

Atten Building owners

Install .081 mill finished aluminum ½ inch expanded metal grate cover in built in drain basin

This grate will be put in after the drain thru gravel stop is installed to that this cover can be removed for future clean out of this gutter area .

Price for the above work is \$ 3150.00

Troy Eick

Thank you for this opportunity, we are looking forward to working with you on this important project.

www.northeasternroofinginc.com



MEMORANDUM

Date: December 12, 2016
To: Common Council
From: Kevin Englebert, Associate Planner
RE: Certified Survey Map for Gosling Way Court – Lot Combination

Martenson & Eisele Inc. requests approval of a Certified Survey Map (CSM) for a three lot to two lot combination located on the east side of Gosling Way Court. The purpose of the request is to dissolve one lot thereby creating two lots that are larger in size for residential development. Both lots are currently vacant, zoned R-1 Single Family Residential, and located in the 2nd Addition to Woodland Hills Plat. Staff requested that Martenson & Eisele prepare this CSM to meet city subdivision code requirements.

The petitioners propose to create one lot (the northern lot) that is approximately 195' deep on the south side, 175' deep on the north side with a west frontage of 175' and an eastern lot line width of 150'. The total area of the proposed lot would be 30,370ft² or .70 acres. The second proposed lot (the southern lot) would be approximately 166' deep on the south side, 195' deep on the north side with a west frontage of 178' and an eastern lot line width of 160'. The total area of the proposed lot would be 33,934ft² or .78 acres. The larger lot sizes fit within the general character of the development.

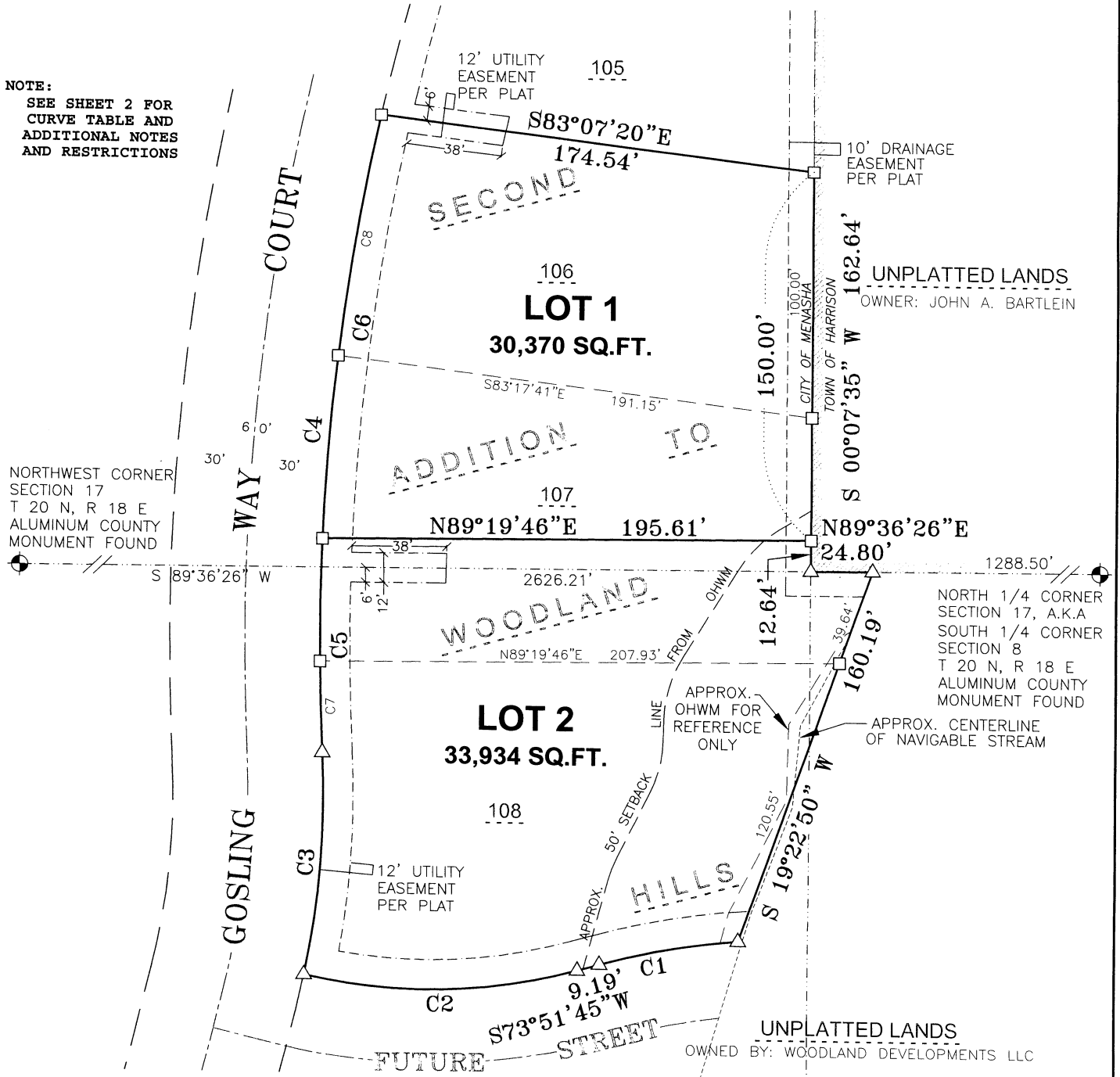
The size, setbacks, and dimension requirements for each proposed lot meet our standards for the R-1 Single Family Residential District. Furthermore, the proposed CSM will not create any zoning nonconformities and is consistent with the City of Menasha Comprehensive Plan.

The Plan Commission and staff recommend approval of the CSM as proposed.

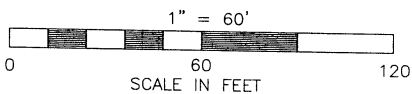
CERTIFIED SURVEY MAP NO. _____

ALL OF LOTS 106, 107, AND 108, SECOND ADDITION TO WOODLAND HILLS, BEING PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 8, AND PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 17, ALL IN TOWNSHIP 20 NORTH RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN.

NOTE:
SEE SHEET 2 FOR
CURVE TABLE AND
ADDITIONAL NOTES
AND RESTRICTIONS



BEARINGS ARE REFERENCED TO THE CALUMET COUNTY COORDINATE SYSTEM IN WHICH HAS THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 17, BEARING S 89°36'26" W



LEGEND

- △ 1 1/4" O.D. REBAR FOUND
- 1" O.D. IRON PIPE FOUND
- ⊙ GOVERNMENT CORNER

Martenson & Eisele, Inc.



1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381

Planning
Environmental
Surveying
Engineering
Architecture

SURVEY FOR
WOODLAND DEVELOPMENTS, LLC
C/O MIKE HAGENS
N319 BREEZEWOOD DRIVE
APPLETON, WI 54915

PROJECT NO. 1-0719-002

FILE 1-0719-002csm SHEET 1 OF 3

THIS INSTRUMENT WAS DRAFTED BY: L. LUCHT

CERTIFIED SURVEY MAP NO. _____

CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD	TANGENT IN	TANGENT OUT
1	280.00'	011°33'46"	56.51'	S 79°38'38.0" W	56.41'	S 85°25'31" W	S 73°51'45" W
2	220.00'	028°47'31"	110.55'	S 88°15'30.5" W	109.39'	S 77°20'44" E	N 73°51'45" E
3	360.94'	014°25'31"	90.87'	N 04°21'32.5" E	90.63'	N 11°34'18" E	N 02°51'13" W
4	970.00'	015°28'06"	261.87'	N 04°52'50.0" E	261.08'	S 12°36'53" W	S 02°51'13" E
5	970.00'	005°08'14"	86.97'	N 00°17'06.0" W	86.94'	S 02°17'01" W	S 02°51'13" E
6	970.00'	010°19'52"	174.90'	N 07°26'57.0" E	174.67'	S 12°36'53" W	S 02°17'01" W
7	970.00'	002°10'59"	36.96'	N 01°45'43.5" W	36.96'	S 00°40'14" E	S 02°51'13" E
8	970.00'	005°54'34"	100.05'	N 09°39'36.0" E	100.00'	S 12°36'53" W	S 06°42'19" W

NOTES AND RESTRICTIONS:

CENTERLINE OF NAVIGABLE STREAM IS SHOWN PER CALUMET COUNTY GIS AND IS NOT BASED ON AN OFFICIAL DETERMINATION AND SUBJECT TO A 50' BUILDING SETBACK FROM THE ORDINARY HIGH WATER MARK. PRIOR TO ANY BUILDING, AN OFFICIAL DETERMINATION OF THE ORDINARY HIGH WATER MARK MUST BE MADE BY AN AUTHORIZED PERSON.

ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF THE NAVIGABLE STREAM, IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1 OF THE STATE CONSTITUTION.

ALL BUILDING SETBACKS AND OTHER LAND USE REQUIREMENTS SHOULD BE VERIFIED BY THE CITY OF MENASHA AND CALUMET COUNTY ZONING DEPARTMENT PRIOR TO ANY CONSTRUCTION OR OTHER LAND USE ACTIVITY.

