

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, June 20, 2016
5:30 PM
Meet and Greet with Fire Chief Kevin Kloehn**

**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. Introduction and Oath of Office, Fire Chief Kevin Kloehn
 - 2. AP Englebert—Landmarks Photo Contest Winner
 - 3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
 - Minutes to receive:
 - a. [Administration Committee, 6/6/2016](#)
 - b. [Board of Health, 5/18/2016](#)
 - c. [Board of Public Works, 6/6/2016](#)
 - d. [Committee on Aging, 5/12/2016](#)
 - e. [Landmarks Commission, 6/8/2016](#)
 - f. [Library Board, 5/25/2016](#)
 - g. [NMFR Joint Finance & Personnel, 6/7/2016](#)
 - h. [Plan Commission, 6/7/2016](#)
 - i. [Water & Light Commission, 5/25/2016](#)
 - Communications:
 - j. [Valley Transit Refund](#)
- G. CONSENT AGENDA

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

Minutes to approve:

 - 1. [Common Council 6/6/2016](#)

Board of Public Works, 6/6/2016, Recommends

 - 2. [Street Use Application – Community First Fox Cities Marathon Presented by Miron Construction; Sunday, September 18, 2016; 7:00 AM – 2:00 PM; \(Community First Credit Union\)](#)

NMFR Joint Finance & Personnel, 6/7/2016. Recommends to

3. Authorize hiring one firefighter after July 7, 2016 and subject to Kevin Kloehn not returning to his line staff position.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 6/-/2016-6/16/2016 in the amount of \$2,716,832.82
2. Beverage Operators License Applications for the 2015-2017 licensing period.
3. Liquor License Applications for 2016-2017 licensing year.
 - a. Liquor License Application for Rebecca Mader, d/b/a Your Daily Grind, 204 Main Street
 - b. Liquor License Application for Lake Park Swim and Fitness, Megan Collins/Agent, 730 Lake Park Road
 - c. Liquor License Application for Margaritaville Lounge LLC, Jennifer Almeida Sandoval/Agent, 6 Tayco Street
4. Remove from Table—Special Use Permit, 222 Washington Street

J. HELD OVER BUSINESS

1. R-17-16 Resolution Approving a 2016 Budget Adjustment for the Purchase of Acquiring a Vacant Lot at 100 Fox Street for the Loop the Lake Trail Project Introduced by Alderman Nichols

K. ORDINANCES AND RESOLUTIONS

1. O-4-16 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances (Polling Places). (Introduced by Ald. Keehan).
2. O-5-16 An Ordinance Amending Title 7, Chapter 2 of the Code of Ordinances (Reserve "Class B" Intoxicating Liquor License Fee).(Introduced by Ald. Keehan)
3. R-20-16 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 Wisconsin Statutes (Second Addition to Woodland Hills) Introduced by Alderman Krautkramer
4. R-21-16 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 Wisconsin Statutes (The Huelsbeck Property) Introduced by Alderman Krautkramer
5. R-22-16 Resolution Acknowledging Review of City of Menasha 2015 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208 (Sanitary Sewer System) (Introduced by Ald. Krautkramer)

L. APPOINTMENTS

1. Accept the Resignation of Sue Pawlowski from the Parks and Recreation Board for the term of 10/1/2013-10/1/2016
2. Appointment of Rob DeLain to the Parks and Recreation Board for the term of 7/1/2016-10/1/2016
3. Appointment of Christine Stacker to the Board of Health for the term of 7/1/2016-5/1/2019
4. Reappointment of Patricia Rudolph to the Board of Review for the term of 7/1/2016-7/1/2021
5. Reappointment of Bob Golz to the Library Board for the term of 7/1/2016-7/1/2019

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

6. Reappointment of Larry Haase to the Housing Authority for the term of 7/1/2016-7/1/2021

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

MEETING NOTICE
Tuesday, July 5, 2016
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
June 6, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:58 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Aldermen Krautkramer and Spencer

ALSO PRESENT: Mayor Merkes, CA Captain, Capt. Halderson, DP Radtke, ASD Steeno, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Administration Committee, 5/16/16](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [O-4-16 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances \(Polling Places\). \(Introduced by Ald. Keehan\).](#)

Clerk Galeazzi explained the polling place for voters in Districts 5&7 will be moved to Jefferson School as Clovis Grove School will not be available for the August 9, 2016 election. Fliers were handed out to those who voted in the April election; signage will be posted at Clovis Grove explaining where to vote; and a notice will be published in the Post Crescent.

Moved by Ald. Keehan seconded by Ald. Collier to recommend to Common Council O-4-16 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances (Polling Places) (Introduced by Ald. Keehan).

Motion carried on roll call 6-0.

2. [O-5-16 An Ordinance Amending Title 7, Chapter 2 of the Code of Ordinances \(Reserve "Class B" Intoxicating Liquor License Fee\).](#)

Clerk Galeazzi explained a recent change in State Statute prohibits municipalities from refunding, rebating, or offering a grant program of Reserve "Class B" liquor license fee. Current City ordinance allows for a one time grant to a Reserve "Class B" liquor license holder if certain criteria are met.

Moved by Ald. Keehan seconded by Ald. Zelinski to recommend to Common Council O-5-16 An Ordinance Amending Title 7, Chapter 2 of the Code of Ordinances (Reserve "Class B" Intoxicating Liquor License Fee) (Introduced by Ald. Keehan).

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

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Taylor to adjourn at 8:12 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA BOARD OF HEALTH

Minutes

May 18th, 2016

A. Meeting called to order at 8:00 AM by Chairman Candyce Rusin.

B. PRESENTATION - Vision Screening Presentation - Lion's Club (8:00 AM-8:30 AM)

C. Roll Call: Present: Candyce Rusin, Nancy McKenney, Diane Hotynski Excused: Lori Asmus, Teresa Rudolf
Staff: Mary Fritz, Todd Drew, Loretta Kjemhus, Kortney Dahm Guest: Marci Thiry

D. MINUTES TO APPROVE

Candyce Rusin moved to approve March 9th, 2016 minutes, seconded by Diane Hotynski.

Motion passed.

E. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Administrative: Budget Carryover: Nancy McKenney reported that the Common Council approved carryovers from 2015 into 2016 at the April 19, 2016 Common Council Meeting. She discussed and distributed Health Department carryovers. Intergovernmental Agreement between the City of De Pere and the City of Menasha Regarding Mutual Assistance for Environmental Services: The City of Menasha and City of De Pere Public Health Departments would like to provide assistance to one another other in cases of sanitarian absence or vacation. Under this agreement, the responding agency would bill the requesting agency for sanitarian time (wage and benefits), and mileage at the responding agency's rate. This mutual aid will be for up to 8 hours per week, not to exceed 96 hours or 12 weeks in a calendar year. Diane Hotynski asked if the sanitarian workload could accommodate this MOU. It was noted that workload would allow for this, used judiciously, is mutually beneficial and required.

Diane Hotynski moved to approve the Intergovernmental Agreement between the City of De Pere and the City of Menasha Regarding Mutual Assistance for Environmental Services. Motion seconded by Candyce Rusin. Motion passed. Nancy McKenney noted that she will be attending upcoming Point Poverty Outcomes and Improvement Network Team (POINT) training along with health officers from the City of De Pere, City of Appleton, and Winnebago County. Nancy stated they are working with surrounding communities to offer healthier beverages in governmental vending machines. Nancy McKenney held Community Health Assessment Conversations with the Menasha Rotary Club; Committee on Aging; both groups were supportive of making physical activity and nutrition high priorities for community health improvement. Nancy McKenney attended the Wisconsin DHS HFS 139 Administrative Rules Revision Committee. The Committee agreed that the credentials for public health nurses (PHN) should remain a Bachelor of Science Degree in Nursing.

Nancy McKenney reported that the Menasha Common Council passed the Weight of the Fox Valley (WOTVF) resolution.

Employee Safety Program: Nancy McKenney reported she was reviewing and revising the plan and procedure for Bloodborne Pathogen Post Exposure Management with Human Resources. Todd Drew reported hearing screenings were conducted on 4/19. A request for clarification of terms has been made to AIM regarding employees hearing screening results. Employees who were not available on the 5/19 were sent to Affinity Occupational Health then those results were forwarded to AIM for shift analysis. Employees will then be sent in for rechecks as necessary. Tornado drills - Questions were raised regarding audible alerts on our weather radios. Bernie Sorensen from Winnebago County Emergency Management was contacted; apparently all tests are only triggering a light on the unit as an alert. Further testing will be conducted, 4 new radios will be purchased.

Environmental Health Programs: Todd Drew reported on 5 houses that were placarded due to unfit living conditions (e.g. unsanitary conditions or possible illegal drug activity). Two homes still have placards in place. Todd Drew reported he made a referral to Winnebago County Department of Social Services for follow-up related to children exposed to adverse living conditions, as they moved out prior to inspection. He was told that Winnebago County would not be following up. An advisory has gone out to all employees and summer help in the event they encounter sharps deposited in parks or along streets. Todd Drew is conducting liquor license inspections. There are approximately 20-25 inspections, mainly taverns. License renewals were being processed by Mary Fritz and Todd Drew using Health Space to generate all renewal notices. This is the first year Health Space is being used.

Todd Drew reported that Fatmammass was closed due to water and electrical disconnection. Drew also placed all food within the facility on hold order followed by disposal order due to loss of refrigeration. Todd Drew conducted 3 DNR compliance inspections in the last 30 days, including 1 enforcement action. Todd Drew reported that the new Festival

Foods will add approximately 10% to the total number of devices (60) to the Weights & Measures program. Currently Drew is working on scanning systems (12 establishment inspections in the last 30 days).

Todd Drew attended a 2.5 day Foodborne Illness training put on by the FDA in Green Bay WI. **Public Health Department:** **The Communicable Disease Reports:** were reviewed by the Board. The Board reviewed monthly and year-to-date Communicable Disease reports. Nancy McKenney reported that chlamydia and gonorrhea cases have increased in 2016 in comparison to 2015. Adjacent communities have had cases of pertussis.

Nancy McKenney updated the Board on the Elizabethkingia Infection.

School Health: Given the incidence of pertussis in adjacent communities, the Menasha Health Department sent letters and information about pertussis to parents in the Menasha Joint School District and parochial schools. School absences remain low.

School Vision Screening: Candyce Rusin moved that the vision screening in the schools be conducted by the Appleton Lions Club, seconded by Diane Hotynski. Motion passed. It was noted that the school nurses would coordinate follow-up with parents after the screening was completed.

Menasha Health Department is in the process of setting up CPR and First Aid classes for the Menasha Joint School District and City of Menasha staff.

Health Screening 60+ Program: Vicki Schultz offered a wellness screening on May 17. Vicki offers monthly foot care at the Menasha Senior Center. Loretta Kjemhus did a dental talk at the Menasha Senior Center on May 17.

Prevention Program: The Prevention Program is in the process of planning the 2nd Annual Corny Community Walk which will be held August 11, 2016. The Menasha Health Department will be partnering with many local businesses, the Parks and Recreation Department, Neenah-Menasha Fire Department and the Menasha Police Department for this event.

Radon: No Report

School Health Aides: No report

Dental Program: Loretta Kjemhus reported that the second fluoride varnishes for 2016 are in the process of being completed at all the elementary schools in Menasha. Loretta attended a Community Dental Outreach on April 14th 2016, there were 300 participants. There will be 2 more events this summer in August.

Dental Sealant Program: Claire Opsteen is in the process of completing dental sealants and fluoride varnish placements for Maplewood and the elementary schools in Menasha. She will begin working on the Oral Health for Children and Youth with Special Health Care Needs program this spring.

Lead Prevention Program: Todd Drew reported on a lead case he and Liz Rosin provided follow up on. They provided education and a home visit to find possible sources of lead. The MHD is collaborating on lead information with Tim Gosz, Supervisor, Water Plant.

Immunization: The Health Department was able to secure additional funding for adult immunization. The objective for the Menasha Health Department is to increase adult Tdap vaccination from May 2016-May 2017.

Emergency Preparedness: Fatality Management Plan is scheduled for summer. Mass Clinic Review & Walk Thru scheduled at UW-Fox Valley on 6/6/2016. Ebola Tabletop exercise with staff, police & EM director was held on April 13, 2016. The Menasha Health Department will be having a Mass Clinic "Walk Through and Review" on June 6th, 2016. The Fox Valley Area Healthcare Coalition purchased a vaccine cooler for the Menasha Health Department.

Twenty Four/Seven: No report.

Senior Center: Nancy McKenney reported there is a full Committee on Aging. Two new Committee members are Pat Irwin and Janell Dresing.

Policy and Procedure Review: Nancy McKenney reviewed the new Utility Services: Determination of Medical Necessity Procedure and Algorithm with the Board. Kortney Dahm updated the Board on the proposed No Active Pediculosis (head lice) Procedures. The Client Transfers and Referrals Procedure and Confidentiality and Access to Client Records will be deferred for a future meeting.

Candyce Rusin moved to support the no active head lice procedure, seconded by Diane Hotynski. Motion passed.

F. HELD OVER BUSINESS: None

G. ADJOURNMENT: Nancy McKenney moved to adjourn the meeting, seconded by Diane Hotynski. Motion passed. Candyce Rusin adjourned the meeting at 10:02 am. The next meeting will be on June 8th, 2016 at 8:00 a.m.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
June 6, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Collier at 8:14 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Aldermen Krautkramer and Spencer

ALSO PRESENT: Mayor Merkes, CA Captain, Capt. Halderson, FC Kloehn,

DPW Radtke, ASD Steeno, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [May 16, 2016](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – Community First Fox Cities Marathon Presented by Miron Construction; Sunday, September 18, 2016; 7:00 AM – 2:00 PM; \(Community First Credit Union\)](#)

DPW Radtke explained the street use route is very similar to the previous year. The application is in order so staff recommends approval.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council Street Use Application for Community First Fox Cities Marathon Presented by Miron Construction on Sunday September 18, 2016, 7:00 AM – 2:00 PM (Community First Credit Union).

Motion carried on voice vote.

2. [Preliminary Resolution R-20-16 Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 Wisconsin Statutes \(Second Addition to Woodland Hills\)](#)

DPW Radtke explained the Development Agreement with Woodland Development LLC requires the City to Special Assess for street and utility improvements. This is the initial step in the process.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council R-20-16 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 Wisconsin Statutes (Second Addition to Woodland Hills)

Motion carried on roll call 6-0.

3. [Preliminary Resolution R-21-16 Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 Wisconsin Statutes \(The Huelsbeck Property\)](#)

DPW Radtke updated the Board on the special assessment process for various street and sewer improvements previously installed in Province Terrace per the Development Agreement with Edna Huelsbeck. This is the first step in the special assessment process for the listed improvements.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council R-21-16 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703 Wisconsin Statutes (The Huelsbeck Property).

Motion carried on roll call 6-0.

4. [Preliminary Resolution R-22-16 Acknowledging Review of City of Menasha 2015 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208 \(Introduced by Ald. Krautkramer\)](#)

DPW Radtke explained this is the annual requirement from DNR for the City to report on the condition and operation of its wastewater collection system. There was one sewer bypass situation in 2015. The City received an "A" Grade and no further actions other than to adopt this resolution are necessary.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council R-22-16 Resolution Acknowledging Review of City of Menasha 2015 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208 (Introduced by Ald. Krautkramer).

Motion carried on roll call 6-0.

5. [2016 Q1 Storm Water Report](#)

ASD Steeno and DPW Radtke reviewed the storm water report.

General discussion ensued on future cost to implement recommendations from the consultant on Storm Water Planning Grant associated with the Lower Fox River Total Maximum Daily Load (TMDL) requirements and storm water expenditures versus revenues.

Moved by Ald. Taylor seconded by Ald. Keehan to accept the 2016 Q1 Storm Water Report.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 8:34 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

**CITY OF MENASHA
COMMITTEE ON AGING
Menasha Senior Center
116 Main Street, Menasha
May 12, 2016
Minutes**

- A. Meeting called to order at 7:50 am.
- B. Roll Call - Present: Janell Dresang, Pat Irwin, Joyce Klundt, Brenda Marks, Nancy McKenney, Jean Wollerman, Tom Stoffel Absent: John Ruck Guest: Vicki Schultz
- C. MINUTES TO APPROVE
Tom Stoffel moved to approve the April 14, 2016 minutes, seconded by Brenda Marks. Motion passed.
- D. CORRESPONDENCE
None
- E. NEW BUSINESS
The Committee on Aging welcomed new member, Janell Dresang.
Nancy McKenney thanked the Committee on Aging for their time and thoughtful comments on Building a Healthier Community in April. She noted that she will be working in partnership with the adjacent communities on planning and requested continued advisory capacity from the COA during the planning process.
- F. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
Senior Center: Jean Wollerman noted additional blinds need replacing. Some need to be room darkening for activities like yoga, movies, and to remove glare during meals. She reported that the FNB provided financial fitness training which had 6-8 people in attendance. She described Nordic training that she attended. This requires: participant training (45 minutes) and supplies – Nordic sticks for walking. It provides a better cardio work out, with balance and stability, less strain on hips and knees.
She noted the spring banquet would be held Friday at 12:30 and requested assistance serving. Several COA members volunteered to assist. There will be a brat fry on June 16 and 17th. The voting bake sale was successful.
Neenah Committee on Aging: no report
Public Health: The Wellness Lab will be held on May 17th. The Walking Club is meeting 2 times per month. Loretta Kjemhus, Public Health Dental Hygienist is scheduled to provide an oral health care presentation at the Senior Center. UW Extension is providing a nutrition series. Weight of the Fox Valley is sponsoring Passport to Active Living (promoting recreation on trails). This starts in June and will last 8 weeks. It would be great to have Senior Center participation.
August 11th is the Corny Community Walk. This walk is in the early evening for everyone, with food served. Could the Committee on Aging help with registration? The Senior Center could also sponsor a walking group. There are many active community partners including the Police Department, Fire Department, Park and Rec Department, Farmers Market, Walgreens and others. Fox Valley Memory is based at the Thompson Center. John and Sue McFadden were recently interviewed on radio discussing the project. The purple angel project was described.
- G. HELD OVER BUSINESS
Mission Vision and Goals: Jean Wollerman will revise the mission, vision, and goals with the Community Health Assessment (physical activity and nutrition incorporated).
Safety Manual: Held over to the next meeting
Cost Study: Held over to the next meeting.
- H. ADJOURNMENT:
Brenda Marks moved to adjourn the meeting, seconded by Janell Dresang. Motion passed.
Joyce Klundt adjourned the meeting at 9:10 am.
The next meeting will be held on June 9, 2016 at 7:45 a.m. at the Senior Center, 116 Main Street, Menasha.

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor
140 Main Street, Menasha
June 8, 2016
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 5:00 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Marshall Spencer, Commissioners Tom Grade, Paul Brunette, Dean Wydeven and Samantha Zinth (5:08 PM).

LANDMARKS MEMBERS EXCUSED: Commissioner Shellie Caudill.

OTHERS PRESENT: AP Englebert, CDC Heim, Steve Krueger (943 Clovis Ave), Ald. Arnie Collier and Nicholas Jevne (1334 Mayer St).

C. MINUTES TO APPROVE

1. **Minutes of the April 13, 2016 Landmarks Commission Meeting**

Motion by Ald. Spencer, seconded by Comm. Brunette to approve the minutes of the April 13, 2016 Landmarks Commission meeting. The motion carried.

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

No one spoke.