SURVEYOR'S CERTIFICATE:

I, GARY A. ZHRINGER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED AND DIVIDED AT THE DIRECTION OF JEFFERY & ROXANNE WAGNER AND THOMAS & JENNIFER POTTER, ALL OF LOTS 106, 107, AND 108, SECOND ADDITION TO WOODLAND HILLS, RECORDED IN VOLUME D ON PAGE 93, AS DOCUMENT NO. 512106, BEING PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 8, AND PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 17, ALL IN TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN. CONTAINING 64,304 SQUARE FEET [1.476 ACRES]

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE CITY OF MENASHA SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING AND MAPPING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS 4TH DAY OF NOVEMBER, 2016.

GARY A. ZHRINGER, PROFESSIONAL WI LAND SURVEYOR S-2098

COMMON COUNCIL RESOLUTION:

RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED.

DATED THIS _____ DAY OF _____, 20__.

MAYOR

CITY CLERK

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS SHOWN HEREON.

CITY TREASURER

DATE

COUNTY TREASURER

DATE

CERTIFIED SURVEY MAP NO. _____

OWNER'S CERTIFICATE:

JEFFERY & ROAXANNE WAGNER, DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, HEREBY CERTIFY THAT WE CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, DEDICATED AND MAPPED AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS _____ DAY OF _____, 20__.

JEFFERY WAGNER

ROXANNE WAGNER

STATE OF WISCONSIN)
) SS
CALUMET COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY
OF _____, 20____, THE ABOVE NAMED TO
ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING
INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC,

STATE OF

MY COMMISSION (IS PERMANENT)

(EXPIRES: _____)

OWNER'S CERTIFICATE:

THOMAS & JENNIFER POTTER, DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, HEREBY CERTIFY THAT WE CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, DEDICATED AND MAPPED AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS _____ DAY OF _____, 20__.

THOMAS POTTER

JENNIFER POTTER

STATE OF WISCONSIN)
) SS
CALUMET COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY
OF _____, 20____, THE ABOVE NAMED TO
ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING
INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC,

STATE OF

MY COMMISSION (IS PERMANENT)

(EXPIRES: _____)

City of Menasha Disbursements

Weekly Accounts Payable	12/5/16-12/15/16	\$ 370,373.48
	Checks # 56067-56212	
	Void Check #56078	\$ (63.70)
	Void Check #53997	\$ (33.40)

Bi-Weekly Payroll	12/8/16	\$ 192,200.84
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Additional Regular Cycle Accounts Payables -Paid Electronically

Delta Dental	12/7/16	\$ 893.88
World Pay Charges-FFM	12/7/16	\$ 2.00
Community First Credit Union-Payroll Deductions	12/8/16	\$ 4,239.00
Nationwide Retirement	12/9/16	\$ 10,319.50
TASC-Flex Spending	12/12/16	\$ 3,809.22
Federal Tax Withholding	12/14/16	\$ 81,939.55
Neopost-Postage Machine Rental	12/14/16	\$ 215.85
Delta Dental	12/14/16	\$ 1,080.41

\$ 102,499.41

Total \$ 664,976.63

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


Peggy Steeno
Administrative Services Director

12/15/16
Date

Notes:

- Medical Expense Reimbursement Trust-Retirement Pay Out
- 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: 12/5/2016

Date: 12/5/2016

<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>
ARROW AUDIO	56067	12/5/2016	9792	100-0601-551.24-03	569.88	Service
Total for check: 56067					569.88	
BAKER & TAYLOR INC	56070	12/5/2016	2032347885	100-0601-551.30-14	231.33	Library Materials
		12/5/2016	2032351616	100-0601-551.30-14	524.19	Library Materials
		12/5/2016	2032354041	100-0601-551.30-14	837.55	Library Materials
		12/5/2016	2032359592	100-0601-551.30-14	371.87	Library Materials
		12/5/2016	2032372398	100-0601-551.30-14	292.29	Library Materials
		12/5/2016	2032374075	100-0601-551.30-14	841.62	Library Materials
		12/5/2016	2032377384	100-0601-551.30-14	377.15	Library Materials
		12/5/2016	2032391180	100-0601-551.30-14	716.76	Library Materials
		12/5/2016	2032393825	100-0601-551.30-14	417.05	Library Materials
		12/5/2016	2032398605	100-0601-551.30-14	718.30	Library Materials
		12/5/2016	2032399423	100-0601-551.30-14	229.95	Library Materials
		12/5/2016	2032407125	100-0601-551.30-14	539.51	Library Materials
		12/5/2016	5014301392	100-0601-551.30-14	96.43	Library Materials
		12/5/2016	5014318041	100-0601-551.30-14	136.42	Library Materials
		12/5/2016	B26958870	100-0601-551.30-14	17.99	Library Materials
		12/5/2016	B27145000	100-0601-551.30-14	117.31	Library Materials
		12/5/2016	B27145001	100-0601-551.30-14	57.58	Library Materials
		12/5/2016	B27145002	100-0601-551.30-14	25.19	Library Materials
		12/5/2016	B27145003	100-0601-551.30-14	43.18	Library Materials
		12/5/2016	B27145004	100-0601-551.30-14	25.14	Library Materials
		12/5/2016	B27319340	100-0601-551.30-14	21.59	Library Materials
		12/5/2016	B27660180	100-0601-551.30-14	154.74	Library Materials
		12/5/2016	B27660181	100-0601-551.30-14	21.59	Library Materials
		12/5/2016	B27764360	100-0601-551.30-14	18.20	Library Materials
		12/5/2016	B28289090	100-0601-551.30-14	57.58	Library Materials
		12/5/2016	B28654330	100-0601-551.30-14	86.37	Library Materials
		12/5/2016	B28654331	100-0601-551.30-14	86.37	Library Materials
		12/5/2016	B28654332	100-0601-551.30-14	33.11	Library Materials
		12/5/2016	B28686140	100-0601-551.30-14	14.23	Library Materials
		12/5/2016	B563650CM	100-0601-551.30-14	(21.59)	Library Materials

AP Check Register

Check Date: 12/5/2016

Date: 12/5/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAKER & TAYLOR INC...	56070...	12/5/2016	T44978910	100-0601-551.30-14	34.07	Library Materials
		12/5/2016	T45224290	100-0601-551.30-14	36.82	Library Materials
		Total for check: 56070				7,159.89
JOE BONGERS	56071	12/5/2016	BONGERS	100-0601-551.33-01	7.49	Reimbursement
				100-0601-551.34-01	82.68	Reimbursement
				Total for check: 56071		
CDW GOVERNMENT INC	56072	12/5/2016	FXT4382	100-0601-551.30-10	68.24	Ink
Total for check: 56072				68.24		
CENGAGE LEARNING - GALE	56073	12/5/2016	59169139	100-0601-551.30-14	31.19	Library Materials
		12/5/2016	59169748	100-0601-551.30-14	88.77	Library Materials
		12/5/2016	59259484	100-0601-551.30-14	38.92	Library Materials
Total for check: 56073				158.88		
CENTER POINT LARGE PRINT	56074	12/5/2016	1424498	100-0601-551.30-14	180.96	Library Materials
Total for check: 56074				180.96		
EBSCO INDUSTRIES INC	56075	12/5/2016	1529826	100-0601-551.30-14	5,126.16	Subscriptions
Total for check: 56075				5,126.16		
GAYS MILLS PUBLIC LIBRARY	56076	12/5/2016	GAYS MILLS	100-0601-551.30-14	10.00	Library Materials
Total for check: 56076				10.00		
GREAT RIVER REGIONAL LIBRARY	56077	12/5/2016	GREAT RIVER	100-0601-551.30-14	30.98	Library Materials
Total for check: 56077				30.98		

AP Check Register
Check Date: 12/5/2016

Date: 12/5/2016

<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>
HEAT & POWER PRODUCTS INC	56078	12/5/2016	31891	100-0601-551.24-03	63.70	Switch
Total for check: 56078					63.70	
KITZ & PFEIL INC	56079	12/5/2016	101209-0086	100-0601-551.24-03	39.54	Supplies
Total for check: 56079					39.54	
LA BELLE MAISON LLC	56080	12/5/2016	LA BELLE MAISON	100-0601-551.24-03	2,187.50	Reupholster Chairs
Total for check: 56080					2,187.50	
MANDERFIELD BAKERY	56081	12/5/2016	489406	100-0601-551.30-16	24.20	Cookies
Total for check: 56081					24.20	
MIDWEST TAPE	56082	12/5/2016	0094375789	100-0601-551.30-14	88.59	Library Materials
		12/5/2016	0094375833	100-0601-551.30-14	33.73	Library Materials
		12/5/2016	0094376996	100-0601-551.30-14	34.99	Library Materials
		12/5/2016	0094395500	100-0601-551.30-14	87.69	Library Materials
		12/5/2016	0094415780	100-0601-551.30-14	11.24	Library Materials
		12/5/2016	0094421655	100-0601-551.30-14	84.98	Library Materials
		12/5/2016	0094434436	100-0601-551.30-14	166.36	Library Materials
		12/5/2016	0094434438	100-0601-551.30-14	85.48	Library Materials
		12/5/2016	0094435578	100-0601-551.30-14	37.49	Library Materials
		12/5/2016	0094444733	100-0601-551.30-14	34.99	Library Materials
		12/5/2016	0094456526	100-0601-551.30-14	12.74	Library Materials
		12/5/2016	0094456529	100-0601-551.30-14	206.42	Library Materials
Total for check: 56082					884.70	
MILWAUKEE MAP SERVICE INC	56083	12/5/2016	375223	100-0601-551.30-14	243.50	Library Materials
Total for check: 56083					243.50	

AP Check Register
Check Date: 12/5/2016

Date: 12/5/2016

<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>
MBM	56084	12/5/2016	IN141446	100-0601-551.24-04	258.13	Contract
Total for check: 56084					258.13	
KIRK MOORE-NOKES	56085	12/5/2016	MOORE-NOKES	100-0601-551.33-01	7.28	Reimbursement
				100-0601-551.34-01	109.20	Reimbursement
Total for check: 56085					116.48	
OMNI GLASS & PAINT INC	56086	12/5/2016	0119570-IN	100-0601-551.24-03	220.00	Adjust Door
Total for check: 56086					220.00	
PENGUIN RANDOM HOUSE INC	56087	12/5/2016	1088788035	100-0601-551.30-14	52.50	Library Materials
		12/5/2016	1088864203	100-0601-551.30-14	60.00	Library Materials
		12/5/2016	1088943845	100-0601-551.30-14	60.00	Library Materials
Total for check: 56087					172.50	
PENWORTHY COMPANY	56088	12/5/2016	0522122-IN	100-0601-551.30-14	396.33	Library Materials
Total for check: 56088					396.33	
RHYME BUSINESS PRODUCTS	56089	12/5/2016	AR102114	100-0601-551.30-10	96.57	Calendars
Total for check: 56089					96.57	
RUSK COUNTY COMMUNITY LIBRARY	56090	12/5/2016	RUSK COUNTY	100-0601-551.30-14	30.00	Library Materials
Total for check: 56090					30.00	
SERVICEMASTER BUILDING MAINTENANCE	56091	12/5/2016	21597	100-0601-551.20-01	1,496.00	Janitorial Service
Total for check: 56091					1,496.00	
SYNCB/AMAZON	56096	12/5/2016	007820101346	100-0601-551.30-14	25.96	Library Materials
		12/5/2016	007820222547	100-0601-551.30-14	19.54	Library Materials

AP Check Register
Check Date: 12/5/2016

Date: 12/5/2016

<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>
SYNCB/AMAZON...	56096...	12/5/2016	007822508933	100-0601-551.30-14	42.98	Library Materials
		12/5/2016	007823067079	100-0601-551.24-01	58.26	Library Materials
				100-0601-551.30-14	95.05	Library Materials
		12/5/2016	007825788432	100-0601-551.30-14	3.64	Library Materials
		12/5/2016	007825922986	100-0601-551.30-14	43.07	Library Materials
		12/5/2016	007827741142	100-0601-551.30-14	64.51	Library Materials
		12/5/2016	007829128380	100-0601-551.30-14	10.96	Library Materials
		12/5/2016	007829527755	100-0601-551.30-14	136.04	Library Materials
		12/5/2016	007829981912	100-0601-551.30-14	18.81	Library Materials
		12/5/2016	032392709895	100-0601-551.30-14	42.72	Library Materials
		12/5/2016	032395160308	100-0601-551.30-14	3.53	Library Materials
		12/5/2016	032396327276	100-0601-551.30-14	16.99	Library Materials
		12/5/2016	105001604914	100-0601-551.30-14	2.08	Library Materials
		12/5/2016	106570865403	100-0601-551.30-14	5.76	Library Materials
		12/5/2016	166670701993	100-0601-551.30-14	31.92	Library Materials
		12/5/2016	166673733936	100-0601-551.30-14	27.99	Library Materials
		12/5/2016	166679411233	100-0601-551.30-14	(3.20)	Library Materials
		12/5/2016	190630049191	100-0601-551.30-14	13.97	Library Materials
		12/5/2016	190631631093	100-0601-551.30-14	9.79	Library Materials
		12/5/2016	190632334451	100-0601-551.30-14	50.19	Library Materials
		12/5/2016	190633179266	100-0601-551.30-14	13.99	Library Materials
		12/5/2016	190633602697	100-0601-551.30-14	45.83	Library Materials
		12/5/2016	190634414784	100-0601-551.30-14	70.32	Library Materials
		12/5/2016	190634806568	100-0601-551.30-14	40.38	Library Materials
		12/5/2016	190635067220	100-0601-551.30-14	71.92	Library Materials
		12/5/2016	190635124329	100-0601-551.30-14	11.48	Library Materials
		12/5/2016	190635786994	100-0601-551.30-14	26.94	Library Materials
		12/5/2016	190636167817	100-0601-551.30-14	(0.01)	Library Materials
		12/5/2016	190636861124	100-0601-551.30-14	(0.26)	Library Materials
		12/5/2016	190637025766	100-0601-551.30-14	9.99	Library Materials
		12/5/2016	190638180824	100-0601-551.30-14	11.88	Library Materials
		12/5/2016	190638580610	100-0601-551.30-14	90.48	Library Materials
		12/5/2016	190638605666	100-0601-551.30-14	9.49	Library Materials
		12/5/2016	190638734083	100-0601-551.30-14	9.79	Library Materials

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SYNCB/AMAZON...	56096...	12/5/2016	190638801509	100-0601-551.30-14	11.99	Library Materials
		12/5/2016	200722141620	100-0601-551.30-14	11.99	Library Materials
		12/5/2016	200722415001	100-0601-551.30-14	74.85	Library Materials
		12/5/2016	216621362078	100-0601-551.30-14	(6.99)	Library Materials
		12/5/2016	216622734838	100-0601-551.30-14	21.47	Library Materials
		12/5/2016	216625719065	100-0601-551.30-14	31.37	Library Materials
		12/5/2016	216626612501	100-0601-551.30-14	(5.94)	Library Materials
		12/5/2016	216627211047	100-0601-551.30-14	39.98	Library Materials
		12/5/2016	216628556770	100-0601-551.30-14	45.92	Library Materials
		12/5/2016	216628888564	100-0601-551.30-14	59.88	Library Materials
		12/5/2016	216629756148	100-0601-551.30-14	(1.99)	Library Materials
		12/5/2016	244062298679	100-0601-551.30-14	79.41	Library Materials
		12/5/2016	244063952995	100-0601-551.30-14	173.23	Library Materials
		12/5/2016	244064274110	100-0601-551.30-14	11.75	Library Materials
		12/5/2016	244064753165	100-0601-551.30-14	50.92	Library Materials
		12/5/2016	244066295815	100-0601-551.30-14	134.93	Library Materials
		12/5/2016	244066565802	100-0601-551.30-14	9.55	Library Materials
		12/5/2016	244066965168	100-0601-551.30-14	11.15	Library Materials
		12/5/2016	244068964327	100-0601-551.24-01	195.97	Library Materials
				100-0601-551.30-14	13.39	Library Materials
		12/5/2016	244069011159	100-0601-551.30-14	133.75	Library Materials
		12/5/2016	244069451708	100-0601-551.30-14	17.74	Library Materials
		12/5/2016	284570918702	100-0601-551.30-14	59.90	Library Materials
		12/5/2016	284573252373	100-0601-551.30-14	22.98	Library Materials
		12/5/2016	284573808678	100-0601-551.30-14	156.10	Library Materials
		12/5/2016	284575293384	100-0601-551.24-01	39.99	Library Materials
				100-0601-551.30-14	135.24	Library Materials
		12/5/2016	284576480598	100-0601-551.30-14	107.57	Library Materials
		12/5/2016	284577771391	100-0601-551.30-14	8.39	Library Materials
		12/5/2016	284578613448	100-0601-551.30-14	20.12	Library Materials
		12/5/2016	284578730549	100-0601-551.30-14	49.10	Library Materials
Total for check: 56096					2,846.49	

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THIRD STREET MARKET	56097	12/5/2016	03163486	100-0601-551.30-16	3.70	Supplies
		12/5/2016	05118371	100-0601-551.30-16	13.95	Supplies
		Total for check: 56097			17.65	
UNIQUE MANAGEMENT SERVICES INC	56098	12/5/2016	436262	100-0000-441.19-00	232.70	Collection Agency Fees
		Total for check: 56098			232.70	
UNIVERSITY OF WISCONSIN-EAU CLAIRE	56099	12/5/2016	168954924	100-0601-551.30-14	100.00	Library Materials
		Total for check: 56099			100.00	
US BANK EQUIPMENT FINANCE	56100	12/5/2016	317720472	100-0601-551.24-04	122.88	Contract
		Total for check: 56100			122.88	
WINNEFOX AUTOMATED LIBRARY SYSTEM	56101	12/5/2016	3085	100-0601-551.30-11	107.89	Sept 2016 Unique Mgmt
		12/5/2016	WINNEFOX AUTO	100-0601-551.25-01	10,000.00	Technology
		Total for check: 56101			10,107.89	
WINNEFOX LIBRARY SYSTEM	56102	12/5/2016	6236	100-0601-551.30-18	589.90	Receipt Rolls
		Total for check: 56102			589.90	
WISCONSIN STATE JOURNAL	56103	12/5/2016	190-00304593	100-0601-551.30-14	365.92	Subscription
		Total for check: 56103			365.92	
					34,007.74	