E. COMMUNICATIONS

1. None.

F. ACTION ITEMS

1. **Selection of 2016 Discover Historic Menasha Photo Contest Winner**

There were forty-five total entries with forty-two entries having all sixteen locations correctly identified. The commission conducted a random selection from among the correct responses, with the winner being Sue Ellen John of Menasha. Discussion ensued regarding amount of gift certificates and selection of businesses. City staff will collect the gift certificates which will be presented at the June 20, 2016 Common Council meeting. Motion by Comm. Brunette, seconded by Comm. Zinth to award Sue Ellen the following gift certificates as the grand prize: \$15.00 – Mihm's Charcoal Grill, \$30.00 – Star Anise, \$25.00 – WeatherVane and \$30.00 – Randall's Auto Body. The motion carried.

2. **Election of Officers**

Chairman Grade indicated he would like to step down as Chairman and would like to see new people in the officer positions. Motion by Comm. Grade, seconded by Comm. Wydeven to nominate Paul Brunette for Chairman and Samantha Zinth as Vice Chairman. Seeing there were no additional nominations, the nominations were closed. The motion carried by unanimous vote 5-0.

3. **Allocate Stone to Wild Apple Rear Façade**

Comm. Grade led the discussion on allocating stone from the former bank site to the Wild Apple for rear patio updates. The stone is located at the Public Works Facility. Comm. Grade indicated that he had discussions with Public Works Deputy Director Adam Alix regarding the storage of the stones. Many stones are chipped, rectangular blocks of limestone. The stone would be used to create a more cohesive look at the rear of the building and serve as a dividing point between private property and the newly reconstructed public walkway. Distributed at the meeting were some preliminary ideas on how the stone would be used.

AP Englebert indicated he would need to check with the city attorney regarding allocating stone which is city property for use on private property.

Motion by Comm. Zinth, seconded Comm. Wydeven to recommend to the Common Council allocation of stone to the Wild Apple rear patio improvement. The motion carried 4-0, Comm. Brunette abstained.

After general discussion, Comm. Zinth made and Comm. Grade seconded a motion to withdraw the original motion and to carry this item to the July meeting for proposal on how to allocate the stone and inform businesses located within the historic districts of potential use of the stone. The motion carried.

G. DISCUSSION ITEMS

1. Tayco Street Bridge Museum 2016 Opening

AP Englebert indicated that the museum has been cleaned and is open Monday-Friday, 10:00 AM-10:00 PM and weekends 8:00 AM-Midnight during the boating season. Commissioners asked if there is a cleaning schedule for the museum, if it had been sprayed for spiders and indicated that one of the banners is torn. AP Englebert will check with Public Works Deputy Director Alix and report back to the commission next month. Comm. Brunette asked if any new information was available on the second tower. AP Englebert indicated it was presented as part of the Water Street corridor presentation at the last Common Council meeting. Comm. Brunette requested that the second tower be placed on the July agenda.

2. 167 Main Street - Vertigo

Comm. Brunette indicated that work is being done on the east façade at 167 Main Street. Staff understands that the work is being done by the property owner. Comm. Brunette suggested that the Landmarks Commission reach out to the property owner to host an event at the building in hopes that a potential buyer may come forward. AP Englebert suggested that whatever event is planned be historic perseverance themed in nature. Comm. Brunette will reach out to property owner and requested that this item be placed on the July agenda.

3. Kiosk Historic Photos

Comm. Brunette asked if the Commission had any suggestions on placing real estate listings of available properties within the historic district in the kiosk on the corner of Main and Chute Streets. Discussion ensued on the idea of placing before and after photos of renovated historic district buildings in the kiosk. This would showcase the investment property owners are putting into historic district properties. Suggestion was to start with the Vertigo building. Comm. Brunette indicated he would contact the property owner to gauge interest.

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

Nichols Jevne, 1334 Mayer Street, the kiosk at Main and Chute Streets looking for ideas, perhaps the Historical Society would have some interest in placing historic photos there. If interested, the society should reach out to Community Development or Mayor's office.

Steve Krueger – 943 Clovis Avenue, came to meeting for the bridge tower museum item and is disappointed that only discussion was on cleaning and bug spraying. It was his opinion that no one goes in there and he would like to see the displays within the museum changed. He was hoping to hear about a plan to rejuvenate the museum. Also commented on the action item for allocating stone for private use. He asked if other businesses were offered these stones. Conflict of interest as member of the committee owns property that allocation is being given and the use of tax payer/city property on private property for private benefit.

Ald. Arnie Collier – 708 Appleton Street, suggested that before adjourning to button up the action item on allocating the stone and suggested that any ideas brought to the Common Council should show exactly how the stone will be used and should open up the use of the stone to more businesses. Has concerns regarding the bridge tower museum and he never sees anyone there. He also has concerns about the second tower.

Commissioners and members of the public continued open discussion on the following:

- Bridge Tower Museum: Comm. Wydeven asked Mr. Krueger if he had any specific

ideas for the bridge tower. Mr. Krueger indicated that he is a collector of Menasha artifacts. Mr. Krueger suggested things that would bring people back into the building including cultural and Menasha heritage items/artifacts are needed. Suggested changing the exhibit yearly. Mr. Krueger also gave the history of a group of citizens who proposed overseeing the museum to the Common Council. The proposal was not accepted by the Common Council. Ald. Marshall asked Mr. Krueger who and on what grounds the proposal was denied on. Ald. Marshall likes the idea and asked Mr. Krueger to forward him information on his proposal.

- Allocation of Stone: lengthy discussion ensued regarding the motion previously made and the lack of a plan to allocate the stone and make it available to all historic district properties. Comm. Brunette asked that the previous motion be reconsidered so that there are no questions about the intent. Commissions unanimously agreed to reconsider and indicated there should be a formal process in place for proposals to be submitted and every property within the historic districts should be notified that the stone is available.

I. ADJOURNMENT

Motion by Comm. Grade, seconded by Comm. Wydeven to adjourn at 6:09 PM. The motion carried.

Respectfully submitted by CDC Heim.

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
May 25, 2016

Call to order at 4:00pm by Crawmer.

Present: Crawmer, Englebert, Franzoi, Golz, Kaminski (teen rep), VanderHeyden and Wicihowski.

Absent: Rollins-Jump.

Also Present: Director Lenz and Dreyer (Administrative Assistant).

Public Comment/Communication

None

Consent Business

Motion made by Franzoi, seconded by Wicihowski, to approve the Library Board meeting minutes from April 27, 2016. Motion carried unanimously.

Authorization of Bills

The Contract Services-Entertainment costs are for children's, teen and adult summer programs. Motion made by Franzoi, seconded by Golz, to authorize payment of the May 2016 bills as presented from the 2016 budget. Motion carried unanimously.

Director's Report/Information Items

1. April Statistics. Overall circulation is down. Digital is up 6.6%, meeting room uses are up 12.7%, reference and information assistance are up 13.9% and program attendance is up 43% mostly due to the Fox Cities Book Festival.
2. Budget Status. Lenz added a column for the amount spent at the end of this month last year. It looks like we are on track. The trustees would like this column added each month.
3. Endowment Report. The April endowment report was distributed to trustees. We were unable to get the financial report from the Community Foundation for the Fox Valley Region since they are having some problems with their new website.
4. Staff Reports.
 - Lenz and Joe Bongers went to WAPL (Wisconsin Association of Public Librarians) in Oshkosh earlier this month. Cassie Payne and Liz Tubman. Assistant Librarians in the Children's Department presented a program on marketing design.
 - Custodian Dave Powell is making some slanted shelves for the tops of shelving units in the Children's Department and for the new book shelves. These will be used to highlight the most popular materials.
 - We have an entry in the Memorial Day Parade. Board members are invited to walk along.
 - Summer Reading Program registration starts on May 31. Lenz is pricing some pennants to publicize the summer reading program.
 - The Policies and Personnel Committee will be meeting on Monday, June 6, at 8:30am to review the Selection of Materials and Services & Facilitates policies.
 - Wisconsin Public Television is working on a Neenah-Menasha documentary that will be an edition of Wisconsin Public Television's Wisconsin Hometown Stories series. They will be at the library on Monday, June 13, from 11:30-1:00pm and 5:30-7:00pm for community input.
 - Menasha is allowed one representative on the Winnefox Library System Board and this position is open. Volunteers and recommendations are welcome.

Discussion /Action Items

1. Staff Unpaid Leave Request. Last month, the board approved unpaid leave for a staff member until May 25, when the board would consider another request, if necessary. The staff member has returned to work intermittently according to her doctor's instructions but still requires some unpaid leave until she

is able to work her usual 20 hours/week. Motion made by VanderHeyden, seconded by Wicihowski, to grant the employee intermittent unpaid leave as needed until the June board meeting. Motion carried unanimously.

2. Meeting Room Sound Improvements. During the Fox Cities Book Festival the sound system in the Company E room was not working well. Also, when two speakers are presenting a program or debate, a microphone has to be passed back and forth. Brian Haessly has had the current system tuned, and he has secured a quote from Arrow Audio for \$1,500-\$2,000 that includes equipment (handheld microphone, lapel microphone and receiver), installation and set-up. Franzoi asked if he looked into alternative sources such as Amazon and Ebay. The question was then who would install and set-up the system. Motion made by Englebert, seconded by Franzoi, to approve spending \$1,500-\$2,000 from the Meeting Room Fund to purchase the equipment, installation and set-up to improve the Company E Room sound system. Motion carried unanimously.

Adjournment

Motion to adjourn made at 4:27pm by Englebert, seconded by Franzoi. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording Secretary

**NMFR Fire Rescue Joint Finance & Personnel Committee
Meeting Minutes
June 7, 2016 – 5:30 p.m.
City of Neenah – Hauser Room**

Present: Ald. Pollnow, Kunz, Stevenson and Benner

Excused: Ald. Krautkramer & Keehan

Also Present: Chief Kloehn and MA Theisen

Public: Ald. Boyette, Director Barber and Mayor Kaufert

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

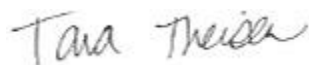
Public Forum: No members of the public chose to speak.

Meeting Minutes: The Committee reviewed the May 24, 2016 meeting minutes. **MSC Pollnow/Benner to approve May 24, 2016 meeting minutes, all voting aye.**

Firefighter vacancy: Committee members reviewed the request to fill the firefighter vacancy that is caused by Kevin Kloehn's promotion to Fire Chief. Chief Kloehn noted there is a provision in Local 275's contract when a line staff member transfers from a union position to a non-union position they have 30 days to familiarize themselves with the position and can transfer back to their union position within 31 days. Therefore, an offer wouldn't be made to anyone on our current eligibility list until July 7th. He also noted Mayors Kaufert and Merkes are supportive on filling this position. Ald. Pollnow asked if there are any known retirements that are coming up this year. Chief Kloehn said there is a possibility but no formal notices that have been given. **MSC Pollnow/Benner recommends the City of Neenah and City of Menasha Common Council's authorize hiring one firefighter after July 7, 2016 and subject to Kevin Kloehn not returning to his line staff position, all voting aye**

MSC Pollnow/Kunz to adjourn at 5:40 p.m., all voting aye.

Respectfully Submitted,



Tara Theisen
Management Assistant

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
June 7, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:34 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED:

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: AP Englebert, CDC Heim, Dave Schmalz (McMahon Associates), Michael H. Hagens (Woodland Development) and Ald. Arnie Collier.

C. MINUTES TO APPROVE

1. **Minutes of the May 17, 2016 Plan Commission Meeting**

Motion by Ald. Benner, seconded by Comm. Schmidt to approve the May 17, 2016 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. CORRESPONDENCE

1. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. **Certified Survey Map – Lake Cottage Estates**

AP Englebert provided an overview of the history of this development. There was a plat submitted in 2015 however issues with the Department of Transportation (DOT) halted the development. In the meantime a single family residence was constructed on the parcel which is zoned R-1 Single Family Residence. It is the intention of the developer that this Certified Survey Map (CSM) will be further subdivided into a total of 9, single family lots.

Dave Schmalz with McMahon Associates provided additional information regarding the development. Originally the developer submitted a driveway permit which was approved by the DOT for 13 condominiums. When the developer submitted a plat for a single family development, the DOT had issues with driveway access and denied the plat. The developer had then requested a variance with the DOT for the driveway access point which was subsequently denied.

Mike Hagens, Woodland Development, provided some history on this property and other development sites within the city. He feels that providing 9, single family lots will be less controversial than 13 condominiums with the existing neighborhood to the north.

The Commissioners, staff, Mr. Schmalz and Mr. Hagens discussed the following:

- a. Stormwater pond on the far east end of the development is currently owned by the developer, plans would be to detach it from Town of Harrison and attach into the City of Menasha and placed under the ownership of the homeowners association
- b. DOT could revoke the driveway access in the future if Lake Cottage Court is transitioned from a private road to a public street; awaiting confirmation from DOT on their ruling
- c. CSM as presented today meets city standards and has 50 foot shoreland setback designated along with a trail easement
- d. Who would be responsible for maintenance of Lake Cottage Court if it remains a private road; City cannot plow private roads
- e. Could the street be indicated as a lot and deeded to the city – who maintains the road and assumes responsibility for maintenance, plowing, repairs, etc.
- f. Fence on west end of development will be under ownership of the homeowners

No action was taken on this item. The Commission, staff and developer agreed to hold this item until a decision from the DOT on the driveway permit is received.

H. ADJOURNMENT

Motion by Comm. Schmidt, seconded by Comm. DeCoster, to adjourn at 4:19 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

May 25, 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, Dan Zelinski, and Antoine Tines present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Engineering Manager; William Menting, Electric Manager; Tim Gosz, Water Utility Manager; Kristin Hubertus, Finance Manager; Paula Maurer, Customer Services Manager; John Teale, Technical Services Engineer; David Christensen, Engineering Technician; Dawn Lucier, Administrative and Accounting Assistant; Lisa Miotke, Energy Service Representative; Scott Maurer, Water Distribution Foreman; and Don Voogt of McMahon.

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

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

- A. Minutes of the Regular Meeting of April 20, 2016
- B. Approve and warrant payments summarized by checks dated April 28 & May 5-25, 2016, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$1,347,962.73, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- C. Correspondence as listed:
 - Copy of May 2016 MU Employee Newsletter
 - Copy of Invitation to MEUW 87th Annual Conference
 - Copy of US 10/WIS 441 Project Improvements and Timeline
 - Copy of News Release Dated May 19 RE: High School Scholarship
 - Copy of Card From Jordan Schmitting RE: Thank you for High School Scholarship
 - Copy of letter from UW Fox Valley Foundation dated April 27 RE: Thank you for Scholarship Donation

Item IV. Claims Against The Utility – After discussion, the motion by Comm. Allwardt, seconded by Comm. Kordus was carried unanimous on roll call, with Commissioner Zelinski abstaining, to issue a formal notice of disallowance for the claim of Steve Paulson, 617 Appleton Street, and that he be advised of his statutory rights pursuant to Wis. Statute §893.80 .

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

With the presence of Don Voogt, McMahon, New Business E was advanced for discussion.

Item VII. New Business, Water Capital Needs Study – Mr. Voogt summarized the 10 year Capital Improvements Plan which included historical water use; long range water mains replacement plan; source water intake; water plant improvements, reconfigurations, and updates; and possible future DNR regulations along with proactive measures the Utilities can develop. A detailed report will be presented at a future meeting.

Commissioners asked to have a possible alternative area created for the truck dock and a comparison of water charges for local municipalities.

Mr. Voogt departed at 8:45 a.m.

Item VI. Unfinished Business, Water Tower Land – Staff would like to review the amount of land the Utilities requires before moving forward and will be brought back at a future meeting.

Lead Water Service – Included in the packet was a newsletter from the Environmental Loan program summarizing the lead service line replacement principal forgiveness eligibility program. Staff is waiting for the guidance and views of the PSC and will continue monitoring the programs development.

Item VII. New Business – Licensing Agreement with Level 3 Communications – The pole contract agreement with Level 3 Communications was discussed in detail. Fees, rights under the reserve capacity section, and the strength of the contract were highlighted.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved to accept the agreement for communications attachments to utility poles with Level 3 Communications, LLC as presented.

Midway Loop – Staff is looking to change the scope of the Midway Loop project from a distribution capacity cable to a feeder capacity cable. The additional \$66,237 will come from reallocating available funds from the Racine Street Bridge project and the 3rd Street Bridge project.

The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimous on roll call, with Commissioner Tines abstaining, to approve the installation of the Midway Loop project with underground feeder capacity, as outlined in the original scope of work, at a cost of \$215,437.

Parking Lot Paving – The Office Complex parking lot paving was included with the City of Menasha paving bid and was approved by both the Department of Public Works and the Common Council.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimous on roll call to approve the bid from Northeast Asphalt for the parking lot portion of the city street projects at \$105,740.75, \$8,500 for other work, and \$1,200 for Menasha Utilities labor.

Hydro-Pneumatic Tank – Temporary hydro-pneumatic tanks will be needed to sustain water pressure during the upcoming Washington Street Water Tank painting project.

The motion by Comm. Zelinski, seconded by Comm. Kordus, was unanimously approved on roll call to lease a hydro-pneumatic tank in the amount of \$6,320.

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

April Financial and Project Status Reports – Electric consumption was down 8% compared to budget but was almost completely offset by lower than budgeted cost of power, and Net Operating Income was lower than budget partially due to timing issues with budgeted expenses.

Water consumption was 10% lower than budget. Staff continues to research why the water loss ratio has remained high by testing water meters; checking water plant data for accuracy; and will be utilizing listening devices used for leak detection.

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

Project Reports, Water Projects – The Main Replacement projects are moving forward as scheduled and DOT final permitting was received for proceeding with the intersection of 9th and Racine.

Sanitary Survey – The Sanitary Survey is complete with no new violations or deficiencies recorded. Staff continues to work with the DNR on previous survey recommendations.

Electric Projects – Databases and asset management programs are being worked on; there are less than 30 electric meters left to be changed to AMR; DOT work continues; and 70 street lights remain to be changed out to LED in the city.

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. Merkes, seconded by Comm. Allwardt, was unanimously approved on roll call to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations regarding delinquent accounts at 9:58 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.



RECEIVED JUN 06 2016

May 31, 2016

Mayor Don Merkes
City of Menasha
140 Main Street
Menasha, WI 54952

Dear Mayor Merkes,

Enclosed please find a check for \$56,489.02 which is the City of Menasha's final state, federal and local refund for 2015 fixed route services. Two spreadsheets are attached. One shows your total fixed route operating costs for 2015 and the amount reimbursed and the second spreadsheet shows all of the contributions by the municipalities for the Connector service. Our audit is complete and the amounts have been verified.

As a result of Valley Transit spending less in 2015 than budgeted, the state and federal support was 60% of Valley Transit's operating costs rather than the 56% projected. Therefore, the City of Menasha is receiving \$8,715.93 more than expected.

Thank you for being a partner with Valley Transit. Without your financial and staff support, the citizens of the Fox Cities would not have the many transportation services available to them. If you have any questions about the refund, feel free to call Valley Transit's Administrative Services Manager, Deb Ebben at 920-832-2292 or me at 920-832-2294.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Daniel K. Sandmeier', with a long horizontal flourish extending to the right.