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ACC PLANNED SERVICE INC	56104	12/8/2016	17537	470-1001-514.80-05	8,134.00	New Boiler Installation
Total for check: 56104					8,134.00	
ACCURATE	56105	12/8/2016	1614845	100-1008-541.30-15	16.88	LED Strip Light
		12/8/2016	1615294	731-1022-541.30-18	41.00	Wheel Weights
		12/8/2016	1615431	731-1022-541.30-18	41.85	Locknuts
Total for check: 56105					99.73	
BADGER LAB & ENGINEERING INC	56106	12/8/2016	INV000067593	601-1020-543.21-02	322.00	MU Water Plant Samples October 18-25, 2016
Total for check: 56106					322.00	
BEST ENTERPRISES LLC	56107	12/8/2016	15933	470-0304-562.82-01	22,500.00	867 Valley Rd-2016-01
Total for check: 56107					22,500.00	
BOBCAT PLUS	56108	12/8/2016	IA09721	731-1022-541.38-03	143.75	Parts
Total for check: 56108					143.75	
BRUCE MUNICIPAL EQUIPMENT INC	56109	12/8/2016	PO1431	731-1022-541.38-03	102.32	Spring Chain
		12/8/2016	PO1442	731-1022-541.38-03	299.22	Coil
Total for check: 56109					401.54	
CASPERS TRUCK EQUIPMENT INC	56110	12/8/2016	0018771-IN	731-1022-541.38-03	65.73	Junction Box/Alarm
Total for check: 56110					65.73	
COENEN'S AUTO TECH INC	56111	12/8/2016	89893	100-0811-521.29-04	575.00	Replace/Install Light Bar
		12/8/2016	89894	100-0801-521.29-04	1,690.00	Install Light Bar/Control
Total for check: 56111					2,265.00	

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COMPLETE OFFICE OF WISCONSIN	56112	12/8/2016	692316	100-0801-521.30-10	61.68	Supplies
			Total for check: 56112		61.68	
CONGER TOYOTALIFT	56113	12/8/2016	PSI-050877	731-1022-541.29-04	557.19	Vehicle Maintenance
			Total for check: 56113		557.19	
CYPRESS HOMES INC	56114	12/8/2016	869 EDEN CT	501-0304-562.21-11	6,984.57	RDA Agreement
			Total for check: 56114		6,984.57	
FACTORY MOTOR PARTS CO	56115	12/8/2016	18-1535394	731-1022-541.38-03	119.76	Parts
		12/8/2016	18-1535624	731-1022-541.38-03	(48.00)	Credit
		12/8/2016	18-1535628	731-1022-541.38-03	(76.47)	Credit
		12/8/2016	18-1539020	731-1022-541.38-03	391.23	Parts
		12/8/2016	18-Z08867	731-1022-541.38-03	7.01	Battery
		12/8/2016	18-Z09001	731-1022-541.38-03	260.82	Parts
			Total for check: 56115		654.35	
GRAEF	56116	12/8/2016	0090926	470-0703-553.82-02	1,813.37	Loop the Lake Thru Nov 29Professional Services
			Total for check: 56116		1,813.37	
GREEN BOYZ LAWN CARE	56117	12/8/2016	7434	100-0601-551.24-03	47.50	PD & Library-Weed Control
				100-0801-521.20-06	47.50	PD & Library-Weed Control
			Total for check: 56117		95.00	
GUARDIAN TRACKING LLC	56118	12/8/2016	2016-0251	743-0403-513.24-04	2,162.00	Internet Access/Subscript
			Total for check: 56118		2,162.00	
GUNDERSON CLEANERS	56119	12/8/2016	431193	100-0801-521.30-13	34.66	PD-Mat & Towel Service

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GUNDERSON CLEANERS...	56119...	12/8/2016	GUNDERSON	100-0704-552.30-13	176.13	Shower Curtains	Windbreakers
Total for check: 56119					210.79		
RA HAAG CONSTRUCTION	56120	12/8/2016	HAAG CONST	100-0703-553.24-03	225.00	Smith Park Pav Repair	
				100-0703-553.24-05	7,550.00	Arc Repair	
Total for check: 56120					7,775.00		
HOME DEPOT CREDIT SERVICES	56121	12/8/2016	561010	731-1022-541.24-03	205.23	ShopVac Filter/Set Screw	
		12/8/2016	6414541	100-0601-551.24-03	149.58	Indoor Pon/HD70/Brackets	
				100-0703-553.24-03	112.95	Brackets/HD70/Indoor Pon	
		12/8/2016	9413270	100-0703-553.30-18	73.46	Brass Pipe Elbows/Nipples	
Total for check: 56121					541.22		
CANDI HUBER	56122	12/8/2016	NOV 2016	100-0202-512.30-16	31.99	Wellness Supplies	
				100-0202-512.33-01	15.11	November Mileage	
				100-0202-512.34-03	30.31	OE Lunch	
Total for check: 56122					77.41		
L&S TRUCK CENTER	56123	12/8/2016	265781	731-1022-541.29-04	2,214.67	Service/Parts	
Total for check: 56123					2,214.67		
LINCOLN CONTRACTORS SUPPLY INC	56124	12/8/2016	K73166	731-1022-541.38-03	2.02	Hose Fuel	
Total for check: 56124					2.02		
MENARDS-APPLETON EAST	56125	12/8/2016	4952	100-0703-553.30-18	59.84	Supplies	
		12/8/2016	5023	100-0703-553.30-18	383.71	Supplies	
Total for check: 56125					443.55		
MENARDS-APPLETON WEST	56126	12/8/2016	37120	100-0703-553.30-18	188.93	Reel	

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MENARDS-APPLETON WEST...	56126...	12/8/2016	37472	100-0703-553.30-18	269.90	Lights
Total for check: 56126					458.83	
MENASHA TREASURER	56127	12/8/2016		731-1022-541.38-01	20.00	Petty Cash
Total for check: 56127					20.00	
MENASHA UTILITIES	56128	12/8/2016	MENASHA UTILITY	100-0000-123.00-00	8.89	Electric
				100-0305-562.22-06	9.90	Storm
				100-0703-553.22-03	178.64	Electric
				100-0703-553.22-05	260.24	Water/Sewer
				100-0703-553.22-06	184.81	Storm
				100-0903-531.22-03	185.04	Electric
				100-0903-531.22-05	56.42	Water/Sewer
				100-1008-541.22-03	195.86	Electric
				100-1012-541.22-03	55.48	Electric
				601-1020-543.22-03	26.72	Electric
				731-1022-541.22-03	44.20	Electric
Total for check: 56128					1,206.20	
MICHELS MATERIALS	56129	12/8/2016	327707	100-1003-541.30-18	188.89	Clear Stone
Total for check: 56129					188.89	
N&M AUTO SUPPLY	56130	12/8/2016	583134	731-1022-541.38-03	27.15	Lift Support
		12/8/2016	583248	731-1022-541.38-03	90.78	Filters
		12/8/2016	583508	731-1022-541.38-03	8.88	Spark Plugs
		12/8/2016	583750	731-1022-541.38-03	7.19	Filter
		12/8/2016	583760	731-1022-541.38-03	2.22	Spark Plug
		12/8/2016	583879	731-1022-541.38-03	17.31	Filters/Spark Plug
		12/8/2016	584062	731-1022-541.38-03	13.61	Tail Light Converter
		12/8/2016	584110	731-1022-541.38-03	13.61	Tail Light Converter
		12/8/2016	584245	731-1022-541.38-03	4.45	Toggle Switch
		12/8/2016	584321	731-1022-541.38-03	2.96	Caps

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N&M AUTO SUPPLY...	56130...	12/8/2016	584322	731-1022-541.38-03	2.96	Caps
		12/8/2016	584602	731-1022-541.38-03	27.56	Caps
		12/8/2016	585260	731-1022-541.38-03	35.02	Warning Lamp Relay
		12/8/2016	585398	731-1022-541.38-03	(41.17)	CREDIT
		12/8/2016	585566	731-1022-541.38-03	14.00	Acrylic Attachment Tape
Total for check: 56130					226.53	
NEENAH-MENASHA SEWERAGE COMMISSION	56131	12/8/2016	2016-186	601-1021-543.25-01	58,079.75	December 2016 Wastewater Treatment
		12/8/2016	2016-192	601-1021-543.25-01	23,272.00	Dec 2016 Interest & Debt
Total for check: 56131					81,351.75	
NORTHEAST ASPHALT INC	56132	12/8/2016	1462004	100-1003-541.30-18	271.15	Commercial Grade
		12/8/2016	PAYMENT 5	100-1003-541.82-02	8,623.58	Contract 2016-02
				470-1003-541.82-02	42,085.74	Contract 2016-02
				485-1009-541.82-02	42,803.60	Contract 2016-02
				492-1003-541.82-02	285.00	Contract 2016-02
				625-0000-194.00-00	14,428.00	Contract 2016-02
Total for check: 56132					108,497.07	
ODB COMPANY	56133	12/8/2016	0097323-IN	731-1022-541.38-03	291.63	Muffler Pipes/Clamps
Total for check: 56133					291.63	
POMP'S TIRE SERVICE INC	56134	12/8/2016	320049112	731-1022-541.38-02	64.95	Alignment
		12/8/2016	320049322	731-1022-541.38-02	820.00	Dismount/Mount
		12/8/2016	320049323	731-1022-541.38-02	60.34	Turf Tire
		12/8/2016	320049653	731-1022-541.38-02	713.20	Repair
Total for check: 56134					1,658.49	

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PRIME MEDIA ACQUISITION CORP	56135	12/8/2016	0188096-IN	100-0801-521.30-10	150.48	Poly Bags
			Total for check: 56135		150.48	
SAFEGUARD BUSINESS SYTEMS	56136	12/8/2016	031840704	100-0202-512.29-01	183.42	W2 Forms & Envelopes
			Total for check: 56136		183.42	
SKID & PALLET	56137	12/8/2016	9217	100-0703-553.30-18	1,125.00	Mulch
			Total for check: 56137		1,125.00	
STAPLES BUSINESS ADVANTAGE	56138	12/8/2016	3321294176	100-0202-512.30-10	99.15	Supplies
				100-0401-513.30-10	20.87	Supplies
		12/8/2016	3321294180	100-0703-553.30-10	34.60	Supplies
				731-1022-541.30-10	36.78	Supplies
		12/8/2016	3321294181	100-0703-553.30-10	16.79	Supplies
			Total for check: 56138		208.19	
TAPCO	56139	12/8/2016	I546225	100-1008-541.30-18	324.00	Aluminum
			Total for check: 56139		324.00	
UNIFIRST CORPORATION	56140	12/8/2016	097 0223965	731-1022-541.20-01	198.19	Coveralls/Shirts/Pants
			Total for check: 56140		198.19	
UNITED PAPER CORPORATION	56141	12/8/2016	109371	266-1027-543.30-18	329.80	Door Knob Bag
			Total for check: 56141		329.80	
UNITED WAY FOX CITIES	56142	12/8/2016	20161208	100-0000-202.09-00	31.00	PAYROLL SUMMARY
			Total for check: 56142		31.00	

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VIEVU	56143	12/8/2016	20412	100-0801-521.30-18	1,800.00	Final Payment-Body Camera
			Total for check: 56143		1,800.00	
WE ENERGIES	56144	12/8/2016	WE ENERGIES	100-0703-553.22-03	38.67	Conservancy
			Total for check: 56144		38.67	
WIL-KIL PEST CONTROL	56145	12/8/2016	3030615	731-1022-541.20-07	68.75	PWF Contract
			Total for check: 56145		68.75	
WINNEBAGO COUNTY CLERK OF COURTS	56146	12/8/2016	WCCC	100-0000-201.03-00	500.00	Bond/MPD 16-3778
					1,174.95	Bond/MPD 16-3834
			Total for check: 56146		1,674.95	
WINNEBAGO COUNTY TREASURER	56147	12/8/2016	10583	100-0805-521.25-01	360.22	Inmate Housing
		12/8/2016	10651	100-1002-541.21-02	266.00	County PW Charges
				625-1002-541.21-02	88.67	County PW Charges
			Total for check: 56147		714.89	
WISCONSIN SUPPORT COLLECTIONS	56148	12/8/2016	20161208	100-0000-202.03-00	711.51	PAYROLL SUMMARY
			Total for check: 56148		711.51	
PRIMADATA LLC	56149	12/8/2016	POSTAGE-TAXES	100-0401-513.30-11	2,703.23	Postage for 2016 Tax Bill
			Total for check: 56149		2,703.23	
					261,686.04	

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ACC PLANNED SERVICE INC	56150	12/15/2016	17624	100-0920-531.24-03	304.29	Service Furnace
		12/15/2016	17625	100-0501-522.24-03	722.15	Duct and Fan Work
				100-0801-521.24-03	1,083.23	Duct and Fan Work
	Total for check: 56150				2,109.67	
ACCENT BUSINESS SOLUTIONS INC	56151	12/15/2016	86742	743-0403-513.29-01	887.54	PD Copier Agreement-Final
					Total for check: 56151	
ACCURATE	56152	12/15/2016	1615694	731-1022-541.30-18	151.75	Heat Shrink/Thread Sealant/Ties/Tools
		12/15/2016	1615803	731-1022-541.30-18	80.81	Plow Bolt/Connector/Parts
	Total for check: 56152				232.56	
ADVANTAGE POLICE SUPPLY INC	56153	12/15/2016	16-1032	100-0801-521.30-15	522.00	Super-Socks
					Total for check: 56153	
ASSOCIATED APPRAISAL CONSULTANTS	56154	12/15/2016	123058	100-0402-513.21-09	5,000.00	Professional Services
					76.93	Internet Postings
				100-0402-513.30-11	12.88	Postage
	Total for check: 56154				5,089.81	
AT&T	56155	12/15/2016	920R09453012	100-1001-514.22-01	110.90	Alarms
				601-1020-543.22-01	290.50	Alarms
	Total for check: 56155				401.40	
BATTERIES PLUS LLC	56156	12/15/2016	508-110250-01	100-0801-521.30-18	35.95	Cell Battery
					Total for check: 56156	

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BOBCAT PLUS	56157	12/15/2016	IA09778	731-1022-541.38-03	229.80	Glass Door
Total for check: 56157					229.80	
CALUMET COUNTY REGISTER OF DEEDS	56158	12/15/2016	CCRD	501-0304-562.21-08	90.00	Recording Fees
Total for check: 56158					90.00	
KORTNEY DAHM	56159	12/15/2016	KORTNEY DAHM	100-0903-531.33-01	25.92	November Mileage
Total for check: 56159					25.92	
UNEMPLOYMENT INSURANCE	56160	12/15/2016	000008084155	100-0702-552.15-09	273.00	Unemployment Compensation
				100-0703-553.15-09	29.56	Unemployment Compensation
				100-1019-552.15-09	1,575.00	Unemployment Compensation
Total for check: 56160					1,877.56	
TODD DREW	56161	12/15/2016	TODD DREW	100-0904-531.33-01	13.52	November Mileage
Total for check: 56161					13.52	
EARTHLINK BUSINESS	56162	12/15/2016	000000008026082	100-0000-123.00-00	17.91	Landline Phone-Bldg Insp
					368.85	Landline Phone-Utilities
				100-0101-511.22-01	12.37	Landline Phone-Mayor
				100-0201-512.22-01	7.85	Landline Phone-Attorney
				100-0202-512.22-01	19.83	Landline Phone-Personnel
				100-0203-512.22-01	16.31	Landline Phone-Clerk
				100-0304-562.22-01	29.35	Landline Phone-Com Dev
				100-0401-513.22-01	39.60	Landline Phone-Finance
				100-0402-513.22-01	8.07	Landline Phone-Assessor
				100-0502-522.22-01	49.15	Landline Phone-EOC
				100-0601-551.22-01	208.66	Landline Phone-Library
				100-0702-552.22-01	33.19	Landline Phone-Recreation
				100-0703-553.22-01	55.76	Landline Phone-Parks
				100-0704-552.22-01	17.33	Landline Phone-Pool

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
EARTHLINK BUSINESS...	56162...	12/15/2016...	000000008026082...	100-0801-521.22-01	307.68	Landline Phone-Police
				100-0903-531.22-01	60.20	Landline Phone-Health
				100-0920-531.22-01	16.19	Landline Phone-Senior Ctr
				100-1001-514.22-01	88.85	Landline Phone-City Hall
				100-1002-541.22-01	51.71	Landline Phone-Engineer
				100-1008-541.22-01	4.67	Landline Phone-Sign Shop
				207-0000-123.00-00	32.96	Landline Phone-Marina
				731-1022-541.22-01	31.86	Landline Phone-Garage
				743-0403-513.22-01	18.83	Landline Phone-IT
Total for check: 56162				1,497.18		
FARRELL EQUIPMENT & SUPPLY CO INC	56163	12/15/2016	INV000000846702	100-1003-541.30-18	119.97	Curing Compound
				Total for check: 56163119.97		
FASTSIGNS OF APPLETON	56164	12/15/2016	A 98378	100-0801-521.30-15	418.50	Decals/Graphic Install
				Total for check: 56164418.50		
FERRELLGAS	56165	12/15/2016	1093962885	266-1027-543.30-18	84.48	Service
				Total for check: 5616584.48		
FORTRESS FENCE	56166	12/15/2016	166512501	470-1003-541.82-02	6,810.00	Third St/Brighton Dr
				Total for check: 561666,810.00		
GERDAU	56167	12/15/2016	97644621	100-1004-541.30-18	16.50	BS-Castle Chair
				Total for check: 5616716.50		
GRIESBACH READY-MIX LLC	56168	12/15/2016	3667	100-1004-541.30-18	2,889.00	Concrete
				Total for check: 561682,889.00		
JOHNSON CONTROLS	56169	12/15/2016	1-42809061556	100-0501-522.24-03	400.00	PD Fire Panel