Daniel K. Sandmeier
Interim General Manager

cc: Linda Stoll



CITY OF MENASHA
2015 BALANCE SHEET
March 15, 2016

	Amount	Total
Menasha's Total Share of Deficit		\$168,744.15
<u>Federal & State Support</u>		
Less Federal Share	(\$58,064.00)	
Less State Share	(\$62,553.09)	
<u>Other expenses and credits</u>		
Plus Depreciation	\$5,125.00	
Less other credits/revenue	(\$16,522.42)	
NET LOCAL SHARE		<u>\$36,729.64</u>
Menasha's Local Share Paid to Valley Transit in 2015		\$167,421.00
Refunded 1st and 2nd Quarter Federal	\$22,655.00	
Refunded 3rd Quarter Federal	\$13,767.00	
Balance Federal To Be Refunded	<u>\$21,642.00</u>	
	\$58,064.00	
Refunded 1st and 2nd Quarter State	\$22,655.00	
Refunded 3rd Quarter State	\$13,767.00	
Balance State To Be Refunded	<u>\$26,131.09</u>	
	\$62,553.09	
Local Share refund before Connector support	\$10,074.27	
Less Connector local support	<u>(\$1,358.34)</u>	
Local Share refund	<u>\$8,715.93</u>	
NET LOCAL SHARE		<u>\$36,729.64</u>
Refund total	<u>\$56,489.02</u>	



VALLEY TRANSIT MUNICIPAL PARTNERS
2015 BALANCE SHEET
March 15, 2016

CONNECTOR SERVICE

	Amount	Total
Total Deficit		\$353,141.22
<u>Federal & State Support</u>		
Less Federal Share	(\$132,244.00)	
Less State Share	(\$142,435.00)	
<u>Other expenses and credits</u>		
Plus Ancillary Surcharge	\$0.00	
Less other credits/revenue	\$0.00	
NET LOCAL SHARE		<u>\$78,462.22</u>

United Way donations	\$55,004.00
Agency ticket local share	<u>\$7,863.00</u>
Remaining local for municipalities to share	<u>\$15,595.22</u>

	Percent share	
Appleton	42.45%	\$6,620.17
Buchanan	0.02%	\$3.12
Grand Chute	9.28%	\$1,447.24
Kaukauna	7.18%	\$1,119.74
Kimberly	1.39%	\$216.77
Little Chute	3.55%	\$553.63
Menasha	8.71%	\$1,358.34
Town of Menasha	0.67%	\$104.49
Neenah	21.32%	\$3,324.90
Town of Greenville	5.43%	<u>\$846.82</u>
		<u>\$15,595.22</u>

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, June 6, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:05 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Aldermen Krautkramer and Spencer

ALSO PRESENT: Mayor Merkes, CA Captain, Capt. Halderson, FC Kloehn, DPW Radtke, AP Englebert, ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi, and the Press.

D. PUBLIC HEARING

None

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

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

Tim Jacobson, 732 Paris Street, Menasha. Village of Fox Crossing merging with Town of Menasha east side. City needs to let Town residents know benefits of being a city resident.

Rep. Amanda Stuck. Encourage Council to support R-18-16. State should work with municipalities on economic development.

Mark Westphal, 945 Hunt Avenue, Neenah. Encourage Council to support R-18-16. Resolution asks Graphic Packaging to be good corporate business and consider selling building and keep it operating.

Mark Riker, 504 E. Forest Avenue, Neenah. His Beverage Operator License application to be considered by the Council.

Rick Grisson, 627 Jackson Street, Neenah. Encourage Council to support R-18-16. Closing business and losing good paying jobs.

Sandra Dabill Taylor, 545 Broad Street, Menasha. 1). Encourage Council to support R-18-16.

2) Agenda for Council Workshop was not posted on timely basis. 3). RDA has not held annual meeting.

4). Dive Team funding should come from donations and fundraising. 5). Opposed to Special Use Permit at 222 Washington St. 6). Consider denying liquor license renewals for The Old Grog and 5 O'clock Somewhere as there are issues with bars being a nuisance to the neighborhood.

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. [Admiration Committee, 5/16/2016](#)

b. [Board of Health, 3/9/2016](#)

c. [Board of Public Works, 5/16/2016](#)

d. [NMFR Joint Finance and Personnel, 5/24/2016](#)

e. Neenah-Menasha Sewerage Commission, [2/23/2016](#) & [4/26/2016](#)

f. [Parks and Recreation Board, 5/10/2016](#)

g. [Personnel Committee, 5/16/2016](#)

h. [Plan Commission, 5/17/2016](#)

i. Police Commission, [1/21/2016](#) & [3/17/2016](#)

Communications:

- j. [Memo from DPW Radtke on placement of dumpsters in Broad Street lot](#)
- k. [Memo from PRD Tungate on Analysis of Water Treatment Plant Alternate Route](#)
- l. [Memo from GM Melanie Krause on refinancing of the WPPI lease agreement](#)
- m. [Memo from CA Captain on Chicken Palace of Menasha grant](#)
- n. [Memo from Public Health Director Nancy McKenney on Additional Public Health Emergency Preparedness Funds](#)
- o. [National Gun Violence Awareness Proclamation](#)
- p. [All 4 Run Day Proclamation](#)
- q. [Neenah-Menasha Elks Lodge 676 Flag Day Ceremony Invitation](#)

Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications a-q.
General discussion ensued on placement of dumpsters in Broad Street lot.
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 5/16/16.](#)

Administration Committee, 5/16/16, Recommends the approval of:

- 2. [Accept bid of Post Crescent Media as the official City newspaper, May 2016-May 2017.](#)

Parks & Recreation Board, 5/10/16, Recommends the approval of:

- 3. [Starting in 2017, raise the daily boat launch fee from \\$5 to \\$6, with a portion of this increase to be placed in the Neenah/Menasha Fire & Rescue budget in a manner to be determined by the Mayor and appropriate staff, to partially offset water rescue costs.](#)

Plan Commission, 5/17/2016, Recommends the approval of:

- 4. [Special Use Permit for 222 Washington Street, Menasha to Common Council with the following conditions:](#)

- a. Lighting plan to be submitted to include cut sheets on the fixtures along with photometrics;
- b. Verification of ingress/egress easement(s); and
- c. Prior to Common Council meeting, elevations of the project are to be submitted with staff approval of the proposed materials.

NMFR Joint Finance and Personnel, 5/24/2016, Recommends the approval of:

- 5. [Creation of the Water Rescue Trust Fund administered by the City of Neenah on behalf of the Neenah Menasha Fire Rescue with funds received from the increased boat launch fees approved by the Parks & Recreation Commissions of both cities, as well as other donations designated for water rescue services that shall be deposited into this trust account. Oversight of the Water Rescue Trust Fund shall be assigned to the Joint Finance & Personnel Committee.](#)

Ald. Taylor requested to remove items 3, 4, & 5 from Consent Agenda.

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

H. ITEMS REMOVED FROM THE CONSENT AGENDA

- 1. Moved by Ald. Benner seconded by Ald. Taylor to refer Consent Agenda items 3 & 5 to Administration Committee.
Motion carried on roll call 6-0.

2. General discussion ensued on Consent Agenda item 4, Special Use Permit for 222 Washington Street. Concerns of the property being used as storage units were discussed. Unanimous consent to allow the property owner, Greg Muller, to speak. Mr. Muller explained his plan to convert the existing building to storage units.

Moved by Ald. Taylor seconded by Ald. Zelinski to table Consent Agenda item 4, Special Use Permit for 222 Washington Street.

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

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 5/19/2016-6/2/2016 in the amount of \\$1,878,815.45](#)

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

Ald. Nichols requested to separate check #54096 to Jeff Nichols. She will be abstaining from voting on this check.

Motion to approve accounts payable and payroll excluding check #54096 carried on roll call 6-0.

Motion to approve check #54096 carried on roll call 5-0. Ald. Nichols abstained.

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

Moved by Ald. Nichols seconded by Ald. Collier to approve beverage operator's license applications as listed in memo dated 5/12/16.

Motion carried on roll call 6-0.

Police Department recommends denying beverage operator's license application of Mark Paul Riker as he does not meet the criteria under the established guidelines.

Council gave unanimous consent to hear from Mark Paul Riker.

Mr. Riker explained the circumstances regarding the felony conviction from 1994 and how he has changed his life since then.

Capt. Halderson reported the felony conviction from 1994 was the only item listed on the background check.

Moved by Ald. Collier seconded by Ald. Zelinski to approve beverage operator's license application for Mark Paul Riker.

Motion carried on roll call 6-0

3. [Liquor License Applications for 2016-2017 licensing year.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve liquor license applications for 2016-2017 licensing year as listed in memo dated 6/2/16.

General discussion ensued on parking and noise issues at some of the bars. CA Captain explained parking and noise issues are currently not part of the liquor license demerit point system.

Motion carried on roll call 6-0.

4. [Outdoor Alcohol Beverage Permit Applications for 2016-2017 licensing year.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve outdoor alcohol beverage permit applications for 2016-2017 licensing year as listed in memo dated 6/2/16.

Motion carried on roll call 6-0.

5. ["Class B" Liquor License Application for Patrick Lee DuFrane, 184-190 Main Street, Menasha, for the 2016-2017 Licensing Year.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve "Class B" liquor license application for Patrick Lee DuFrane, 184-190 Main Street, Menasha for the 2016-2017 licensing year.

Motion carried on roll call 6-0.

J. HELD OVER BUSINESS
None

K. ORDINANCES AND RESOLUTIONS

1. [R-17-16 Resolution Approving a 2016 Budget Adjustment for the Purchase of Acquiring a Vacant Lot at 100 Fox Street for the Loop the Lake Trail Project](#)

General discussion ensued on cost of moving route of the trail behind Neenah-Menasha Water Treatment Plant and moving location of bridge.

Moved by Ald. Benner seconded by Ald. Keehan to postpone until next meeting R-17-16 Resolution Approving a 2016 Budget Adjustment for the Purchase of Acquiring a Vacant Lot at 100 Fox Street for the Loop the Lake Trail Project and include additional cost to move bridge.

Motion carried on roll call 4-3.

Ald. Nichols, Keehan, Benner, Mayor Merkes voted yes. Ald. Taylor, Collier, Zelinski voted no.

2. [R-18-16 Resolution Encouraging Graphic Packaging International to Pursue Sale of Operating Plant](#)

Moved by Ald. Collier seconded by Ald. Taylor to approve R-18-16 Resolution Encouraging Graphic Packaging International to Pursue Sale of Operating Plant.

Motion carried on roll call 6-0.

3. [R-19-16 Resolution Approving Intergovernmental Agreement between the City of De Pere and the City of Menasha Regarding Mutual Assistance for Environmental Services](#)

Moved by Ald. Benner seconded by Ald. Keehan to approve R19-16 Resolution Approving Intergovernmental Agreement between the City of DePere and the City of Menasha Regarding Mutual Assistance for Environmental Services.

Motion carried on roll call 6-0.

L. APPOINTMENTS
None

M. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
(five (5) minute time limit for each person)
No one spoke.

N. RECESS TO COMMITTEES
Moved by Ald. Taylor seconded by Ald. Keehan to recess at 7:50 p.m.
Motion carried on voice vote.

Reconvened at 8:39 p.m.

O. CLAIMS AGAINST THE CITY

Moved by Ald. Benner seconded by Ald. Keehan to adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session: and Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body that 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.

1. March 18, 2016 Garbage Truck Incident
 - i. Time Warner Cable
 - ii. AT&T
 - iii. WE Energies
2. Scott M. Clavers

3. PCB Litigation

- i. Appleton Papers Inc. and NCR Corporation v. George A. Whiting Paper Company, et al.; E.D. Wis. Case No. 08-CV-00016-WCG ("Whiting")
- ii. United States of America and State of Wisconsin v. NCR, et al., E.D. Wis. Case No. 10-C-910-WCG (Government Case)

Motion carried on roll call 6-0.

May reconvene into open session to act on items discussed during closed session.
No action.

P. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Nichols to adjourn at 9:18 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

**STREET USE APPLICATION**Event: Community First Fox Cities Marathon Presented by Miron ConstructionSponsored by: Community First Credit UnionResponsible Person: Jesse DrakeAddress: PO Box 1315Appleton, WI 54912-1315Street Use Date: 9/18/2016Start Time: 7:00 AMEnd Time: 2:00 PMNumber of Units: 5,000 +

(Parades)

Email Address: jesse.drake@communityfirstcu.org Phone: (920) 882-5219Street Route: Start Line: UW-Fox Valley Finish Line: (920) 450-0083 (cell)Description of Use (attach map) Riverside Park, Neenah**Liability Insurance has been secured in the amount of \$ 2,000,000 with the City of Menasha named as the additional insured. This is primary insurance.**Insurance Company Secura Insurance Company Policy No. 22543
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured).Date: 3/17/2016 Applicant's Signature: [Signature]**Permit Fee:** Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25. Please make checks payable to City of Menasha.**Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.-----
TO BE COMPLETED BY CITY STAFF (Revised April 3, 2015)

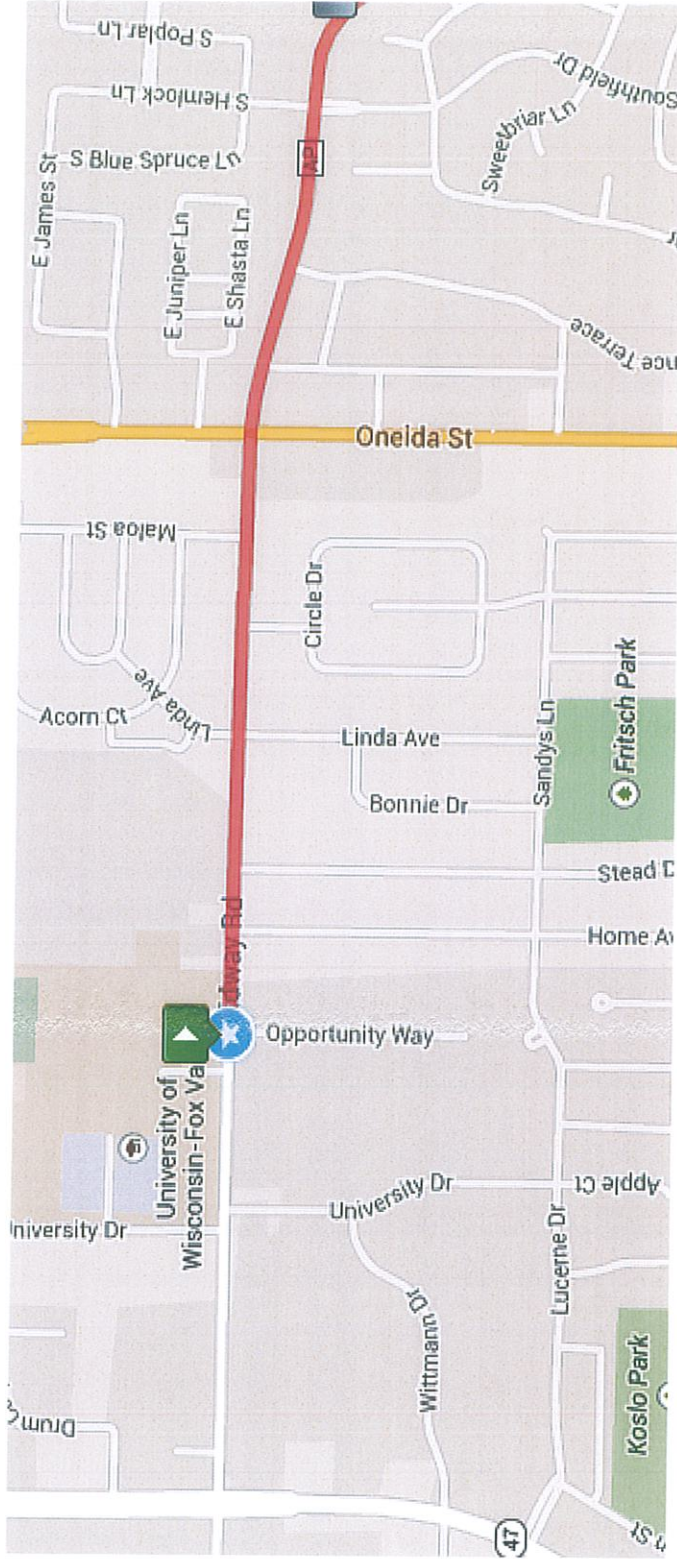
Scheduled Park & Recreation Board Review Date: _____

Not Required: ☒ Approved: _____ Denied: _____Scheduled Common Council Review Date: 6/20/16

Approved: _____ Denied: _____

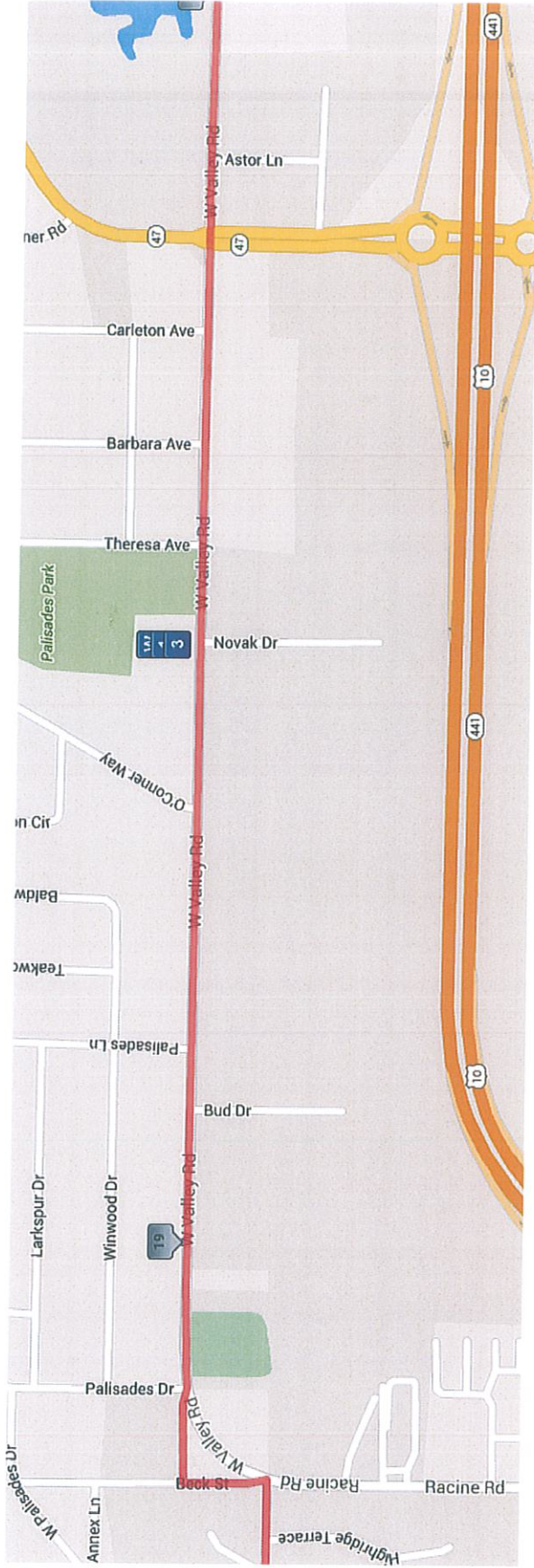
APPROVAL:

Police Dept. [Signature]Fire Dept. VG/CGPublic Works Dept. MRCity Attorney PAC/CS

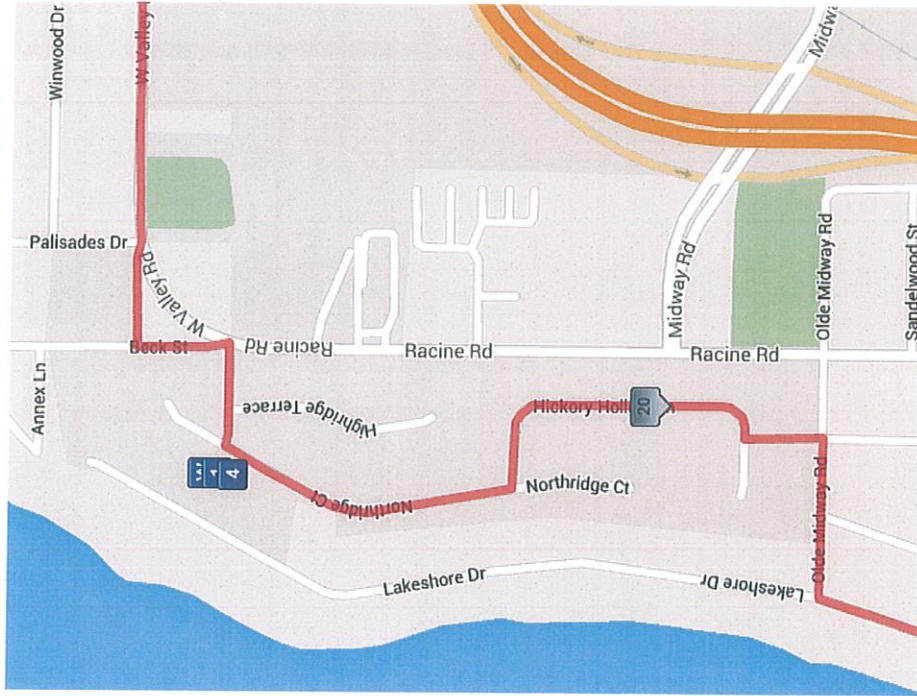


City of Menasha – Map 1

Start Line @ UW-Fox Valley



2016 FCM Marathon & Half Marathon
City of Menasha
Map 2

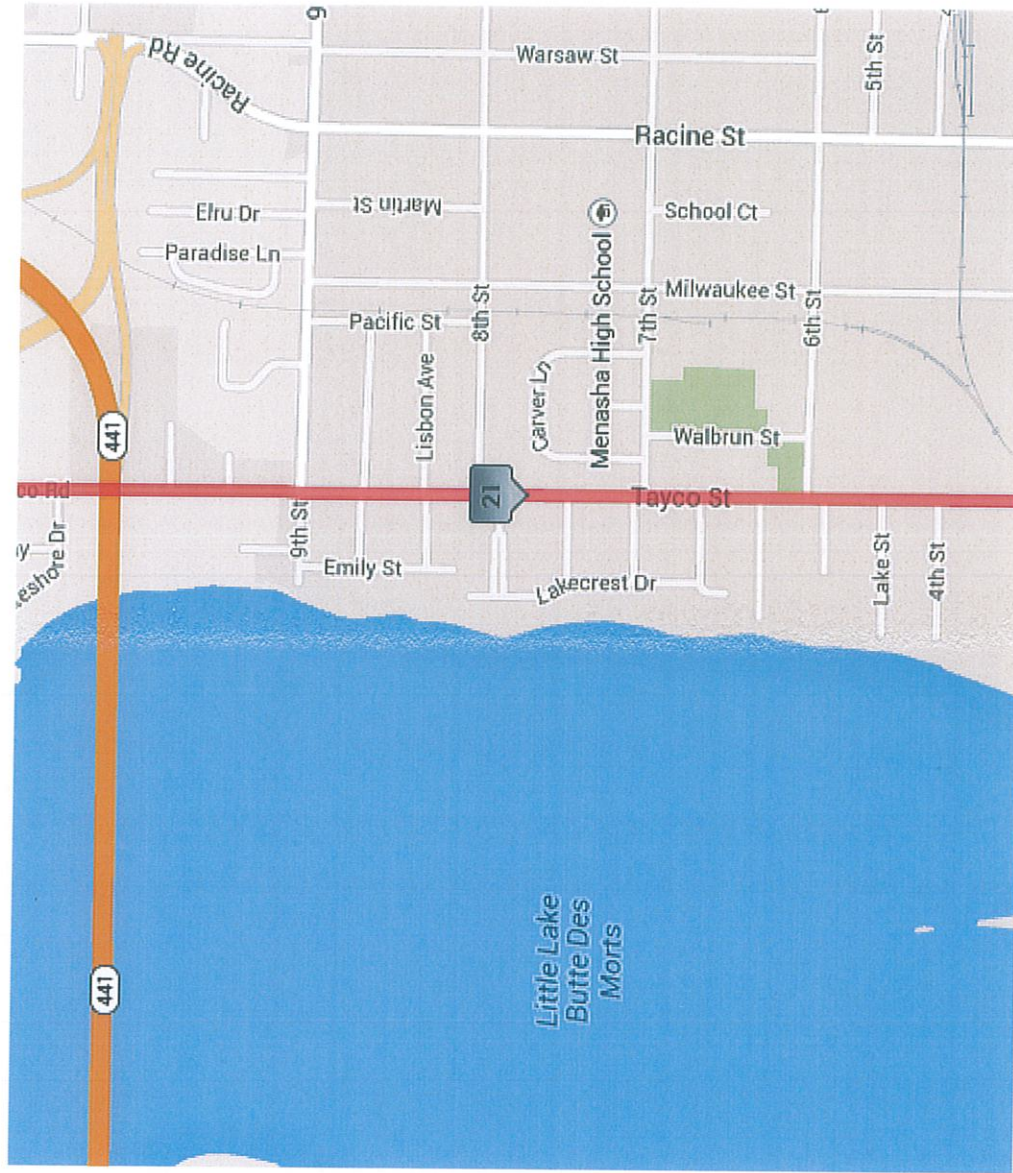


2016 FCM Marathon & Half Marathon
City of Menasha
Map 3

2016 FCM Marathon & Half Marathon
City of Menasha
Map 4

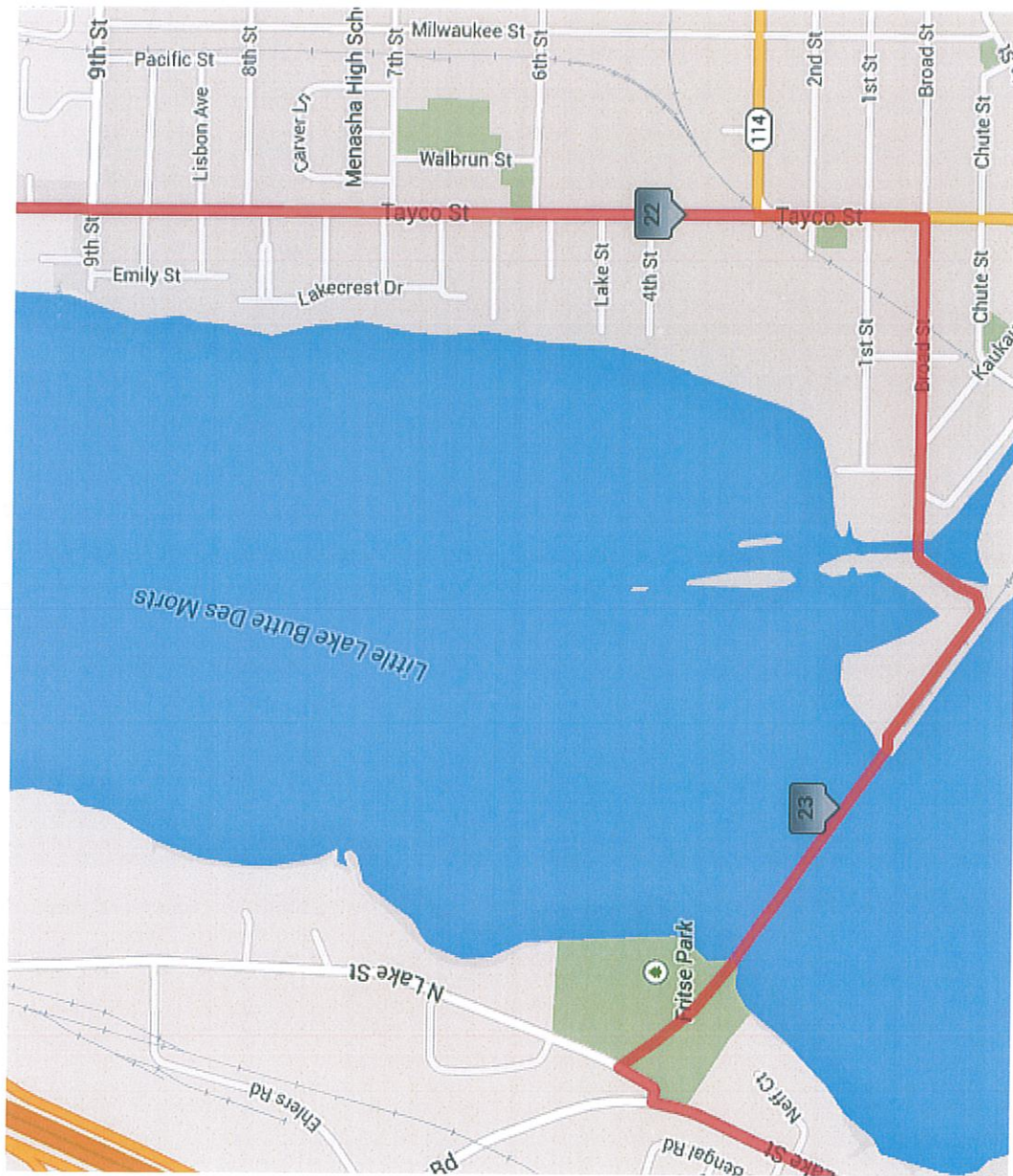


2016 Fox Cities Marathon – Proposed Course
Map 5



Continue south on Tayco St. to Broad St.

2016 Fox Cities Marathon & Half Marathon
City of Menasha
Map 6





2016 City of Menasha Details

Course Directions – Start Line

- Start Line on Midway Road, just to the west of Opportunity Way
- Race runs east towards Oneida St/Hwy. 10
 - *Midway Rd. closed (all 4 lanes) from University Avenue to Oneida Street (5:30-8:00 a.m.)*
 - *Officers stay at Midway Rd/University Ave until roughly 8:00 a.m. so that Start Line clean-up can take place without traffic*

Re-Enter City of Menasha on Highridge Dr (just west of Valley Rd)

- Valley Rd, turn left (south) on Beck St
- Turn right (west) on Highridge Dr
- Turn left (south) on Northridge Ct
- Turn left (east) on Hickory Hollow Rd
- Turn left (south) on Dunning St
- ***Turn right (west) on Olde Midway Rd (Town of Menasha)***
- ***Turn left (south) on Lakeshore Dr (Town of Menasha)***
- Tayco St south to Broad St
- Turn right (west) on Broad St & follow to Trestle Trail Bridge

Runner's Side of the Road

- North side of Valley Rd
- West side of Beck St
- North side of Highridge Dr
- West side of Northridge Ct
- West side of Hickory Hollow Rd
- West side of Dunning St
- ***North side of Olde Midway Rd (Town of Menasha)***
- ***West side of Lakeshore Dr (Town of Menasha)***
- West side of Tayco St.
- North side of Broad St.
- Entire width of Trestle Trail

Officers needed at the following locations:

- 1) Start Line to stop traffic at University/Midway Rd intersection (5:30 – 8:00am) x 3
- 2) Tayco St/9th St intersection (7:35am-12:45pm)
- 3) Tayco St/3rd St intersection (7:40am-1:00pm)

Public Works/Street Department

- Cones, barricades and any needed signage
 - Cones for a 'Runner's Lane' throughout the following streets: Tayco St (starting at Hwy. 441 overpass) & Broad St to west end of Trestle Trail Bridge
 - No cones needed at Start Line on Midway Rd

Other Course Features

- Water Station Locations
 - GU Energy Gel Station at Clinton Park (west side of Tayco St)
 - West end of Broad St at Trestle Trail Bridge
- Relay Exchange Zone #4 location
 - Tayco St/9th Street intersection (in boat landing parking lot)

Other Follow-Ups & Concerns

- 2 railroad crossings (Tayco St/3rd St & Broad St/Lush St) – same line of tracks
 - RR track crossings (Canadian National)
 - Trucking contact at SCA mill (Tim Brooks) – can likely control trucking traffic, may have a couple of tankers needing to enter/exit between gaps in runners– would be a good idea to have a Police Officer at Tayco St/3rd St.
 - Tim Brooks-SCA (727-2917 office, 915-7502 mobile) tim.brooks@sca.com
- Lift bridge on east end of Trestle Bridge be kept down for duration of race
 - Robert Stark of the Fox River Locks Authority will keep the bridge down for the race & make sure safety pins are put in lift bridge prior to race
 - Robert Stark (809-5538 cell) rstark@foxlocks.org & Vince Maas vmass@ci.menasha.wi.us
- Pre-race communication of Trestle Trail usage on race day
 - Provide City of Menasha with electronic communications so they can distribute via website, post on trails, etc.
- Any potential road construction concerns?
- FM & HM pace cars & sag wagons (4 separate cars) will drive across the Trestle Trail Bridge
- Stanchion/pylon on the east end of the Trestle Trail Bridge
 - City will put pylon down flat on road, need cones around it for safety (Vince Maas)



CERTIFICATE OF LIABILITY INSURANCE

FOXCI-1

OP ID: AN

DATE (MM/DD/YYYY)

02/22/2016

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

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

PRODUCER Paroubek Insurance Agency Inc 301 N. Broadway, Suite 206 De Pere, WI 54115 Mike Paroubek	CONTACT NAME: Paroubek Insurance Agency		
	PHONE (A/C, No, Ext): 920-347-9115	FAX (A/C, No): 920-347-9116	
INSURED Fox Cities Marathon c/o Mary Sullivan Community First, 2616 S Oneida Appleton, WI 54912	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Secura Insurance Companies		22543
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	CP3195781	02/01/2016	02/01/2017	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ EXCLUDED
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
A	AUTOMOBILE LIABILITY		A3195782	02/01/2016	02/01/2017	GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> ANY AUTO					PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> ALL OWNED AUTOS					
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		CU3218934	02/01/2016	02/01/2017	BODILY INJURY (Per person) \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					BODILY INJURY (Per accident) \$
	DED <input type="checkbox"/> RETENTION \$					PROPERTY DAMAGE (PER ACCIDENT) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/> N/A				EACH OCCURRENCE \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					AGGREGATE \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					

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

Community First Fox Cities Marathon Presented by Miron Construction - September 16-18, 2016

Certificate Holder is listed as an Additional Insured on the General Liability per the attached form CG 2026(07/04) cschmidt@ci.menasha.wi.us

CERTIFICATE HOLDER

CANCELLATION

City of Menasha
140 Main St
Menasha, WI 54952

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

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.



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

POLICY NO. 20-CP-003195781-6/000
RENEWAL OF 20-CP-003195781-5

ACCOUNT NUMBER: 00007253268
NAMED INSURED AND MAILING ADDRESS

AGENCY AND MAILING ADDRESS 484330 04

FOX CITIES MARATHON INC
C/O MARY SULLIVAN
2616 S ONEIDA ST
APPLETON WI 54912

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

POLICY PERIOD: From 02/01/2016 to 02/01/2017 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.
ATTACH THIS RENEWAL DECLARATION TO YOUR POLICY.

ADDITIONAL INSURED(S)

CITY OF MENASHA
140 MAIN ST
MENASHA WI 54952

PER FORM: CG2026 (07-04)

CITY OF NEENAH
211 WALNUT ST
NEENAH WI 54956

PER FORM: CG2026 (07-04)

FOX VALLEY TECHNICAL COLLEGE
1825 N BLUEMOUND RD
APPLETON WI 54915

PER FORM: CG2026 (07-04)

MEMBERS OF THE CONDO ASSOCIATION
1455 MIDWAY RD
MENASHA WI 54952

PER FORM: CG2026 (07-04)

PENTECOSTALS OF THE FOX CITIES
1445 MIDWAY RD
MENASHA WI 54952

PER FORM: CG2026 (07-04)

TOWN OF MENASHA
2000 MUNICIPAL DR
NEENAH WI 54956

PER FORM: CG2026 (07-04)

UW FOX VALLEY
1478 MIDWAY RD
MENASHA WI 54952

PER FORM: CG2026 (07-04)

VALLEY TRUCK LEASING INC
5668 NEUBERT RD
APPLETON WI 54913

PER FORM: CG2026 (07-04)

STATE OF WISCONSIN, WISCONSIN DEPT OF TRANSPORTATION

PER FORM: CG2026 (07-04)

Original

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<div data-bbox="506 634 1188 1085" style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%) rotate(-45deg); opacity: 0.1; font-size: 100px; pointer-events: none;">SAMPLE</div>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. In the performance of your ongoing operations; or

B. In connection with your premises owned by or rented to you.



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Victor Voss, Deputy Chief

DATE: June 1, 2016

RE: Firefighter Vacancy

Kevin Kloehn's promotion to Fire Chief has created a firefighter vacancy within our Department. His vacancy is a budgeted position and filling his position will be needed to maintain our current staffing levels.

Per Local 275's contract, when a line staff member transfers from a union position to a non-union position they have a 30 days to familiarize themselves and transfer back to their union position within 31 days. Therefore, we cannot make an offer to anyone until July 7th. Once an offer is made, the candidate will need to successfully pass pre-employment testing, give notice to their current employer and go through four weeks of recruit training before they can begin working 24-hour shifts. At the earliest, this person will not start working 24-hour shifts until mid-August and we will have to fill this position with overtime until that time. We do have a current eligibility list to use to fill this vacancy.

An appropriate motion would be recommending the City of Neenah and City of Menasha Common Council's authorize hiring one firefighter after July 7, 2016 and subject to Kevin Kloehn not returning to his line staff position.

If you have any questions, please feel free to call me at 886-6202. Thank you for your consideration.