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
JOHNSON CONTROLS...	56169...	12/15/2016...	1-42809061556...	100-0801-521.24-03	600.00	PD Fire Panel
Total for check: 56169					1,000.00	
JX ENTERPRISES INC	56170	12/15/2016	G-262840031	731-1022-541.38-03	(208.00)	CREDIT
		12/15/2016	G-262930015	731-1022-541.38-03	515.68	Sensor/Hose-Heater
		12/15/2016	G-262950012	731-1022-541.38-03	102.54	Hose Assy
Total for check: 56170					410.22	
KITZ & PFEIL INC	56172	12/15/2016	102114-0012	100-0801-521.30-15	19.85	Staple Gun & Staples
		12/15/2016	102409-0017	207-0707-552.24-03	5.39	Paint
		12/15/2016	102409-0093	100-0703-553.30-18	44.15	Chain Saw/Scratcher Blade
		12/15/2016	102609-0029	100-0703-553.30-18	3.86	BRS Nipple
		12/15/2016	102614-0042	100-0703-553.30-18	8.54	BRS Tee
		12/15/2016	102714-0087	100-0801-521.29-04	12.93	Electric Tape
		12/15/2016	103109-0029	100-0801-521.24-05	103.19	Misc Hardware/Key Racks
		12/15/2016	110114-0041	100-0703-553.30-18	3.22	Elbow
		12/15/2016	110203-0001	731-1022-541.38-03	36.36	Belt/NPT Tap
		12/15/2016	110209-0025	100-0703-553.30-18	18.89	Cable
		12/15/2016	110209-0059	731-1022-541.38-03	8.09	Ball Valve
		12/15/2016	110309-0023	100-0703-553.24-03	35.97	Screws
		12/15/2016	110414-0005	100-0703-553.30-18	17.97	Hardware
		12/15/2016	110703-0015	731-1022-541.38-03	2.50	Primer Bulb
		12/15/2016	110709-0012	100-0703-553.30-18	14.82	Corner Iron/T Plates
		12/15/2016	110714-0031	100-0703-553.24-03	29.78	Sponge Tape/Titan Bits
		12/15/2016	110814-0025	100-0703-553.30-18	18.23	Tape/Enamel/Hardware
		12/15/2016	110814-0050	100-1008-541.30-18	7.91	Lock Nuts
		12/15/2016	111109-0020	100-0703-553.30-18	21.13	Sponge Tape/Paint
		12/15/2016	111509-0066	731-1022-541.38-03	86.14	Quick Links/Hardware
		12/15/2016	111714-0004	100-0703-553.30-18	14.82	Landscape Adhesive
		12/15/2016	111809-0003	100-0703-553.30-18	1.58	Misc Hardware
Total for check: 56172					515.32	

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KJ WASTE SYSTEMS INC	56173	12/15/2016	AUGUST SERVICE	266-1027-543.21-06	975.00	August Paper/Co-Mingling Rental
		12/15/2016	NOV SERVICE	266-1027-543.21-06	520.00	Nov. Paper/Rental
		12/15/2016	OCT. SERVICE	266-1027-543.21-06	520.00	Oct. Paper/Co-Mingling Rental
		12/15/2016	SEPT SERVICE	266-1027-543.21-06	520.00	Sept Paper/Co-Mingling Rental
	Total for check: 56173				2,535.00	
LORETTA KJEMHUS	56174	12/15/2016	LORETTA KJEMHUS	100-0903-531.33-01	34.48	October/November Mileage
					Total for check: 56174	
KWIK TRIP INC	56175	12/15/2016	ACCT 00244691	100-0801-521.38-01	95.54	Fuel
					Total for check: 56175	
MARTENSON & EISELE INC	56176	12/15/2016	54934	492-1003-541.21-02	1,200.00	Hwy 114/10 Trail Project
					Total for check: 56176	
MENARDS-APPLETON EAST	56177	12/15/2016	5384	100-1008-541.30-18	22.98	Wreath Lights
		12/15/2016	5427	100-0703-553.30-18	(10.53)	Concrete Mix-CREDIT
		12/15/2016	5572	100-1008-541.30-18	305.82	Wreath Lights
		12/15/2016	5676	100-0703-553.30-18	180.84	Ties/Outdoor Timer/Lights
	Total for check: 56177				499.11	
MENASHA NEENAH MUNICIPAL COURT	56178	12/15/2016	MNMC	100-0000-201.03-00	422.00	Bond/MPD 04-0058
					Total for check: 56178	
MENASHA UTILITIES	56179	12/15/2016	004458	100-1001-514.24-03	63.71	Recalibrate Backflow TestKit
					Total for check: 56179	
TOWN OF MENASHA UTILITY DISTRICT	56180	12/15/2016	2143	100-0703-553.22-05	76.80	Standby Water
		12/15/2016	2144	100-0703-553.22-05	9.60	Standby Water
		12/15/2016	LAKESHORE-NORTH	100-1003-541.82-02	1,250.00	2016 Asphalt Resurfacing

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
TOWN OF MENASHA UTILITY DISTRICT...	56180...	12/15/2016...	LAKESHORE-NORTH..	470-1003-541.82-02	3,750.00	2016 Asphalt Resurfacing
Total for check: 56180					5,086.40	
MMG EMPLOYER SOLUTIOLNS SCHOFIELD	56181	12/15/2016	121233	100-0202-512.21-05	123.00	Pre-Employment Physical
Total for check: 56181					123.00	
N&M AUTO SUPPLY	56182	12/15/2016	584773	731-1022-541.38-03	(5.92)	CREDIT
		12/15/2016	585791	731-1022-541.38-03	4.18	Amber Marker Lamp
		12/15/2016	585814	731-1022-541.38-03	51.95	Headlight Switch
		12/15/2016	586114	731-1022-541.38-03	286.76	Commercial Batter/Core
Total for check: 56182					336.97	
NETWORK HEALTH SYSTEM INC	56183	12/15/2016	351844	100-0202-512.21-05	253.00	Pre-Employ Physicals/DrugScreens
		12/15/2016	352341	100-0202-512.21-05	729.12	4th Qtr EAP Services
Total for check: 56183					982.12	
NIELSON COMMUNICATIONS INC	56184	12/15/2016	FV16-32001	731-1022-541.24-04	120.00	GPS Antenna/Radio
Total for check: 56184					120.00	
NORTHEAST WISCONSIN TECHNICAL	56185	12/15/2016	CS30161	100-0801-521.34-02	180.00	Training
Total for check: 56185					180.00	
ODB COMPANY	56186	12/15/2016	0098047-IN	731-1022-541.38-03	61.80	Fuel Gauge
Total for check: 56186					61.80	
ONTECH SYSTEMS INC	56187	12/15/2016	25420	743-0403-513.21-04	1,335.18	IT Security Audit
Total for check: 56187					1,335.18	
PACKER CITY INTL TRUCKS INC	56189	12/15/2016	X103031767:01	731-1022-541.38-03	22.12	Fuel Filters

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PACKER CITY INTL TRUCKS INC...	56189...	12/15/2016	X103031972:01	731-1022-541.38-03	(1,225.72)	CREDIT
		12/15/2016	X103032089:01	731-1022-541.38-03	68.89	Filters & Barrel Kit
		12/15/2016	X103032566:01	731-1022-541.38-03	74.72	Filters
		12/15/2016	X103032566:02	731-1022-541.38-03	33.37	Filters
		12/15/2016	X103032566:03	731-1022-541.38-03	19.48	Air Fllter
		12/15/2016	X103033062:01	731-1022-541.38-03	59.26	Filters
		12/15/2016	X103033062:02	731-1022-541.38-03	16.63	Air Fllter
		12/15/2016	X103033331:01	731-1022-541.38-03	17.59	Filters
		12/15/2016	X103033361:01	731-1022-541.38-03	49.62	Filters
		12/15/2016	X103033464:01	731-1022-541.30-18	139.43	Def Fluid
		12/15/2016	X103033539:01	731-1022-541.38-03	45.26	Filters
		12/15/2016	X103034456:01	731-1022-541.38-03	27.06	Filters/Wiper Blades
		12/15/2016	X103034456:02	731-1022-541.38-03	31.59	Wiper Blades
		12/15/2016	X103034859:01	731-1022-541.38-03	21.06	Filters
		12/15/2016	X103034859:02	731-1022-541.38-03	6.22	Filter
		12/15/2016	X103035672:01	731-1022-541.38-03	139.43	Def Fluid
		12/15/2016	X103035680:01	731-1022-541.38-03	39.43	Lamp/Oil/Filter
		12/15/2016	X103035680:02	731-1022-541.38-03	22.11	Lamps/Strobedblouad
		12/15/2016	X103035968:01	731-1022-541.38-03	12.20	Filters
		12/15/2016	X103036873:01	731-1022-541.38-03	87.89	Supplies
		12/15/2016	X103036873:02	731-1022-541.38-03	90.41	Supplies
		12/15/2016	X103037242:01	731-1022-541.38-03	41.94	Cab Fresh Filter
		12/15/2016	X103037307:01	731-1022-541.38-03	202.45	Air Filters/Def Fluid
		Total for check: 56189				42.44
LINDA PALMBACH	56190	12/15/2016	LINDA PALMBACH	100-0903-531.33-01	13.36	November Mileage
Total for check: 56190				13.36		
POMP'S TIRE SERVICE INC	56191	12/15/2016	320049576	731-1022-541.38-02	551.20	Tires
		12/15/2016	320049656	731-1022-541.38-02	526.68	Tires
Total for check: 56191				1,077.88		

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RIESTERER & SCHNELL INC	56192	12/15/2016	1108558	731-1022-541.38-03	156.50	Coolant & Kit
Total for check: 56192					156.50	
RIVERRESTORATION.ORG	56193	12/15/2016	875	100-0703-553.21-02	4,800.00	Phase II Lawson Canal Engineering
				489-0703-562.21-02	3,109.88	Phase II Lawson Canal Engineering
Total for check: 56193					7,909.88	
LIZ ROSIN	56194	12/15/2016	LIZ ROSIN	100-0903-531.33-01	14.56	October Mileage
					10.14	November Mileage
Total for check: 56194					24.70	
RUEKERT & MIELKE INC	56195	12/15/2016	117133	601-1020-543.21-02	680.24	Industrial Sewer Billing
		12/15/2016	117134	601-1020-543.21-02	467.67	Industrial Sewer Billing
Total for check: 56195					1,147.91	
CHARLES SAHR	56196	12/15/2016	CHUCK SAHR	100-0801-521.19-03	237.91	Uniform Reimbursement
Total for check: 56196					237.91	
SECURIAN FINANCIAL GROUP INC	56197	12/15/2016		100-0000-204.07-00	(2,873.28)	Correction
					2,873.28	Correction
		12/15/2016	002832L	100-0000-204.07-00	2,927.57	January Life Insurance
Total for check: 56197					2,927.57	
SERVICEMASTER BUILDING MAINTENANCE	56198	12/15/2016	21820	100-0801-521.20-01	55.00	PD Garage
		12/15/2016	21821	100-0903-531.20-01	515.00	Health Dept - janitorial
		12/15/2016	21826	100-0801-521.20-01	1,562.00	Police Dept - janitorial
		12/15/2016	21848	100-1001-514.20-01	1,150.00	City Hall - janitorial
		12/15/2016	21849	731-1022-541.20-01	705.00	PWF - janitorial
Total for check: 56198					3,987.00	