VV/tt

City of Menasha Disbursements

Weekly Accounts Payable	6/9/16-6/16/16	\$ 2,414,312.07
	Checks # 54115-54262	
	Void check #54152	\$ (82.62)

Bi-Weekly Payroll	6/9/16	\$ 199,090.50
-------------------	--------	---------------

Additional Regular Cycle Accounts Payables -Paid Electronically

World Pay Charges-FFM	6/5/16	\$ 32.42
Delta Dental	6/8/16	\$ 3,140.49
Community First Credit Union-Payroll Deductions	6/9/16	\$ 4,498.50
Nationwide Retirement	6/10/16	\$ 11,115.50
Payroll Garnishment	6/13/16	\$ 25.00
TASC-Flex Spending	6/13/16	\$ 3,706.20
Neo Post-Postage Machine Rental	6/14/16	\$ 215.85
Delta Dental	6/15/16	\$ 908.00
Federal Tax Withholding	6/15/16	\$ 79,870.91

\$ 103,512.87

Total

\$ 2,716,832.82

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

Peggy Steeno

Peggy Steeno

Administrative Services Director

6/16/16
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: 6/9/2016

Date: 6/10/2016

<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>
AAA PORTABLES	54115	6/9/2016	D-39581	100-0703-553.20-09	120.00	Municipal Beach Rental
		6/9/2016	D-39660	100-0703-553.20-09	95.00	Tana Lane Rental
		Total for check: 54115			215.00	
ACC PLANNED SERVICE INC	54116	6/9/2016	16687	100-1001-514.24-03	90.96	Filters/Belts
		6/9/2016	16688	731-1022-541.24-03	77.58	Cleaner/Belts
		6/9/2016	16689	100-0920-531.24-03	48.90	Filters/Cleaner
		6/9/2016	16723	731-1022-541.24-03	207.12	Service-Mechanic's Garage
		Total for check: 54116			424.56	
AIRGAS USA LLC	54117	6/9/2016	9051471677	731-1022-541.30-18	167.47	AR CD25300
					167.47	
AMERICAN INDUSTRIAL MEDICAL	54118	6/9/2016	17711	100-0901-515.21-05	1,269.00	Audio Training/Onsite Fee
		6/9/2016	17836	100-0901-515.21-05	55.00	Audiogram Database Mgmt Annual Audiometric Test
		Total for check: 54118			1,324.00	
APPLETON ELECTRONICS SUPPLY LLC	54119	6/9/2016	17672	731-1022-541.38-03	13.50	TE Connectivity
					13.50	
APPLETON SCHOOL DISTRICT	54120	6/9/2016	TAX COLLECTIONS	100-0000-203.05-00	51,652.78	2015/2016 Tax Collections
					51,652.78	
ASSOCIATED APPRAISAL CONSULTANTS	54121	6/9/2016	121473	100-0402-513.21-09	5,000.00	Professional Services
				100-0402-513.30-11	594.19	Postage
				100-0402-513.21-09	59.76	Internet Postings
				Total for check: 54121	5,653.95	
BAHCALL RUBBER CO INC	54122	6/9/2016	737588-001	731-1022-541.38-03	27.81	Hose/Parts

AP Check Register

Check Date: 6/9/2016

Date: 6/10/2016

<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>
BAHCALL RUBBER CO INC...	54122...	6/9/2016	737588-002	731-1022-541.38-03	283.20 Parts	
			Total for check: 54122		311.01	
BRAZEE'S ACE HARDWARE	54123	6/9/2016	034685	100-0703-553.30-18	17.25 Fasteners/Drain Test	
			Total for check: 54123		17.25	
BRUCE MUNICIPAL EQUIPMENT INC	54124	6/9/2016	5161795	601-1020-543.30-15	2,120.00 Supplies	
				731-1022-541.38-03	960.86 Supplies	
			Total for check: 54124		3,080.86	
CALUMET COUNTY TREASURER	54125	6/9/2016	TAX COLLECTIONS	100-0000-203.01-00	33,138.40 2015/2016 Tax Collections	Calumet County
				100-0000-203.08-00	1,524.30 2015/2016 Tax Collections	State
			Total for check: 54125		34,662.70	
CRI RECYCLING SERVICE INC	54126	6/9/2016	42422	731-1022-541.21-06	314.03 Drum/Granular	
			Total for check: 54126		314.03	
D&M INTERIORS	54127	6/9/2016	CG600569	100-0801-521.24-03	8,103.30 Flooring - PD	
			Total for check: 54127		8,103.30	
KORTNEY DAHM	54128	6/9/2016	DAHM	100-0903-531.33-01	19.08 May Expenses	
				100-0918-531.33-01	2.86 May Expenses	
				100-0918-531.33-04	4.00 May Expenses	
			Total for check: 54128		25.94	
UNEMPLOYMENT INSURANCE	54129	6/9/2016	000007719688	100-0704-552.15-09	99.86 Unemployment Comp.	
			Total for check: 54129		99.86	

AP Check Register

Check Date: 6/9/2016

Date: 6/10/2016

<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>
EWALD CHEVROLET BUICK LLC	54130	6/9/2016	20819	741-0000-193.00-00	28,226.00	2016 Chev Silverado
			Total for check: 54130		28,226.00	
FACTORY MOTOR PARTS CO	54131	6/9/2016	18-1495547	731-1022-541.38-03	233.76	Parts
		6/9/2016	18-Z07373	731-1022-541.38-03	197.91	Parts
		6/9/2016	18-Z07374	731-1022-541.38-03	(70.00)	CREDIT
			Total for check: 54131		361.67	
FESTIVAL FOODS	54132	6/9/2016	FESTIVAL FOODS	625-0000-201.20-00	150,000.00	Site Improvement Release
				625-0000-201.19-00	730,000.00	Site Improvement Release
			Total for check: 54132		880,000.00	
FIRST SUPPLY LLC - APPLETON	54133	6/9/2016	8844961-00	100-0704-552.20-04	213.74	Display Board
			Total for check: 54133		213.74	
FOX VALLEY TECHNICAL COLLEGE	54134	6/9/2016	TAX COLLECTIONS	100-0000-203.04-00	63,812.34	2015/2016 Tax CollectionsWinnebago County
				100-0000-203.04-00	8,344.27	2015/2016 Tax CollectionsCalumet County
			Total for check: 54134		72,156.61	
MARY FRITZ	54135	6/9/2016	FRITZ	100-0903-531.33-01	9.72	April-May Expenses
				100-0903-531.34-04	2.25	April-May Expenses
			Total for check: 54135		11.97	
GERDAU	54136	6/9/2016	96557192	625-1003-541.30-18	51.25	Water Wax Cure
				470-1009-541.82-02	153.75	Water Wax Cure
			Total for check: 54136		205.00	

AP Check Register
Check Date: 6/9/2016

Date: 6/10/2016

<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>
GODFREY KAHN SC	54137	6/9/2016	663388	501-0304-562.21-10	178.50	Donnelley - Legal ServiceMatter 006106-0040
			Total for check: 54137		178.50	
GRAINGER INC	54138	6/9/2016	9114354799	100-1009-541.30-15	50.24	Spray Gun
			Total for check: 54138		50.24	
GRAPHIC COMPOSITION INC	54139	6/9/2016	244509	100-0000-134.00-00	(16.60)	Business Cards
				100-0401-513.29-01	83.30	Business Cards
				100-0202-512.29-01	83.30	Business Cards
			Total for check: 54139		150.00	
GRIESBACH READY-MIX LLC	54140	6/9/2016	3411	625-1003-541.30-18	812.50	Concrete
				470-1009-541.82-02	733.50	Concrete
			Total for check: 54140		1,546.00	
GUNDERSON CLEANERS	54141	6/9/2016	374873	100-0801-521.30-13	34.66	Mats/Towels
			Total for check: 54141		34.66	
DONALD HIETPAS & SONS INC	54142	6/9/2016	HIETPAS	601-1020-543.24-05	1,640.87	San Sewer Repair - 4th St
			Total for check: 54142		1,640.87	
HOME DEPOT CREDIT SERVICES	54143	6/9/2016	2083062	100-0703-553.30-15	282.91	Universal Parts Kits
		6/9/2016	31603	100-0704-552.24-03	41.86	Closed Cell Backer
		6/9/2016	5031078	100-0601-551.24-03	706.86	Brushes/Lumber/Minwax
		6/9/2016	8030754	100-0703-553.30-15	58.58	Socket Set/Assorted Tools
			Total for check: 54143		1,090.21	

AP Check Register

Check Date: 6/9/2016

Date: 6/10/2016

<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>
HORTONVILLE POLICE DEPARTMENT	54144	6/9/2016	HORTONVILLE PD	100-0000-201.03-00	129.00	Bond/MPD 16-1667
			Total for check: 54144		129.00	
HUGHES ADVERTISING, NED	54145	6/9/2016	05212016	100-0702-552.29-03	375.00	Grunski Runski
			Total for check: 54145		375.00	
ID NETWORKS	54146	6/9/2016	270633	743-0403-513.24-04	1,000.00	Scanner Coverage
			Total for check: 54146		1,000.00	
INSTY-PRINTS	54147	6/9/2016	38781	100-0405-513.29-01	118.48	Business Cards Collier/Zelinski
			Total for check: 54147		118.48	
IRRIGATION SERVICES INC	54148	6/9/2016	30104	100-0703-553.24-03	318.25	Materials & Repair
			Total for check: 54148		318.25	
JOHN'S SAW SERVICE	54149	6/9/2016	10572	731-1022-541.38-03	371.96	Supplies
		6/9/2016	10587	731-1022-541.38-03	364.80	Fly Wheel/Piston/Gasket Filter Sets/Carb Repair
			Total for check: 54149		736.76	
JX ENTERPRISES INC	54150	6/9/2016	G-261060016	731-1022-541.38-03	57.18	Filters
		6/9/2016	G-261090033	731-1022-541.38-03	100.19	Blower Motor & Wheel
			Total for check: 54150		157.37	
KANN MANUFACTURING CORP	54151	6/9/2016	56341	731-1022-541.38-03	75.20	A Valve
			Total for check: 54151		75.20	
LORETTA KJEMHUS	54152	6/9/2016	KJEMHUS	100-0909-531.33-01	74.20	April-May Expenses

AP Check Register

Check Date: 6/9/2016

Date: 6/10/2016

<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>
LORETTA KJEMHUS...	54152...	6/9/2016...	KJEMHUS...	100-0918-531.34-01	8.42 April-May Expenses	
			Total for check: 54152		82.62	
LINCOLN CONTRACTORS SUPPLY INC	54153	6/9/2016	K46341	731-1022-541.38-03	6.14 Air Filters	
			Total for check: 54153		6.14	
MARTENSON & EISELE INC	54154	6/9/2016	54190	492-1003-541.21-02	950.00 Survey Work TID #2	
			Total for check: 54154		950.00	
MAYFIELD NURSERY INCORPORATED	54155	6/9/2016	20160506	100-1003-541.30-18	284.50 Perennials	
			Total for check: 54155		284.50	
MCCLONE INSURANCE GROUP	54156	6/9/2016	250263	100-0203-512.30-18	30.00 Notary Bond	Deputy Clerk
			Total for check: 54156		30.00	
MCNEILUS TRUCK & MFG COMPANY	54157	6/9/2016	3239416	731-1022-541.38-03	48.97 Prox, 30MM	
		6/9/2016	3242136	731-1022-541.38-03	226.96 Arm, FGR, Curotto	Prox, 30MM
			Total for check: 54157		275.93	
MEDICAL EXPENSE REIMBURSEMENT ACCT	54158	6/9/2016	20160609	100-0000-202.08-00	19,450.38 PAYROLL SUMMARY	
			Total for check: 54158		19,450.38	
MENARDS-APPLETON EAST	54159	6/9/2016	95912	100-0704-552.24-03	731.52 Supplies	
			Total for check: 54159		731.52	
MENARDS-APPLETON WEST	54160	6/9/2016	22116	100-1009-541.30-18	59.90 Caution Tape	
			Total for check: 54160		59.90	

AP Check Register
Check Date: 6/9/2016

Date: 6/10/2016

<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>
MENASHA JOINT SCHOOL DISTRICT	54161	6/9/2016	TAX COLLECTION	100-0000-203.03-00	643,604.19	2015/2016 Tax Collection Winnebago County
				100-0000-203.03-00	23,521.11	2015/2016 Tax Collection Calumet County
				Total for check: 54161	667,125.30	
MENASHA NEENAH MUNICIPAL COURT	54162	6/9/2016	MNMC	100-0000-201.03-00	363.00	Bond/MPD 16-0099
				100-0000-201.03-00	142.50	Bond/MPD 16-0100
				100-0000-201.03-00	348.00	Bond/MPD 16-55 & 16-56
				100-0000-201.03-00	148.80	Bond/MPD 15-334
				Total for check: 54162	1,002.30	
MENASHA TREASURER	54163	6/9/2016	REC START-UP	100-0000-103.08-00	350.00	Rec Start-Up
				Total for check: 54163	350.00	
MENASHA UTILITIES	54164	6/9/2016	MENASHA UTILITY	100-1008-541.22-03	186.10	Electric
				100-0703-553.22-03	300.02	Electric
				100-0703-553.22-05	271.24	Water
				100-0703-553.22-06	162.41	Storm
				731-1022-541.22-03	19.32	Electric
				100-0903-531.22-03	161.20	Electric
				100-0903-531.22-05	56.42	Water
				100-0000-123.00-00	7.82	Electric
				100-0305-562.22-06	8.70	Storm
				601-1020-543.22-03	45.64	Electric
				731-1022-541.22-03	427.28	Final Bill - 455 Baldwin
				731-1022-541.22-05	42.46	Final Bill - 455 Baldwin
				731-1022-541.22-06	454.38	Final Bill - 455 Baldwin
				100-1012-541.22-03	13,832.32	May Street Lights
				Total for check: 54164	15,975.31	

AP Check Register
Check Date: 6/9/2016

Date: 6/10/2016

<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>
NEW LONDON CLERK OF COURTS	54165	6/9/2016	NEW LONDON	100-0000-201.03-00	231.10	Bond/MPD 16-1662
			Total for check: 54165		231.10	
NEWMAN TRAFFIC SIGNS	54166	6/9/2016	TI-0297919	100-1008-541.30-15	1,235.46	Barricades
			Total for check: 54166		1,235.46	
RAY O'HERRON CO INC	54167	6/9/2016	1627996-IN	100-0801-521.30-15	950.00	Supplies
		6/9/2016	1628143-IN	824-0810-521.30-18	98.23	Explorer Uniforms
		6/9/2016	1628304-IN	100-0801-521.30-15	358.50	9MM Luger
			Total for check: 54167		1,406.73	
OAK PARK PLACE OF MENASHA LLC	54168	6/9/2016	MEN00007	485-1009-541.80-02	789.00	Land, TID 9
				485-1009-541.82-02	5,445.00	Sidewalk TID 9
			Total for check: 54168		6,234.00	
CLAIRE OPSTEEN	54169	6/9/2016	OPSTEEN	100-0909-531.33-01	5.20	April-May Expenses
				100-0916-531.33-01	5.20	April-May Expenses
				100-0916-531.34-01	67.18	May Conference
			Total for check: 54169		77.58	
OSHKOSH FIRE & POLICE EQUIPMENT INC	54170	6/9/2016	165248	100-0801-521.29-04	69.50	Vehicle Repair
			Total for check: 54170		69.50	
PACKER CITY INTL TRUCKS INC	54171	6/9/2016	X103027164:04	731-1022-541.38-03	6.12	Fuel Filter
		6/9/2016	X103028509:03	731-1022-541.38-03	6.12	Fuel Filter
		6/9/2016	X103029356:01	731-1022-541.38-03	125.70	Filter, Assy Oil
		6/9/2016	X103029365:01	731-1022-541.38-03	41.63	Parts
		6/9/2016	X103029422:01	731-1022-541.38-03	74.91	Filters & Flasher

AP Check Register

Check Date: 6/9/2016

Date: 6/10/2016

<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>
PACKER CITY INTL TRUCKS INC...	54171...	6/9/2016	X103029494:01	731-1022-541.38-03	139.43	Def Fluid
			Total for check: 54171		393.91	
PALAU, JAMIE	54172	6/9/2016	PALAU	100-0000-441.24-00	33.00	Overpayment for Class
			Total for check: 54172		33.00	
LINDA PALMBACH	54173	6/9/2016	PALMBACH	100-0903-531.33-01	15.65	May Expenses
				100-0918-531.33-01	2.86	May Expenses
				100-0903-531.34-04	2.00	May Expenses
				100-0918-531.33-04	4.00	May Expenses
			Total for check: 54173		24.51	
POMP'S TIRE SERVICE INC	54174	6/9/2016	320042523	731-1022-541.38-02	1,220.00	Tires
		6/9/2016	320042757	731-1022-541.38-02	92.50	Tire
			Total for check: 54174		1,312.50	
REGISTRATION FEE TRUST	54175	6/9/2016	REG FEE TRUST	731-1022-541.21-06	70.50	Vehicle Registration
			Total for check: 54175		70.50	
RIESTERER & SCHNELL INC	54176	6/9/2016	1003961	731-1022-541.38-03	61.06	Bracket
			Total for check: 54176		61.06	
LIZ ROSIN	54177	6/9/2016	ROSIN	100-0903-531.33-01	13.00	May Expenses
				100-0918-531.33-04	6.00	May Expenses
				100-0918-531.34-01	2.86	May Expenses
			Total for check: 54177		21.86	

AP Check Register

Check Date: 6/9/2016

Date: 6/10/2016

<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>
SCHROEDER, JAMES	54178	6/9/2016	SCHROEDER	100-0000-201.03-00	25.00	Overpayment Ticket 00056563
			Total for check: 54178		25.00	
SERVICEMASTER BUILDING MAINTENANCE	54179	6/9/2016	20072	100-0801-521.20-01	55.00	PD Garage - Janitorial
		6/9/2016	20078	100-0801-521.20-01	1,562.00	Police Dept - Janitorial
			Total for check: 54179		1,617.00	
SMT MANUFACTURING & SUPPLY	54180	6/9/2016	0039718-IN	731-1022-541.38-03	11.66	Oil Seal
			Total for check: 54180		11.66	
SPEEDY METALS LLC	54181	6/9/2016	4326661-AP	100-1008-541.30-18	10.35	Steel Tube
			Total for check: 54181		10.35	
SPORTS GRAPHICS	54182	6/9/2016	0516-085	100-0703-553.30-18	308.25	T-Shirts
			Total for check: 54182		308.25	
STATE BAR OF WISCONSIN	54183	6/9/2016	STATE BAR	100-0201-512.32-01	482.75	Membership Dues
			Total for check: 54183		482.75	
SUBURBAN WILDLIFE SOLUTIONS LLC	54184	6/9/2016	239	625-1010-541.21-06	300.00	Muskrat Removal Pond off Villa Way
			Total for check: 54184		300.00	
TAPCO	54185	6/9/2016	I526819	493-0304-562.30-18	6,625.00	Two Crosswalk Signals/Poles
			Total for check: 54185		6,625.00	
TASC	54186	6/9/2016	IN804009	100-0202-512.21-06	260.00	Flex Spending Mgmt Fee
			Total for check: 54186		260.00	

AP Check Register

Check Date: 6/9/2016

Date: 6/10/2016

<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>
UNIFIRST CORPORATION	54187	6/9/2016	097 0212203	731-1022-541.20-01	119.39	Coveralls/Shirts/Pants
			Total for check: 54187		119.39	
UNIFORM SHOPPE	54188	6/9/2016	255696	824-0810-521.30-18	30.95	Explorer Uniforms
			Total for check: 54188		30.95	
UNITED WAY FOX CITIES	54189	6/9/2016	20160609	100-0000-202.09-00	31.00	PAYROLL SUMMARY
			Total for check: 54189		31.00	
US CELLULAR	54190	6/9/2016	0137236017	100-0201-512.22-01	27.93	Attorney
				100-1019-552.22-01	13.65	Racine Street Bridge
				100-1019-552.22-01	1.80	Tayco Street Bridge
				601-1020-543.22-01	0.50	Confined Space
				100-0801-521.22-01	79.29	PD
				100-0904-531.22-01	62.70	Drew
				100-1002-541.22-01	2.00	Eng Aide
				100-0702-552.22-01	47.29	Tungate
				100-0703-553.22-01	92.23	Parks
				731-1022-541.22-01	59.84	Nieland
				100-1008-541.22-01	11.20	Sign
				601-1020-543.22-01	0.50	Sewer Truck
			Total for check: 54190		398.93	
US VENTURE	54191	6/9/2016	L54904	731-1022-541.21-06	30.00	Fuel
			Total for check: 54191		30.00	
VINTON CONSTRUCTION COMPANY	54192	6/9/2016	VINTON CONST	470-1009-541.82-02	1,330.62	2016-01 - Downtown StreetWalkway & Electrical
				493-0304-562.82-02	148,418.00	2016-01 - Downtown StreetWalkway & Electrical
				625-1003-541.30-18	2,380.00	2016-01 - Downtown StreetWalkway & Electrical

AP Check Register

Check Date: 6/9/2016

Date: 6/10/2016

<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>
VINTON CONSTRUCTION COMPANY...	54192...	6/9/2016...	VINTON CONST...	470-0000-201.04-00	(6,007.92)	2016-01 - Downtown StreetWalkway & Electrical
			Total for check: 54192		146,120.70	
WACAI	54193	6/9/2016	WACAI	100-0801-521.32-01	35.00	Membership Renewal
			Total for check: 54193		35.00	
WAVERLY SANITARY DISTRICT	54194	6/9/2016	TAX COLLECTIONS	100-0000-203.07-00	5,562.17	2015/2016 Tax Collections
			Total for check: 54194		5,562.17	
WE ENERGIES	54195	6/9/2016	WE ENERGIES	100-0703-553.22-03	38.67	USH 10/114
			Total for check: 54195		38.67	
WIL-KIL PEST CONTROL	54196	6/9/2016	2893041	731-1022-541.20-07	68.75	Commercial Contract
			Total for check: 54196		68.75	
WILLIS OF WISCONSIN INC	54197	6/9/2016	1439559	100-0401-513.21-03	5,000.00	Post Employment Benefit Report
			Total for check: 54197		5,000.00	
WINNEBAGO COUNTY TREASURER	54198	6/9/2016	TAX COLLECTIONS	100-0000-203.02-00	300,902.31	2015/2016 Tax CollectionsWinnebago County
				100-0000-203.08-00	10,187.24	2015/2016 Tax CollectionsState
			Total for check: 54198		311,089.55	
WISCONSIN SUPPORT COLLECTIONS	54199	6/9/2016	20160609	100-0000-202.03-00	632.88	PAYROLL SUMMARY
			Total for check: 54199		632.88	