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SET ENVIRONMENTAL INC	56199	12/15/2016	0091708	470-0304-562.82-01	4,747.50	867 Valley Road
		12/15/2016	0091709	470-0304-562.82-01	8,517.25	867 Valley Road
	Total for check: 56199				13,264.75	
TASC	56200	12/15/2016	IN934593	100-0202-512.21-06	260.00	Nov Flex Spend Mgmt Fee
					Total for check: 56200	260.00
THEDACARE LABORATORIES	56201	12/15/2016	15559	100-0801-521.21-05	42.50	Venipuncture
		12/15/2016	15560	100-0801-521.21-05	42.50	Venipuncture
		12/15/2016	16263	100-0801-521.21-05	42.50	Venipuncture
	Total for check: 56201				127.50	
TRUCK EQUIPMENT INC	56202	12/15/2016	716787-00	731-1022-541.38-03	13.70	Parts
					Total for check: 56202	13.70
UNIFIRST CORPORATION	56203	12/15/2016	097 0224413	731-1022-541.20-01	133.19	Towel/Clothing Service
					Total for check: 56203	133.19
US CELLULAR	56204	12/15/2016	0164453005	100-0201-512.22-01	28.38	Cell Phones-Attorney
				100-0702-552.22-01	42.94	Cell Phone-Tungate
				100-0703-553.22-01	61.94	Cell Phones-Parks Dept
				100-0801-521.22-01	142.81	Cell Phones-PD
				100-0904-531.22-01	58.10	Cell Phone-Drew
				100-1002-541.22-01	6.65	Cell Phone-Engineering
				100-1008-541.22-01	4.90	Cell Phone-Bursack
				100-1019-552.22-01	2.05	Cell Phones-Bridges
				601-1020-543.22-01	0.50	Cell Phone-Confined Space
	0.50	Cell Phone-Sewer Truck				

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
US CELLULAR...	56204...	12/15/2016...	0164453005...	731-1022-541.22-01	35.10	Cell Phones-Public Works
Total for check: 56204					383.87	
VERIZON WIRELESS	56205	12/15/2016	9776347698	100-1002-541.22-01	59.07	Cellular Service
				601-1020-543.22-01	27.03	Cellular Service
				625-1002-541.22-01	19.69	Cellular Service
		12/15/2016	9776347701	743-0403-513.22-01	52.95	Nov Cellular Service
		12/15/2016	9776347704	100-1002-541.22-01	30.01	WiFi for GPS Service
				625-1002-541.22-01	10.00	WiFi for GPS Service
Total for check: 56205					198.75	
WAUSHARA COUNTY CLERK OF COURTS	56206	12/15/2016	WAUSHARA CTY	100-0000-201.03-00	143.00	Bond/MPD 16-3906
Total for check: 56206					143.00	
WAVERLY SANITARY DISTRICT	56207	12/15/2016	2170 PLANK RD	100-0703-553.22-05	44.62	Sewer/Water-2170 Plank Rd
Total for check: 56207					44.62	
WE ENERGIES	56208	12/15/2016	NORTH ST	100-0701-533.22-03	17.88	Electric Charges
					18.01	Electric Charges
		12/15/2016	PWF	100-1008-541.22-04	53.88	Gas Charges
Total for check: 56208					89.77	
WEATHERVANE RESTAURANT	56209	12/15/2016	WELLNESS LUNCH	100-0202-512.30-16	840.75	12/2/16 Wellness Luncheon
Total for check: 56209					840.75	
WISCONSIN MEDIA	56210	12/15/2016	0000261854	100-0405-513.29-02	1,751.93	Publishings
		12/15/2016	0000262466	100-0203-512.29-02	44.87	Publishings
				100-0204-512.29-02	59.29	Publishings
Total for check: 56210					1,856.09	

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WIS PUBLIC FINANCE PROF LLC	56211	12/15/2016	FINANCE ADVISE	100-0401-513.21-03	1,225.00	Refinancing Schedules
Total for check: 56211					<u>1,225.00</u>	
ZEP SALES & SERVICE	56212	12/15/2016	9002550586	731-1022-541.30-18	221.35	Cleaning Products
Total for check: 56212					<u>221.35</u>	
					<u>74,679.70</u>	



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: December 14, 2016

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:

Mohammad Rafi
Emma Laabs

cc: chief via email



To: Member of the Common Council

From: Tim Styka, Peggy Steeno and Pam Captain

Date: December 13, 2016

RE: 2017-2018 Tentative Police Contract Agreement

BACKGROUND

The current Police Contract will expire on December 31st of this year. As we advised earlier in the year we have been in negotiations with the Union over the past few months. We are pleased to report that we have reached a tentative agreement with the Union.

ANALYSIS

The tentative contract is a two year agreement which provides a 2% pay increase in each year and employee health insurance contributions of 5% in 2017 and 7.5% in 2018. The pay increase and health insurance contributions are in line with other City employees as approved by the Common Council on November 21st. Details of the tentative agreement include the following:

2016 Police Contract Tentative Agreement

1. Contract length of time to be two years - 1/1/2017 through 12/31/2018.
2. Wage increase 2% in 2017 and 2% in 2018. Wage increases effective the 2nd pay period in January in each year.
3. Step 1 increases by 5% and the difference between Step 1 and Step 2 is reduced from 10% to 5%.
4. Health insurance premium contributions are 5% in 2017 and 7.5% in 2018. Premium contributions are made one month in advanced of coverage period.
5. Creation of an OIC rate which is directly between Step 6 officer pay and entry level Patrol Lieutenant pay.
6. Step 6 pay for Officers assigned in a Step 6 position for time worked in the assignment, regardless whether it is in training and/or actual assigned work.
7. An officer placed in a special assignment will move up one step in the pay schedule.

8. The work hours for the Community Liaison Officer are a flexible 40 hour work week, with weekly hours subject to approval of the employee's supervisor based upon the needs of the position.
9. Compensatory time to be paid out twice per year in the first pay period in January and the first pay period in July. Requests for payout shall be made by June 20th and December 20th of each year. There are no requirements to maintain a specific number of hours accrued on the books to be eligible for payment, any amount of time on the books can be requested to be paid out. Any compensatory time left on the books at the end of the year will be locked to solely be taken as time off. In the case of unused compensatory time from the previous year, and an officer ending employment, the final date of employment will be pushed back to incorporate the compensatory time left to be used.

Finally we agreed to create an "officer cadet" category. This will allow the City to hire a police officer candidate who has not attended recruit school and pay them while they are in training at a rate lower than the entry level wages and benefits for a police officer. This is a benefit to both the Union and the City as this will help our recruiting efforts in a very tight labor market.

FISCAL IMPACT

The fiscal impact is what the City projected during budget preparations and there will be no adverse impact to the City's finances from what was included in the 2017 Budget.

RECOMMENDATION

It is recommended that the 2017-2018 tentative labor contract between the City of Menasha and the Menasha Professional Police Union be approved.



MEMORANDUM

Date: December 13, 2016

To: Common Council

From: David Buck, CDD

RE: Petition for Annexation – Positive Ventures, LLC

Positive Ventures, LLC, property owner, is proposing direct annexation (by unanimous approval) of three parcels of land located at 931 Racine Rd (Parcel # 008-0327), 940 Warsaw St (008-0328), and 522 Ninth St (008-0323), in the Town of Menasha. Together they total 1.4 acres/61,115 square feet in area.

The properties are currently developed with an automobile sales business, a towing/storage business, and personal service/residential mixed-use and have a Town of Menasha zoning designation of B-3 General Business District. At the request of the property owners, the subject lots were excluded from the Intergovernmental Cooperation Agreement between the Village of Fox Crossing and the Town of Menasha (Jurisdictional Transfer) and remain in the Town of Menasha. The City has been in contact with the Village of Fox Crossing/Town of Menasha who do not object to the annexation of the property into the City of Menasha.

The City of Menasha Year 2030 Comprehensive Plan designates this area as appropriate for commercial use and the C-1 General Commercial District zoning designation is consistent with that recommendation. Additionally, the C-1 General Commercial District designation is consistent with the existing land uses and the zoning of properties on the west and the south.

The proposed annexation will not have a significant impact on the city's ability to provide services. Adding this commercial land area to the city will result in an estimated increase in tax base for the community of approximately \$380,000 (assessed value per Winnebago County Assessors website) when initially annexed with the potential for additional tax base if/when it is improved/redeveloped.

The petition for annexation has been distributed to parties identified within the Zoning Ordinance for impact reports, which were forwarded to the Administration Committee on December 5, 2016. The petition was then brought before the Plan Commission on December 6, 2016 where it received a recommendation of approval with a zoning classification of C-1 General Commercial District and findings that:

- The annexation is a logical extension of the city's municipal boundary; and
- The annexation creates a favorable environment for future redevelopment of the area.