AP Check Register
Check Date: 6/9/2016

Date: 6/10/2016

<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>
ZEP SALES & SERVICE	54200	6/9/2016	9002248051	731-1022-541.30-18	273.29	Zep Aero
			Total for check: 54200		<u>273.29</u>	
					<u>2,291,408.64</u>	

AP Check Register
Check Date: 6/16/2016

Date: 6/16/2016

<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>
ACCURATE	54201	6/16/2016	1606965	731-1022-541.38-03	3.02	Red Clearance Marker Lam
		6/16/2016	1607001	731-1022-541.30-18	206.01	Grease Gun End/Supplies
		Total for check: 54201			209.03	
APEX SOFTWARE	54202	6/16/2016	292923	100-0402-513.21-04	235.00	Annual Maint Agreement
					235.00	
AT&T	54203	6/16/2016	920R09453006	100-1001-514.22-01	110.90	Alarms
				601-1020-543.22-01	290.50	Alarms
				Total for check: 54203	401.40	
BADGER MAILING & SHIPPING SYSTEMS	54204	6/16/2016	85950	100-1001-514.30-10	166.10	Postage Machine Ink
					166.10	
BAHCALL RUBBER CO INC	54205	6/16/2016	744843-001	731-1022-541.38-03	110.96	Coupler/Adapter/Valve
					110.96	
BOBCAT PLUS	54206	6/16/2016	EA01756	741-0000-193.00-00	3,211.00	Claw
		6/16/2016	EA01757	741-0000-193.00-00	8,146.00	Stump Grinder
		6/16/2016	LA01338	100-0706-561.20-06	100.00	Rental
				100-1009-541.21-06	100.00	Rental
				Total for check: 54206	11,557.00	
BROCK WHITE COMPANY	54207	6/16/2016	12665753-00	100-0704-552.24-03	332.88	Seal/Tube/Mixers/Ports
					332.88	
CDW GOVERNMENT INC	54208	6/16/2016	DFN8753	100-0801-521.30-12	246.13	Mobile Printer for Squads
					246.13	

AP Check Register
Check Date: 6/16/2016

Date: 6/16/2016

<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>
CONSULTANTS LABORATORY	54209	6/16/2016	CONSULTANTSLAB	100-0905-531.21-05	930.00	Health Screen Panels
			Total for check: 54209		930.00	
DIVERSIFIED INSPECTIONS	54210	6/16/2016	264272	731-1022-541.21-06	310.00	Bucket Trucks
			Total for check: 54210		310.00	
DSI RECYCLING SYSTEMS INC	54211	6/16/2016	43305	731-0000-192.00-00	10,687.50	Furnace
			Total for check: 54211		10,687.50	
EARTHLINK BUSINESS	54212	6/16/2016	EARTHLINK	100-0402-513.22-01	7.61	Landline Phones Assessor
				100-0201-512.22-01	7.40	Landline Phones Attorney
				100-0000-123.00-00	16.90	Landline Phones Bld Insp
				100-0203-512.22-01	15.39	Landline Phones Clerk
				100-0304-562.22-01	27.69	Landline Phones Com Dev
				100-1001-514.22-01	83.82	Landline Phones City Hall
				100-0401-513.22-01	37.36	Landline Phones Finance
				731-1022-541.22-01	30.06	Landline Phones Garage
				100-0903-531.22-01	56.80	Landline Phones Health
				743-0403-513.22-01	17.76	Landline Phones IT
				100-0601-551.22-01	196.87	Landline Phones Library
				100-0101-511.22-01	11.68	Landline Phones Mayor
				100-0702-552.22-01	31.31	Landline Phones Recreation
				100-0703-553.22-01	52.61	Landline Phones Parks
				100-0202-512.22-01	18.71	Landline Phones Personnel
				100-0801-521.22-01	290.30	Landline Phones Police
				100-1002-541.22-01	48.79	Landline Phones Eng
				100-0920-531.22-01	15.27	Landline Phones Senior
				100-1008-541.22-01	4.41	Landline Phones Sign
				100-0502-522.22-01	46.37	Landline Phones EOC
				207-0000-123.00-00	31.10	Landline Phones Marina
				100-0704-552.22-01	16.35	Landline Phones Pool

AP Check Register

Check Date: 6/16/2016

Date: 6/16/2016

<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>
EARTHLINK BUSINESS...	54212...	6/16/2016...	EARTHLINK...	100-0000-123.00-00	348.04	Landline Phones Menasha Utilities
			Total for check: 54212		1,412.60	
FARRELL EQUIPMENT & SUPPLY CO INC	54213	6/16/2016	INV000000803169	470-1009-541.82-02	356.24	Drum & Expansion Joint
				625-1003-541.30-18	118.75	Drum & Expansion Joint
		6/16/2016	INV000000804019	470-1009-541.82-02	59.50	Joint
				625-1003-541.30-18	115.50	Joint
			Total for check: 54213		649.99	
FERRELLGAS	54214	6/16/2016	1091937563	266-1027-543.30-18	69.89	Cylinder
			Total for check: 54214		69.89	
GRIESBACH READY-MIX LLC	54215	6/16/2016	3416	470-1009-541.82-02	3,734.25	Concrete
			Total for check: 54215		3,734.25	
HUB INTERNATIONAL	54216	6/16/2016	HUB	733-0000-201.03-00	161.84	Certificate
			Total for check: 54216		161.84	
IMPERIAL SUPPLIES LLC	54217	6/16/2016	NP7173	100-1003-541.30-18	68.99	Gloves
				100-1016-543.30-18	68.99	Gloves
				266-1028-543.30-18	68.99	Gloves
				731-1022-541.30-18	68.99	Gloves
			Total for check: 54217		275.96	
INFINITY TECHNOLOGY INC	54218	6/16/2016	520975	743-0403-513.24-04	199.99	Sitewide SSL Certificate
		6/16/2016	520999	743-0403-513.24-04	3,917.52	Virtualized PCs Licensing
			Total for check: 54218		4,117.51	
JX ENTERPRISES INC	54219	6/16/2016	G-261100001	731-1022-541.38-03	36.75	Filter Assy
		6/16/2016	G-261100005	731-1022-541.29-04	1,123.89	Peterbilt Repair

AP Check Register

Check Date: 6/16/2016

Date: 6/16/2016

<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>
JX ENTERPRISES INC...	54219...	6/16/2016	G-261100019	731-1022-541.38-03	103.86 Filter	
			Total for check: 54219		1,264.50	
KITZ & PFEIL INC	54222	6/16/2016	042109-0047	100-0703-553.30-18	16.18 Cable Ties	
		6/16/2016	042114-0051	731-1022-541.30-18	4.94 Bleach	
		6/16/2016	042514-0015	100-0703-553.24-03	108.13 Hardware Misc	
		6/16/2016	042514-0027	731-1022-541.38-03	2.32 Eye Bolt	
		6/16/2016	042609-0034	100-0703-553.30-18	44.63 Hardware Misc	
		6/16/2016	042614-0001	100-0703-553.30-18	52.48 Holder/Screws/Squares	Sandpaper
		6/16/2016	042714-0032	100-0703-553.30-18	27.89 Screws	
		6/16/2016	042814-0023	207-0707-552.24-03	41.97 Hardware Misc	
		6/16/2016	042914-0060	100-0703-553.30-13	8.98 Pine Sol	
		6/16/2016	042914-0213	100-0801-521.29-04	2.96 Key Ring	
		6/16/2016	050203-0004	731-1022-541.30-18	10.18 Filter Cartridge	
		6/16/2016	050314-0010	100-0703-553.24-03	8.13 Hardware Misc	
		6/16/2016	050314-0127	100-1002-541.30-18	8.37 Hardware Misc	
				625-1002-541.30-18	2.79 Hardware Misc	
		6/16/2016	050514-0005	100-0801-521.24-03	15.25 Adhesive/Brush/Stripper	
		6/16/2016	050614-0014	100-1012-541.30-18	8.92 Box/Cover/Switch	Snap In Knock Out
		6/16/2016	050614-0030	100-0703-553.24-03	69.55 Hardware Misc	
		6/16/2016	051009-0024	731-1022-541.38-03	27.99 Screws	
		6/16/2016	051014-0025	100-1003-541.30-18	17.99 Valve	
		6/16/2016	051014-0053	100-0801-521.29-04	2.98 Key	
		6/16/2016	051014-0131	100-0703-553.24-03	17.86 Pail/Pine Sol/Sponge	
		6/16/2016	051114-0001	731-1022-541.38-03	23.66 Hardware Misc	
		6/16/2016	051114-0006	100-0703-553.30-18	18.24 Bulbs	
		6/16/2016	051209-0023	100-1001-514.24-03	8.94 Hooks	
				731-1022-541.24-03	31.11 Outlets/Locknuts/Spacer	Covers
		6/16/2016	051214-0007	100-1002-541.30-18	3.59 Staples	
		6/16/2016	051314-0003	625-1010-541.30-18	3.59 Staples	
		6/16/2016	051314-0005	100-0703-553.30-18	15.28 Nozzles	
		6/16/2016	051314-0044	100-0703-553.24-03	28.30 Mixer/Tray/Liners	Containers
		6/16/2016	051614-0021	100-1001-514.24-03	3.74 Irons/Plates	

AP Check Register
Check Date: 6/16/2016

Date: 6/16/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFEIL INC...	54222...	6/16/2016	051614-0115	731-1022-541.24-03	7.25	Cement/Locknut/Adapter Coupling
		6/16/2016	051714-0039	100-0703-553.24-03	153.30	Hardware Misc
		6/16/2016	051714-0143	731-1022-541.38-03	26.87	Valve/Elbow/Tee
		6/16/2016	051714-0153	100-1001-514.24-03	33.51	Plants
				100-0801-521.24-03	68.04	Plants
		6/16/2016	051714-0173	731-1022-541.38-03	25.18	Valves
		6/16/2016	051909-0018	731-1022-541.30-18	12.12	Enamel
		6/16/2016	052003-0013	731-1022-541.38-03	103.05	Wheel Goods Parts
		6/16/2016	052014-0052	100-0703-553.30-18	8.54	Connector
Total for check: 54222				1,074.80		
KJ WASTE SYSTEMS INC	54223	6/16/2016	KJ WASTE	266-1027-543.21-06	780.00	April Cardboard
				266-1027-543.21-06	715.00	May Cardboard
				Total for check: 54223		
LORETTA KJEMHUS	54224	6/16/2016	KJEMHUS	100-0909-531.33-01	38.58	April/May 2016
				100-0918-531.34-01	8.42	April/May 2016
				Total for check: 54224		
KUSTOM SIGNALS INC	54225	6/16/2016	527970	100-0801-521.29-04	145.35	Kits
				Total for check: 54225		
LINCOLN CONTRACTORS SUPPLY INC	54226	6/16/2016	K48389	100-0703-553.30-18	104.98	Gas Cans
				Total for check: 54226		
MCC INC	54227	6/16/2016	82606	601-1020-543.30-18	229.77	Clean Stone
				625-1010-541.30-18	229.77	Clean Stone
				Total for check: 54227		

AP Check Register

Check Date: 6/16/2016

Date: 6/16/2016

<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>
MCAHON	54228	6/16/2016	0902411	625-1010-541.21-02	241.20	Garage & Utilities Site Project 9-16-00268
			Total for check: 54228		241.20	
MENARDS-APPLETON EAST	54229	6/16/2016	96011	100-0903-531.24-03	44.40	Supplies
				100-0703-553.24-03	71.75	Supplies
				100-0601-551.24-03	17.97	Supplies
				731-1022-541.24-03	80.85	Supplies
			Total for check: 54229		214.97	
MENASHA JOINT SCHOOL DISTRICT	54230	6/16/2016	MJSD	100-0000-412.00-00	6,091.76	June 2016 Mobile Home Fees
			Total for check: 54230		6,091.76	
MENASHA NEENAH MUNICIPAL COURT	54231	6/16/2016	MNMC	100-0000-201.03-00	174.00	Bond Report #16-0131
			Total for check: 54231		174.00	
MENASHA UTILITIES	54232	6/16/2016	004427	625-0401-513.25-01	2,272.51	Storm Water
				601-0401-513.25-02	23,363.31	Sewer Charge
		6/16/2016	MENASHA UTILITY	100-1008-541.22-03	205.99	Electric
				100-1008-541.22-05	45.42	Water/Sewer
				100-0704-552.22-03	315.88	Electric
				100-0704-552.22-05	5,279.40	Water/Sewer
				731-1022-541.22-03	568.88	Electric
				731-1022-541.22-05	889.64	Water/Sewer
				731-1022-541.22-06	591.79	Storm
				266-1028-543.22-06	84.83	Storm
				100-0801-521.22-03	1,201.16	Electric
				100-0801-521.22-05	364.01	Water/Sewer
				100-0801-521.22-06	72.75	Storm
				100-0000-123.00-00	869.80	Electric
				100-0000-123.00-00	263.59	Water/Sewer
				100-0000-123.00-00	52.68	Storm

AP Check Register
Check Date: 6/16/2016

Date: 6/16/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	54232...	6/16/2016...	MENASHA UTILITY...	100-0801-521.22-03	64.82	Electric
				100-0601-551.22-03	3,193.21	Electric
				100-0601-551.22-05	589.60	Water/Sewer
				100-0601-551.22-06	120.35	Storm
				207-0707-552.22-05	205.00	Water/Sewer
				100-1019-552.22-03	521.38	Electric
				100-1019-552.22-05	12.38	Water/Sewer
				100-0000-123.00-00	5.88	Electric
				601-1020-543.22-03	52.93	Electric
				100-1001-514.22-05	12.38	Water/Sewer
				100-1001-514.22-06	2.90	Storm
				100-0703-553.22-03	1,473.45	Electric
				100-0703-553.22-05	56.42	Water/Sewer
				100-0703-553.22-06	765.61	Storm
				485-0304-562.22-06	38.43	Storm
				457-0304-562.22-06	2.90	Storm
				485-0304-562.22-06	17.40	Storm
				100-1013-541.22-06	50.75	Storm
				457-0304-562.21-10	14.79	Electric
				100-0305-562.22-06	5.80	Storm
				501-0304-562.22-06	279.86	Storm
Total for check: 54232				43,927.88		
TOWN OF MENASHA UTILITY DISTRICT	54233	6/16/2016	2128	100-0703-553.22-05	76.80	1200 Geneva Road
		6/16/2016	2129	100-0703-553.22-05	9.60	Standby Water
		6/16/2016	3	100-0703-553.22-05	599.52	1000 Geneva Road
		Total for check: 54233			685.92	
MIHM'S CHARCOAL GRILL	54234	6/16/2016	MIHM'S	100-0304-562.21-06	30.00	Gift Card
				Total for check: 54234		
MORTON SAFETY	54235	6/16/2016	167712-00	100-0703-553.30-18	31.50	Vest

AP Check Register
Check Date: 6/16/2016

Date: 6/16/2016

<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>
MORTON SAFETY...	54235...	6/16/2016	167924-00	731-1022-541.30-18	38.65 Eyewear/Ear Plug	
		6/16/2016	167947-00	731-1022-541.30-18	31.59 Supplies	
		Total for check: 54235			101.74	
N&M AUTO SUPPLY	54236	6/16/2016	565526	731-1022-541.38-03	106.36 Rotor/Pads	
					106.36	
NETWORK HEALTH SYSTEM INC	54237	6/16/2016	346024	100-0202-512.21-05	2,188.00 Pre-Employment	Physicals/Drug Screens
		6/16/2016	346700	100-0202-512.21-05	753.25 2nd Qtr EAP Services	
		Total for check: 54237			2,941.25	
NEW LONDON CLERK OF COURTS	54238	6/16/2016	NEW LONDON	100-0000-201.03-00	316.80 Bond	Report #16-1733
					316.80	
NORTHEAST ASPHALT INC	54239	6/16/2016	1420398	100-1003-541.30-18	688.71 Asphalt	
					688.71	
PENNINGS, CASSIE OR JOE	54240	6/16/2016	PENNINGS REFUND	100-0000-201.17-00	10.00 Overpayment Wellness Lab \$5 Cassie/\$5 Joe	
					10.00	
POMP'S TIRE SERVICE INC	54241	6/16/2016	320040502	731-1022-541.38-02	297.48 Tire Work	
		6/16/2016	320040503	731-1022-541.38-02	904.70 Tires	
		6/16/2016	320040840	731-1022-541.38-02	463.76 Tire Work	
		6/16/2016	320041184	731-1022-541.38-02	460.35 Tires	
		6/16/2016	320041288	731-1022-541.38-02	493.72 Tires	
		6/16/2016	320041505	731-1022-541.38-02	289.58 Tires	
		6/16/2016	320042507	731-1022-541.38-02	110.00 Tires	
		Total for check: 54241			3,019.59	

AP Check Register
Check Date: 6/16/2016

Date: 6/16/2016

<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>
PRO-VISION VIDEO SYSTEMS	54242	6/16/2016	276753	731-1022-541.38-03	182.56	Camera Kit
			Total for check: 54242		182.56	
RASMUSSEN, NOAH	54243	6/16/2016	RASMUSSEN	100-0704-552.32-01	75.00	Lifeguard Re-cert
			Total for check: 54243		75.00	
RIESTERER & SCHNELL INC	54244	6/16/2016	1005100	731-1022-541.38-03	35.14	Lamp
			Total for check: 54244		35.14	
ROAD EQUIPMENT	54245	6/16/2016	WA613181	731-1022-541.38-03	46.48	Stop Light Switch
			Total for check: 54245		46.48	
SCHROTH WHOLESALE SUPPLY CO	54246	6/16/2016	297797	100-1001-514.24-03	17.15	Pot/Sprayer
			Total for check: 54246		17.15	
SECURIAN FINANCIAL GROUP INC	54247	6/16/2016	014502	100-0000-204.07-00	2,951.66	July Life Insurance
			Total for check: 54247		2,951.66	
SERVICEMASTER BUILDING MAINTENANCE	54248	6/16/2016	20051	100-1001-514.20-01	1,150.00	Janitorial Service
		6/16/2016	20052	731-1022-541.20-01	530.00	Janitorial Service
		6/16/2016	20073	100-0903-531.20-01	515.00	Janitorial Service
			Total for check: 54248		2,195.00	
SHERWIN WILLIAMS CO	54249	6/16/2016	9555-3	100-1008-541.30-18	5,446.19	Supplies
		6/16/2016	9669-2	731-1022-541.24-03	23.32	Supplies
		6/16/2016	9685-8	731-1022-541.24-03	19.78	Supplies
		6/16/2016	9716-1	731-1022-541.24-03	264.36	Supplies

AP Check Register

Check Date: 6/16/2016

Date: 6/16/2016

<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>
SHERWIN WILLIAMS CO...	54249...	6/16/2016	9882-1	731-1022-541.24-03	163.35 Paint	
			Total for check: 54249		5,917.00	
SHOPKO STORES OPERATING CO LLC	54250	6/16/2016	90000014390018	100-0704-552.30-10	43.59 Hand Sanitizer/Supplies	
				100-0704-552.30-10	164.67 Supplies	
				100-0801-521.30-18	31.25 Medical Supplies	
			Total for check: 54250		239.51	
SPEEDY CLEAN DRAIN & SEWER INC	54251	6/16/2016	60563	731-1022-541.24-03	450.00 Service	
			Total for check: 54251		450.00	
STAPLES BUSINESS ADVANTAGE	54252	6/16/2016	3303189911	100-0405-513.30-10	16.47 Supplies	
				100-0203-512.30-10	13.22 Supplies	
				100-0201-512.30-10	5.22 Supplies	
				100-0101-511.30-10	5.22 Supplies	
			Total for check: 54252		40.13	
UNIFIRST CORPORATION	54253	6/16/2016	097 0212682	731-1022-541.20-01	119.39 Coveralls/Shirts/Pants	
			Total for check: 54253		119.39	
UNITED RENTALS INC	54254	6/16/2016	137945950-001	601-1020-543.24-04	218.00 Sensor	
			Total for check: 54254		218.00	
US LUBRICANTS	54255	6/16/2016	50060514	731-1022-541.38-03	3,976.16 Thrive Bulk	
			Total for check: 54255		3,976.16	
US PETROLEUM EQUIPMENT	54256	6/16/2016	224785	731-0000-192.00-00	4,527.50 Install Tank	
			Total for check: 54256		4,527.50	

AP Check Register
Check Date: 6/16/2016

Date: 6/16/2016

<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>
WAVERLY SANITARY DISTRICT	54257	6/16/2016	WSD	100-0703-553.22-05	82.29	2170 Plank -Sewer & Water
			Total for check: 54257		82.29	
WE ENERGIES	54258	6/16/2016	WE ENERGIES	100-1008-541.22-04	15.34	455 Baldwin Street Gas Service
				100-0903-531.22-04	11.54	316 Racine Street
			Total for check: 54258		26.88	
WIL-KIL PEST CONTROL	54259	6/16/2016	2895718	100-0704-552.20-07	88.00	Jefferson Pool
			Total for check: 54259		88.00	
WISCNET	54260	6/16/2016	8055	743-0403-513.21-04	750.00	Quarterly Internet AccessQ2 2016
			Total for check: 54260		750.00	
WISCONSIN DEPT OF JUSTICE	54261	6/16/2016	G3228	100-0202-512.21-06	119.00	Background Checks
				100-0601-551.21-06	7.00	Background Checks
			Total for check: 54261		126.00	
WISCONSIN MEDIA	54262	6/16/2016	0009885060	100-0405-513.29-02	1,386.72	Legals
				100-0203-512.29-02	703.47	Legals
			Total for check: 54262		2,090.19	
					122,903.43	



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: June 15, 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:

Matthew Zielinski
Debora Chew
Michael Retelle
Juliet Ellis
Katrina Anderson-Winters
Ivy Anderson
Scott Mueller
Mackenzie Wockenfus
James Lider
Audra Benjamin
Dawn Steele

CC: Chief Styka



MEMORANDUM

Date: June 16, 2016
To: Common Council
From: Debbie Galeazzi, Clerk
Subject: Liquor License Applications, July 1, 2016-June 30, 2017

The following renewal applications to deal in intoxicating liquor and/or fermented malt beverages for the July 1, 2016-June 30, 2017 licensing period that have been filed in the Clerk's office.

"Class B" Liquor and Malt. Rebecca Mader, d/b/a Your Daily Grind, 204 Main Street. All financial claims of the City are not current. The other City and State requirements are in order. Applicant is asking for the Council to delay action on their application as they are not ready to open for business.

Reserve "Class B" Liquor and Malt. Lake Park Swim & Fitness, 730 Lake Park Road, Megan Collins, Agent. All financial claims of the City are not current. The other City and State requirements are in order. Applicant is asking for the Council to delay action on their application as they do not need to have their liquor license for July 1.

Reserve "Class B" Liquor and Malt. Margaritaville Lounge LLC, 6 Tayco Street, Jennifer Almeida-Sandoval, Agent. The building is currently being remodeled and it did not pass inspections by Health Department, Fire Department, or Building Inspectors. The other City and State requirements are in order. Applicant is asking for Council to delay action on their application or approve with the condition the license will not be issued until all inspections have passed and an occupancy permit has been issued.

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

- Suitability of an applicant-must pass background check by Police Dept;
- Appropriateness of the location and premises to be licensed;
- All financial claims of the City must be satisfied (taxes, assessments, utilities); and
- Must conform to all sanitary, safety, and health requirement of the State Building Codes, State Board of Health, and Local Board of Health Codes.

The applicants have been informed of the meeting. I will update the Council at the meeting of any changes.

Debbie Galeazzi

From: Becky Mader <malliemcbea@icloud.com>
Sent: Thursday, June 16, 2016 9:24 AM
To: Debbie Galeazzi
Subject: liquor license renewal

To Whom this may Concern:

Due to the events that changed our opening date, we are requesting a extension for the renewal of the liquor license for the business "Your Daily Grind". We have been put on a stand still until the end of June due to us having to have a state plan. The state will be reviewing our plans on June 24th and we should hear back no later the t 28th of June.

Thank you
Becky and Tim
Your Daily Grind

Debbie Galeazzi

From: Felicia Christianson <feliciachristiansonlpsf@gmail.com>
Sent: Thursday, June 16, 2016 10:26 AM
To: Debbie Galeazzi
Subject: <SPAM CHECK> LAKE PARK SWIM AND FITNESS

Importance: Low

Dear Council,

Lake Park Swim & Fitness, LLC and its owners, would like to ask you to postpone action today regarding the status of our liquor license.

We are asking you to address the renewal of our liquor license at the 2nd council meeting in July.

We do NOT need our liquor license for July 1st to operate. So postponing any action is fully acceptable. We are a health club that does not sell beer or alcohol.

We have purchased the liquor license and maintained it because we would love the idea of selling alcohol at events, parties, & etc. But we currently do not have this in place.

If you check your records we have made all installments this year (2016), but we do realize we are not in compliance as the state ordinance is written (due to a technicality, if you will, with a postmark date for the January payment).

I appreciate your time and consideration with this matter and I look forward to your reply.

Sincerely,

Felicia Christianson, Co-Owner
Lake Park Swim & Fitness, LLC
www.lakeparkfitness.com
office: 920.882.8900
cell: 920.419.0400



Memorandum

To: Common Council
From: Kevin Englebert, Associate Planner *KPE*
Date: June 2, 2016
RE: **Special Use Permit – 222 Washington Street (#3-00571-00)**

BACKGROUND

On May 17th, 2016, the Plan Commission recommended approval of the Special Use Permit application for the property at 222 Washington Street. The property owners have proposed to use the existing building on site to install a small number of storage units. The property is currently zoned in the I-2 General Industrial District and storage is a permitted use by right within the district. The purpose of this Special Use process is to address the improvements that are being proposed.

The proposed improvements at the site consist of the installation of two loading docks with accompanying security lighting, minor landscaping enhancements, and changes to the elevations of the building. The property owners also wish to seal the windows and doors on the building. It is the intention of the owners to install a driveway on the north side of the building for access to the loading dock and a copy of an ingress/easement between the two properties has been presented to community development staff.

FISCAL IMPACT

There is no fiscal impact in relation to this proposal.

RECOMMENDATION

It is incumbent upon the Common Council to make a determination regarding the Special Use Permit based on the proposed improvements presented. The Plan Commission has recommended approval of the Special Use Permit to the Common Council.

City of Menasha

SPECIAL ZONING APPROVAL

Owner Greg Muller Case or Plan No. _____

Address N6871 STATE Rd Black Creek Fee \$35000

Applicant (if different than Owner) _____

Address 222 WASHINGTON ST, MENASHA WA

Zoning Industrial I-2 Parcel Number(s) 3-00571-00

PLEASE INDICATE WHICH REQUEST IS BEING MADE

- | | | |
|---|---|--|
| <input type="checkbox"/> Rezoning | <input checked="" type="checkbox"/> Special Use | <input type="checkbox"/> Flood Plain Map Amendment |
| <input type="checkbox"/> Appeal or Variance | <input type="checkbox"/> PUD Plan Approval | |

Description of Request: Indoor Storage climate controlled. Non-occupant.

Owner/Agent 
Signature

(If applicable) Formal Hearing _____

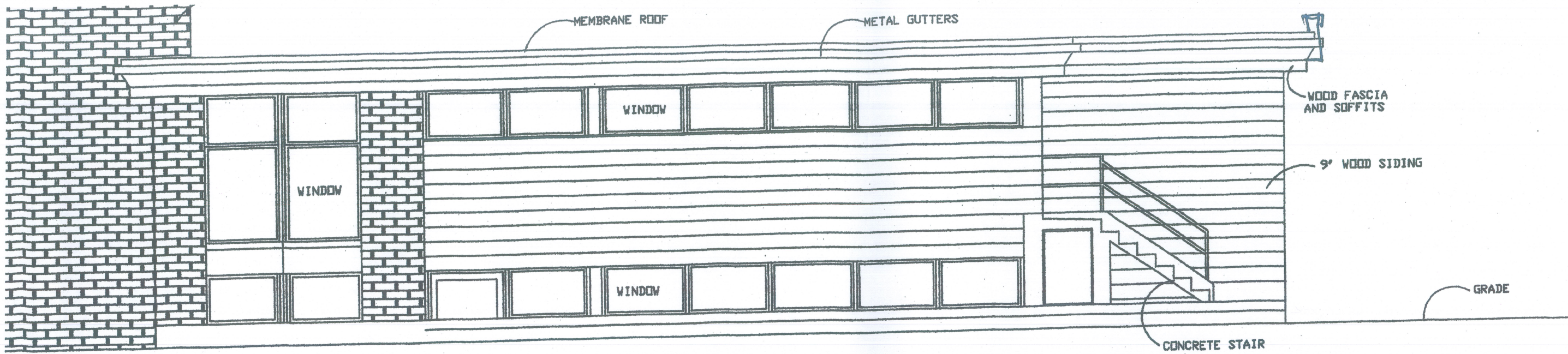
Informal Hearing _____ Notice Mailed _____

Notice Mailed _____ Notice Mailed _____

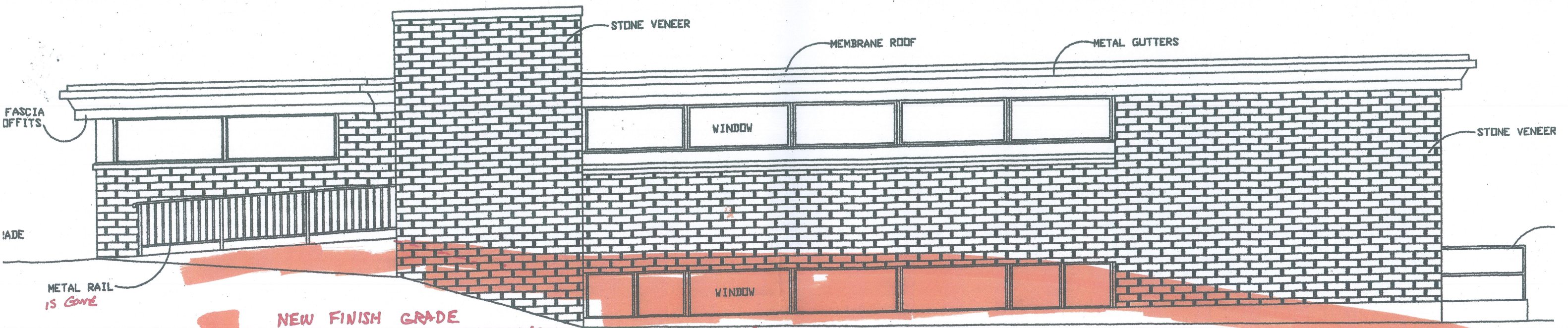
Action Taken: _____ 20__

☐ APPROVED ☐ DENIED

Conditions (if any): _____

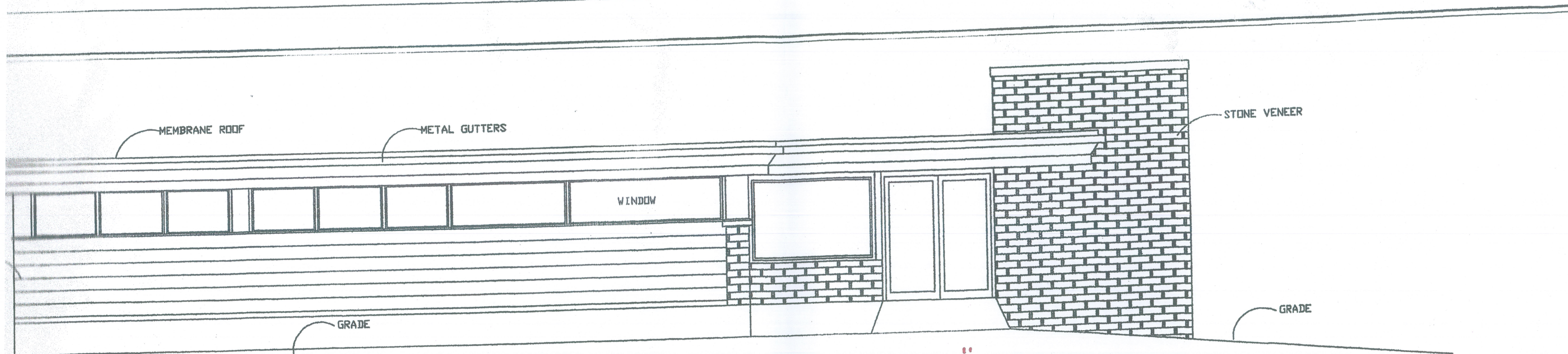


NORTH ELEVATION *WINDOWS REMAIN AS SHOWN*
 SCALE: 3/16" = 1'

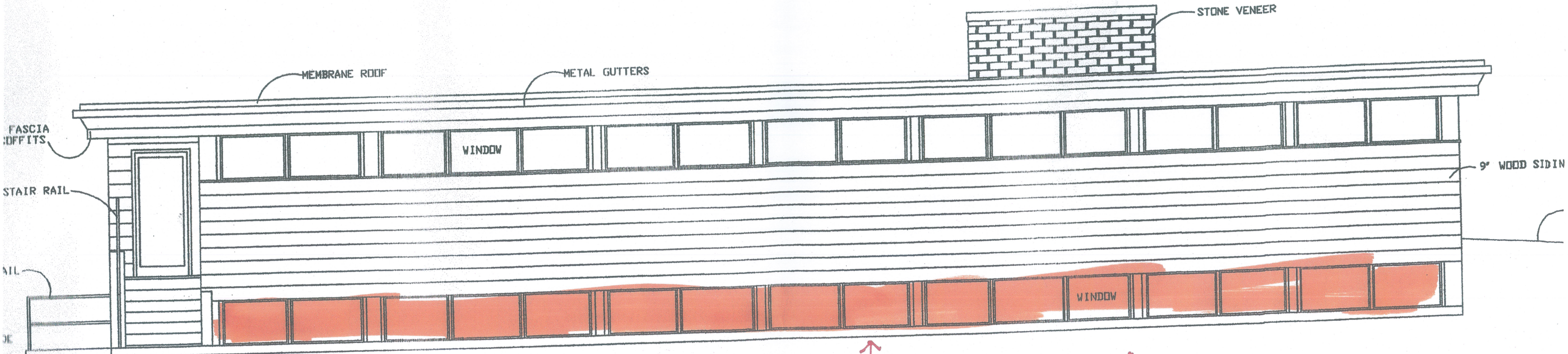


EAST ELEVATION
 SCALE: 3/16" = 1'

"UPPER WINDOWS REMAIN"
"LOWER WINDOWS WILL BE INFILLED TO RECEIVE LANDSCAPING MATERIAL PER LANDSCAPE PLAN"



SOUTH ELEVATION "WINDOWS REMAIN AS SHOWN"
 SCALE: 3/16" = 1'

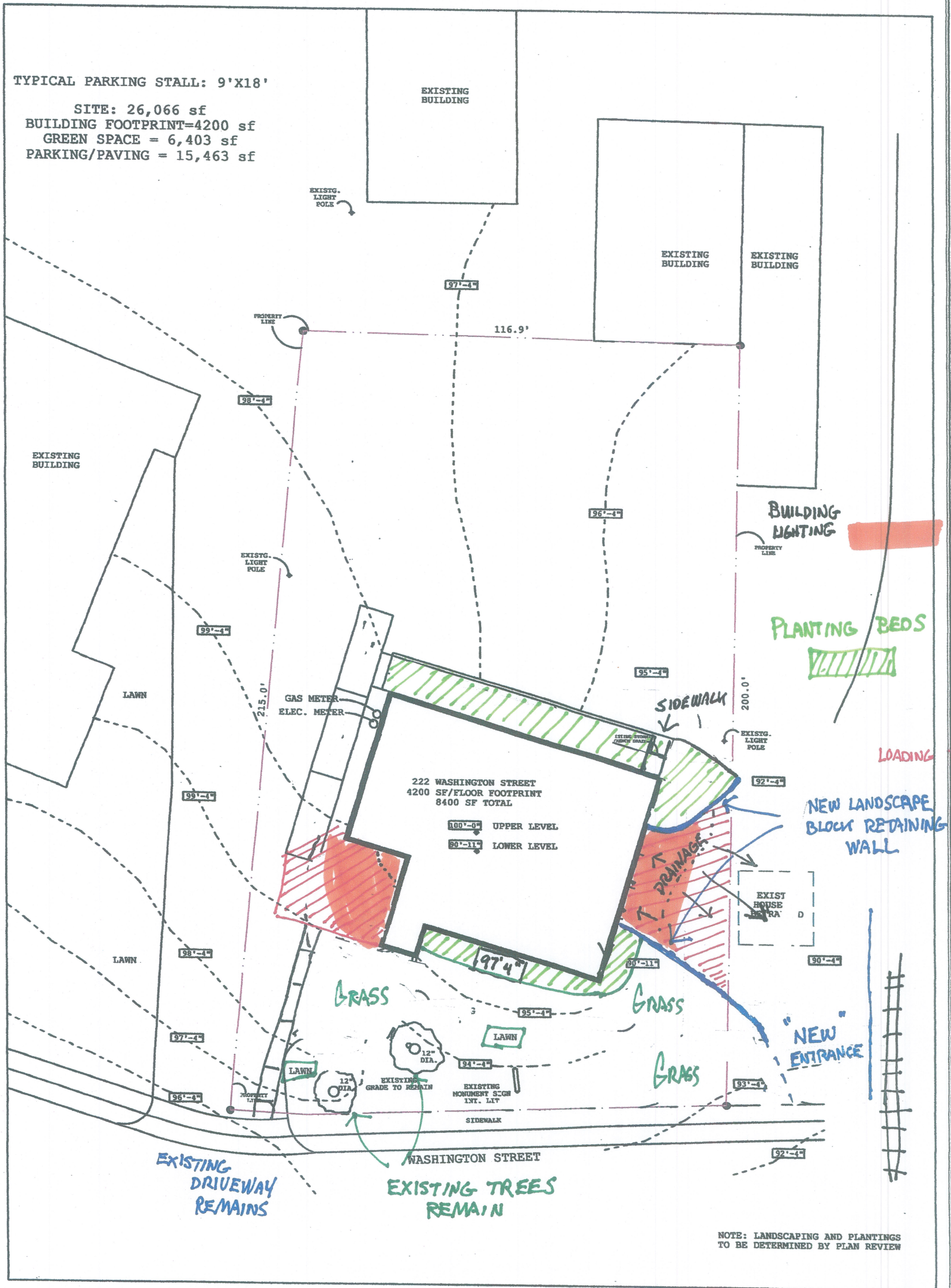


WEST ELEVATION "UPPER WINDOWS REMAIN"
 SCALE: 3/16" = 1' "LOWER WINDOWS WILL BE INFILLED TO RECEIVE LANDSCAPING MATERIAL PER LANDSCAPE PLAN"

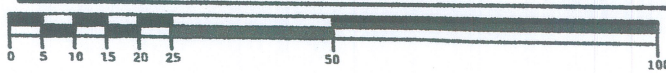
NEW FINISHED GRADE
 AT THE BUILDING

TYPICAL PARKING STALL: 9'X18'

SITE: 26,066 sf
 BUILDING FOOTPRINT=4200 sf
 GREEN SPACE = 6,403 sf
 PARKING/PAVING = 15,463 sf



NOTE: LANDSCAPING AND PLANTINGS
 TO BE DETERMINED BY PLAN REVIEW



SITE PLAN "REVISED" 5-10-16

SHEET
A1.0

DATE
 21 APR 16
 PROJECT NUMBER
 16-021

PROPOSED BUILDING ALTERATIONS FOR:
WISCONSIN REAL ESTATE OPTIONS
 222 WASHINGTON ST.
 MENASHA, WI 54952

CONTRACTING SPECIALISTS INC.
 P.O. BOX 250
 NEENAH, WI 54957

PHONE:
 (920) 886-8700
 FAX:
 (920) 886-8703
 EMAIL:
 info-cs@ncw.it.com

TYPICAL PARKING STALL: 9'X18'

SITE: 26,066 sf
BUILDING FOOTPRINT=4200 sf
GREEN SPACE = 6,403 sf
PARKING/PAVING = 15,463 sf

LANDSCAPE DESIGN
CONSULTATION
by



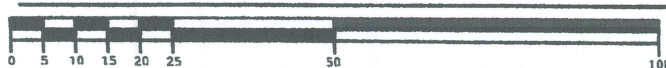
ROBIN VANVALIN

(920) 788-1051 Phone
(920) 788-6598 Fax
www.vanzeelandnursery.com

1715 E. Main Street
Little Chute, WI 54140

QUANTITY

- | | | | |
|---|-----------------|--------------|------------|
| 8 | barberries | concord | 3'x4' |
| 7 | " | golden touch | " |
| 7 | spirea | magic carpet | " |
| 6 | ivory hahlb | | 5'x5' |
| 4 | tauton yew | | 5'x4'H |
| 5 | arborviter | | 5'w x 15'H |
| 5 | " | | smaller |
| 1 | royal red maple | | |



SITE PLAN

NOTE: LANDSCAPING AND PLANTINGS
TO BE DETERMINED BY PLAN REVIEW

SHEET

A1.0

DATE

21 APR 16

PROJECT NUMBER
16-021

PROPOSED BUILDING ALTERATIONS FOR:
WISCONSIN REAL ESTATE OPTIONS
222 WASHINGTON ST.
MENASHA, WI 54952

CONTRACTING SPECIALISTS INC.
P.O. BOX 250
NEENAH, WI 54957

PHONE: (920) 886-8700
FAX: (920) 886-8703
EMAIL: info-csl@ncw.ir.com



MEMORANDUM

To: Mayor Merkes and Common Council

From: PRD Tungate *BT*

Date: June 16, 2016

RE: Summary of added costs relative to the Loop the Lake Trail alternative route and bridge approaches

The following is a summary of costs from questions raised at the June 6, 2016 Common Council meeting.