The Community Development Department requests the Common Council approve Ordinance O-19-16 relating to the annexation of 931 Racine Rd (Parcel # 008-0327), 940 Warsaw St (008-0328), and 522 Ninth St (008-0323) with a zoning classification of C-1 General Commercial District.



ORDINANCE O-19-16

AN ORDINANCE RELATING TO THE ANNEXATION OF CERTAIN PROPERTY TO THE
CITY OF MENASHA, WISCONSIN
(Positive Ventures, LLC.)

INTRODUCED BY Mayor Merkes at the Recommendation of the Plan Commission

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

SECTION 1: Territory Annexed. (Unanimous Annexation) In accordance with Sec. 66.0217(2) Wis. Stats., and the Petition for Annexation filed with the City Clerk on the 23rd day of November, 2016, signed by the majority of owners of land in the following described territory in the Town of Menasha, Winnebago County, Wisconsin, is annexed to the City of Menasha, Winnebago County, Wisconsin.

Legal description:

Parcel A

Lot One (1) of Certified Survey Map No. 2522 filed in the office of the Register of Deeds for Winnebago County, Wisconsin in Volume 1 of Certified Survey Maps, on page 2522, as Document No. 799136, being part of the Southeast ¼ of the Southeast ¼, Section 10, Town 20 North, Range 17 East, Town of Menasha, Winnebago County, Wisconsin.

Parcel No. 008-0327

Parcel B

Part of the Southeast ¼ of Section 10, Township 20 North, Range 17 East; commencing at a point on the East line of Section 10, Township 20 North, of Range 17 East in the Town of Menasha, Winnebago County, Wisconsin, which point is 153 feet North of the Southeast corner of said Section 10; thence West 213 feet; thence Northeast 135 feet to a point that is 177 feet West of the East line of said Section 10 and 283 feet North of the South line of said Section; thence East 177 feet to the East line of said Section; thence South along the East line of said Section 130 feet to the place of beginning, excepting therefrom the South 33 feet thereof.

Parcel No. 008-0328

Parcel C

The West Sixty (60) feet of the East Ninety-Three (93) feet of the South One Hundred Fifty-Three (153) feet of the South East ¼ of the South East ¼ of Section Ten (10), Township Twenty (20) North of Range Seventeen (17) East, in the Town of Menasha, Winnebago County, Wisconsin.

Parcel No. 008-0323

The population of the described parcels is 1.

SECTION 2: Effect of Annexation. From and after the date of this Ordinance, the territory described in Section 1 shall be a part of the City of Menasha for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Menasha.

SECTION 3: Pursuant to the recommendation of the Plan Commission, the zoning classification for the annexed territory is C-1 General Commercial.

SECTION 4: Aldermanic District Designation.

The territory described in Section 1 of this Ordinance as Parcel A (Parcel No. 008-0327) is hereby made a part of Aldermanic District 4, Ward 40 , subject to the ordinances, rules and regulations of the City governing wards and aldermanic districts;

The territory described in Section 1 of this Ordinance as Parcel B (Parcel No. 008-0328) is hereby made a part of Aldermanic District 4, Ward 41, subject to the ordinances, rules and regulations of the City governing wards and aldermanic districts; and

The territory described in Section 1 of this Ordinance as Parcel C (Parcel No. 008-0323) is hereby made a part of Aldermanic District 4, Ward 42, subject to the ordinances, rules and regulations of the City governing wards and aldermanic districts.

SECTION 5: Severability. If any provision of this Ordinance is invalid or unconstitutional, or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION 6: This Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this ____ day of _____, 2016.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: __ Majority Vote
 __ 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

**PETITION FOR ANNEXATION OF LANDS
TO THE CITY OF MENASHA
DIRECT ANNEXATION BY UNANIMOUS CONSENT**

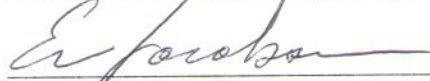
TO: City of Menasha

TO: Town of Menasha

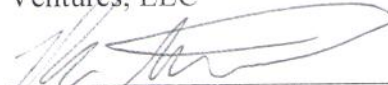
1. Pursuant to Section 66.0217 of the Wisconsin State Statutes, we, the undersigned, being the sole owner(s) and elector(s) of the land described in Exhibit "A" attached hereto, petition for Direct Annexation by Unanimous Consent of the land described in said Exhibit "A" from the Town of Menasha, in Winnebago County, Wisconsin, to the City of Menasha.
2. The population of said land is 1. The number of electors that reside on the lands to be annexed is 1 and the undersigned are the sole owners, fee title holders and electors to all the land to be annexed.
3. Said land is contiguous to the City of Menasha and is presently part of the Town of Menasha, in Winnebago County, Wisconsin.
4. We, the undersigned, request that upon annexation, the land as described in Exhibit "A" be zoned as commercial.
5. Area of lands to be annexed contains 1.4 acres.
6. Tax Parcel number(s) of lands to be annexed: 008-0327, 008-0328, and 008-0323.
7. A copy of the petition is being mailed to the State of Wisconsin, Department of Administration, for review as requested by Section 66.0217(6), along with the annexation fee.
8. Attached is a complete legal description of the land to be annexed and a scale map of the land to be annexed.

Dated this 23rd day of November, 2016.

PROPERTY OWNER SIGNATURE(S):

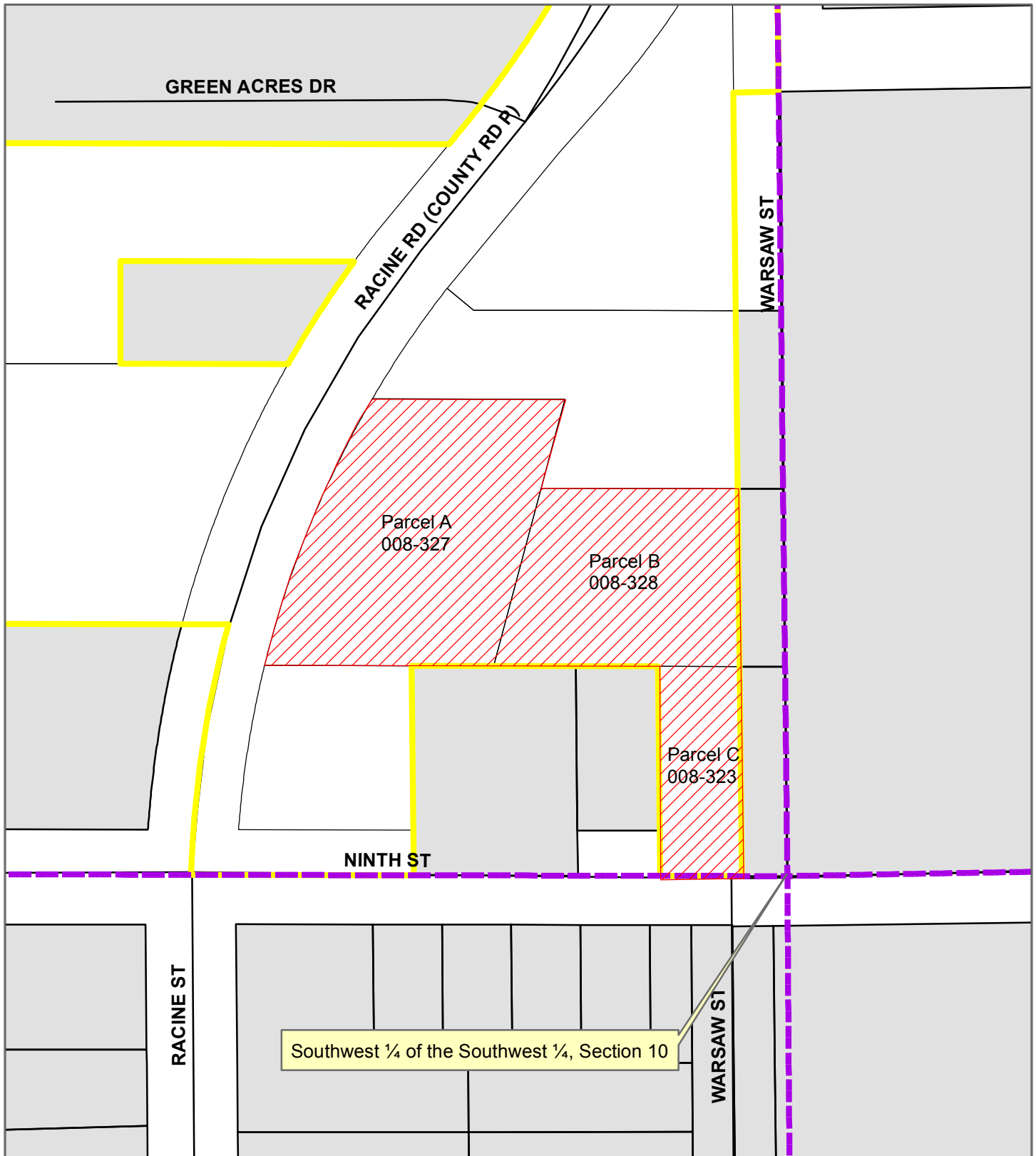


Eric Jacobson, Sole Member of Positive Ventures, LLC



Brad Wittmann

Exhibit B



Legend

- Section Lines
- City of Menasha Corporate Limits
- Parcels Proposed for Annexation

Proposed Annexation