- \$129,000= total estimated cost of building a 1,350ft, 10ft wide asphalt trail behind the Neenah/Menasha Wastewater Treatment Plant. Cost includes 14 light poles – note that NMSC is not in favor of this idea.
- \$325,000= total estimated additional cost of a pedestrian bridge crossing at Butte des Morts Street instead of Mathewson Street. The crossing at Butte des Morts Street is approximately 900ft compared to 640ft at Mathewson Street.
- \$125,000= total estimated additional cost of building the bridge approach over the outfall structure at the end of Mathewson Street – note that NMSC is not in favor of this idea.



MEMORANDUM

To: Common Council

From: PRD Tungate BT

Date: June 2, 2016

RE: Offer to Purchase – 100 Fox Street

BACKGROUND: On February 1, 2016, the Common Council approved a motion relating to the location of the Loop the Lake trail route through Doty Island. Part of the motion stated that the “trail approach to the new bridge should be placed on the east side of the Mathewson Street right of way”.

Since that time, staff and the project engineer investigated three bridge approach options. The biggest challenge has been to either build over or around a concrete outfall structure which is located on the shoreline at the end of the right of way. The option of building over the outfall structure was not practical for future maintenance concerns. The other two options would have required some form of land acquisition. In the end, it was felt that acquiring the vacant lot at 100 Fox Street provided the best design solution. First, it allows for the most cost effective bridge design. It minimizes the number of bridge pilings and maintains the best alignment for the north landing near the Trestle Trail. Second, by acquiring the lot, we can create a safer landing for pedestrians by creating more separation between the existing right of way and the trail. Third, we are able to add a small off-street parking area, including a convenient handicapped accessible stall. Lastly, we'll be able to create a beautiful, riverfront green space for the public to enjoy. Development of the site is expected to be part of the overall project budget. Future Neenah may pursue some sponsorship opportunities for this site.

FISCAL IMPACT: We have an accepted offer to purchase for \$25,000 to acquire the lot. Funds are available in the Park Development Fund (209) to make this purchase.

RECOMMENDATION: Staff, the project engineer, along with the Park Board and Plan Commission all support the acquisition of 100 Fox Street to be used for the Loop the Lake Trail project. Staff recommends the Council accept Resolution R-17-16.

RESOLUTION R-17-16

A RESOLUTION APPROVING A 2016 BUDGET ADJUSTMENT FOR THE PURPOSE OF ACQUIRING A VACANT LOT AT 100 FOX STREET FOR THE LOOP THE LAKE TRAIL PROJECT.

Introduced by Ald. Nichols

WHEREAS, the City of Menasha supports the Loop the Lake Trail project; and

WHEREAS, the acquisition of the vacant lot at 100 Fox Street will allow for the most efficient and cost effective design of the pedestrian bridge landing at this location; and

WHEREAS, both the Plan Commission and Parks and Recreation Board approved the acquisition of this lot and design plan for its use as proposed by trail project engineers; and

WHEREAS, funds for the purchase are available from the Park Development Fund.

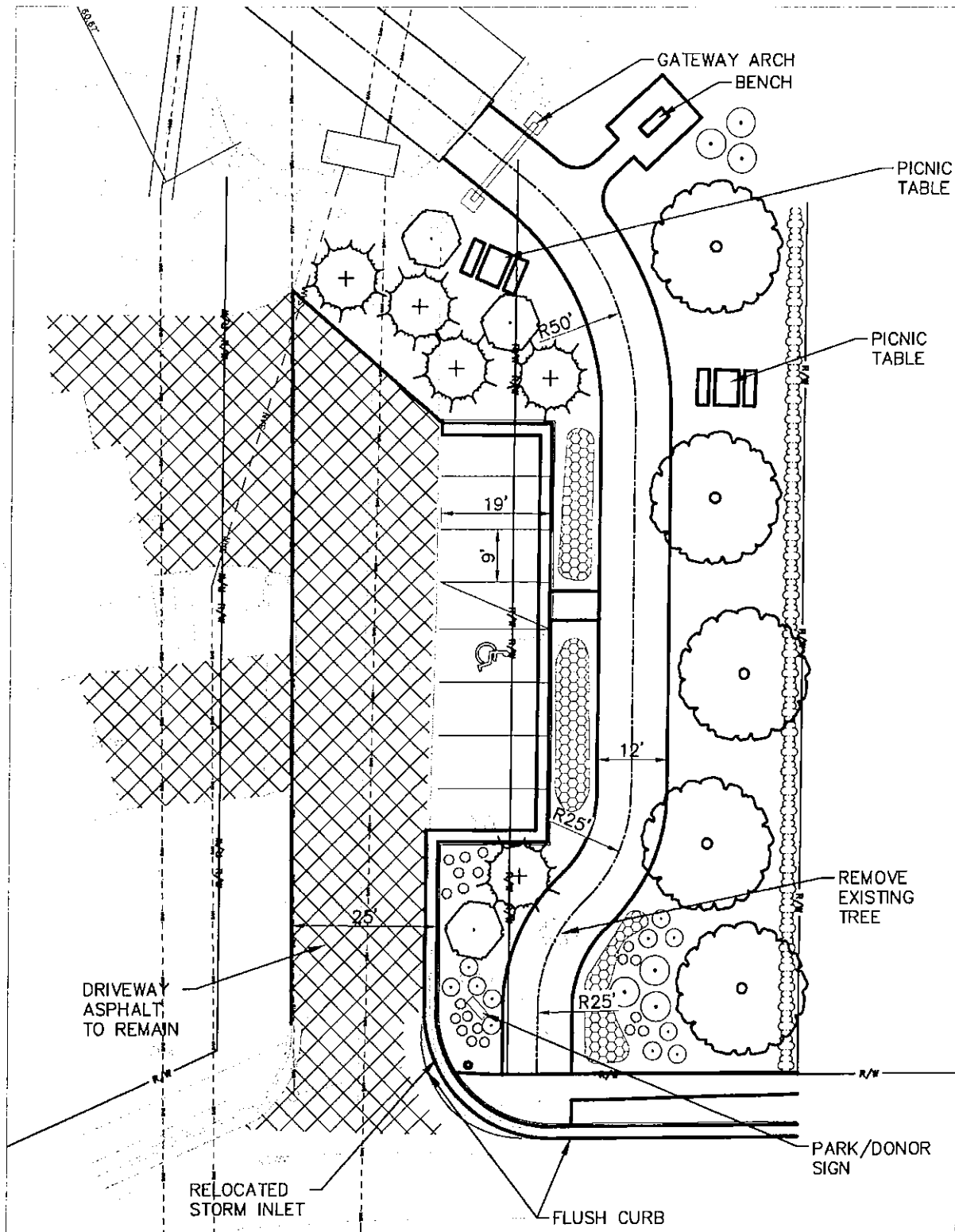
NOW, THEREFORE BE IT RESOLVED by the Mayor and Common Council that staff is hereby authorized and directed to spend \$25,000 from the Park Development Fund (Fund 209) to purchase the vacant lot at 100 Fox Street

Passed and approved this _____ day of June, 2016.

Donald J. Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



WB-13 VACANT LAND OFFER TO PURCHASE

1 LICENSEE DRAFTING THIS OFFER ON _____ [DATE] IS (AGENT OF BUYER)
2 (~~AGENT OF SELLER/LISTING BROKER~~) (~~AGENT OF BUYER AND SELLER~~) **STRIKE THOSE NOT APPLICABLE**
3 **GENERAL PROVISIONS** The Buyer, City of Menasha
4 _____, offers to purchase the Property
5 known as [Street Address] 100 Fox Street
6 in the City of Menasha, County of Winnebago, Wisconsin (Insert
7 additional description, if any, at lines 458-464 or 526-534 or attach as an addendum per line 529), on the following terms:
8 ■ PURCHASE PRICE: Twenty Five Thousand and 400
9 _____ Dollars (\$ 25,000).
10 ■ EARNEST MONEY of \$ _____ accompanies this Offer and earnest money of \$ _____
11 will be mailed, or commercially or personally delivered within _____ days of acceptance to listing broker or
12 _____.
13 ■ THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise provided below.
14 ■ INCLUDED IN PURCHASE PRICE: Seller is including in the purchase price the Property, all Fixtures on the Property on the
15 date of this Offer not excluded at lines 18-19, and the following additional items: _____
16 _____
17 _____
18 ■ NOT INCLUDED IN PURCHASE PRICE: _____
19 _____
20 **CAUTION: Identify Fixtures that are on the Property (see lines 290-294) to be excluded by Seller or which are rented**
21 **and will continue to be owned by the lessor.**
22 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are**
23 **included/excluded. Annual crops are not part of the purchase price unless otherwise agreed.**
24 ■ ZONING: Seller represents that the Property is zoned: R-1 Single Family District
25 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical
26 copies of the Offer.
27 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term deadlines**
28 **running from acceptance provide adequate time for both binding acceptance and performance.**
29 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on
30 or before _____. Seller may keep the Property on the
31 market and accept secondary offers after binding acceptance of this Offer.
32 **CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**
33 **OPTIONAL PROVISIONS** TERMS OF THIS OFFER THAT ARE PRECEDED BY AN OPEN BOX (☐) ARE PART OF THIS
34 OFFER ONLY IF THE BOX IS MARKED SUCH AS WITH AN "X." THEY ARE NOT PART OF THIS OFFER IF MARKED "N/A"
35 OR ARE LEFT BLANK.
36 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and
37 written notices to a Party shall be effective only when accomplished by one of the methods specified at lines 38-56.
38 (1) **Personal Delivery:** giving the document or written notice personally to the Party, or the Party's recipient for delivery if
39 named at line 40 or 41.
40 Seller's recipient for delivery (optional): _____
41 Buyer's recipient for delivery (optional): Pamela Captain - City of Menasha Attorney
42 ☐ (2) **Fax:** fax transmission of the document or written notice to the following telephone number:
43 Seller: (_____) _____ Buyer: (_____) _____
44 ☐ (3) **Commercial Delivery:** depositing the document or written notice fees prepaid or charged to an account with a
45 commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery if named at line 40 or 41, for
46 delivery to the Party's delivery address at line 49 or 50.
47 ☐ (4) **U.S. Mail:** depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the Party,
48 or to the Party's recipient for delivery if named at line 40 or 41, for delivery to the Party's delivery address at line 49 or 50.
49 Delivery address for Seller: _____
50 Delivery address for Buyer: _____
51 ☒ (5) **E-Mail:** electronically transmitting the document or written notice to the Party's e-mail address, if given below at line
52 55 or 56. If this is a consumer transaction where the property being purchased or the sale proceeds are used primarily for
53 personal, family or household purposes, each consumer providing an e-mail address below has first consented electronically
54 to the use of electronic documents, e-mail delivery and electronic signatures in the transaction, as required by federal law.
55 E-Mail address for Seller (optional): _____
56 E-Mail address for Buyer (optional): pcaptain@ci.menasha.wi.us
57 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller
58 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

OCCUPANCY Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in this Offer at lines 458-464 or 526-534 or in an addendum attached per line 525. At time of Buyer's occupancy, Property shall be free of all debris and personal property except for personal property belonging to current tenants, or that sold to Buyer or left with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

PROPERTY CONDITION REPRESENTATIONS Seller represents to Buyer that as of the date of acceptance Seller has no notice or knowledge of Conditions Affecting the Property or Transaction (see lines 163-187 and 246-278) other than those identified in the Seller's disclosure report dated _____, which was received by Buyer prior to Buyer signing this Offer and which is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE** and No Condition Report Available

INSERT CONDITIONS NOT ALREADY INCLUDED IN THE DISCLOSURE REPORT

CLOSING This transaction is to be closed no later than _____ at the place selected by Seller, unless otherwise agreed by the Parties in writing.

CLOSING PRORATIONS The following items, if applicable, shall be prorated at closing, based upon date of closing values: real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners association assessments, fuel and _____.

CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.

Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.

Real estate taxes shall be prorated at closing based on [CHECK BOX FOR APPLICABLE PRORATION FORMULA]:

☒ The net general real estate taxes for the preceding year, or the current year if available (Net general real estate taxes are defined as general property taxes after state tax credits and lottery credits are deducted) (NOTE: THIS CHOICE APPLIES IF NO BOX IS CHECKED)

☐ Current assessment times current mill rate (current means as of the date of closing)

☐ Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior year, or current year if known, multiplied by current mill rate (current means as of the date of closing)

CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be substantially different than the amount used for proration especially in transactions involving new construction, extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact the local assessor regarding possible tax changes.

☐ Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation and is the responsibility of the Parties to complete, not the responsibility of the real estate brokers in this transaction.

LEASED PROPERTY If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the (written) (oral) **STRIKE ONE** lease(s), if any, are None

_____. Insert additional terms, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525.

GOVERNMENT PROGRAMS: Seller shall deliver to Buyer, within _____ days of acceptance of this Offer, a list of all federal, state, county, and local conservation, farmland, environmental, or other land use programs, agreements, restrictions, or conservation easements, which apply to any part of the Property (e.g., farmland preservation agreements, farmland preservation or exclusive agricultural zoning, use value assessments, Forest Crop, Managed Forest, Conservation Reserve Program, wetland mitigation, shoreland zoning mitigation plan or comparable programs), along with disclosure of any penalties, fees, withdrawal charges, or payback obligations pending, or currently deferred, if any. This contingency will be deemed satisfied unless Buyer delivers to Seller, within seven (7) days of Buyer's Actual Receipt of said list and disclosure, or the deadline for delivery, whichever is earlier, a notice terminating this Offer based upon the use restrictions, program requirements, and/or amount of any penalty, fee, charge, or payback obligation.

CAUTION: If Buyer does not terminate this Offer, Buyer is hereby agreeing that Buyer will continue in such programs, as may apply, and Buyer agrees to reimburse Seller should Buyer fail to continue any such program such that Seller incurs any costs, penalties, damages, or fees that are imposed because the program is not continued after sale. The Parties agree this provision survives closing.

MANAGED FOREST LAND: All, or part, of the Property is managed forest land under the Managed Forest Law (MFL). This designation will continue after closing. Buyer is advised as follows: The MFL is a landowner incentive program that encourages sustainable forestry on private woodlands by reducing and deferring property taxes. Orders designating lands as managed forest lands remain in effect for 25 or 50 years. When ownership of land enrolled in the MFL program changes, the new owner must sign and file a report of the change of ownership on a form provided by the Department of Natural Resources and pay a fee. By filing this form, the new owner agrees to the associated MFL management plan and the MFL program rules. The DNR Division of Forestry monitors forest management plan compliance. Changes you make to property that is subject to an order designating it as managed forest land, or to its use, may jeopardize your benefits under the program or may cause the property to be withdrawn from the program and may result in the assessment of penalties. For more information call the local DNR forester or visit <http://www.dnr.state.wi.us>.

FENCES: Wis. Stat. § 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal shares where one or both of the properties is used and occupied for farming or grazing purposes.

CAUTION: Consider an agreement addressing responsibility for fences if Property or adjoining land is used and occupied for farming or grazing purposes.

USE VALUE ASSESSMENTS: The use value assessment system values agricultural land based on the income that would be generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural land to a non-agricultural use (e.g., residential or commercial development), that person may owe a conversion charge. To obtain more information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's Equalization Section or visit <http://www.revenue.wi.gov/>.

FARMLAND PRESERVATION: Rezoning a property zoned farmland preservation to another use or the early termination of a farmland preservation agreement or removal of land from such an agreement can trigger payment of a conversion fee equal to 3 times the class 1 "use value" of the land. Contact the Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Agricultural Resource Management or visit <http://www.datcp.state.wi.us/> for more information.

CONSERVATION RESERVE PROGRAM (CRP): The CRP encourages farmers, through contracts with the U.S. Department of Agriculture, to stop growing crops on highly erodible or environmentally sensitive land and instead to plant a protective cover of grass or trees. CRP contracts run for 10 to 15 years, and owners receive an annual rent plus one-half of the cost of establishing permanent ground cover. Removing lands from the CRP in breach of a contract can be quite costly. For more information call the state Farm Service Agency office or visit <http://www.fsa.usda.gov/>.

SHORELAND ZONING ORDINANCES: All counties must adopt shoreland zoning ordinances that meet or are more restrictive than Wis. Admin. Code Chapter NR 115. County shoreland zoning ordinances apply to all unincorporated land within 1,000 feet of a navigable lake, pond or flowage or within 300 feet of a navigable river or stream and establish minimum standards for building setbacks and height limits, cutting trees and shrubs, lot sizes, water runoff, impervious surface standards (that may be exceeded only if a mitigation plan is adopted) and repairs to nonconforming structures. Buyers must conform to any existing mitigation plans. For more information call the county zoning office or visit <http://www.dnr.state.wi.us/>. Buyer is advised to check with the applicable city, town or village for additional shoreland zoning restrictions, if any.

BUYER'S PRE-CLOSING WALK-THROUGH Within 3 days prior to closing, at a reasonable time pre-approved by Seller or Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no significant change in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and that any defects Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING Seller shall maintain the Property until the earlier of closing or occupancy of Buyer in materially the same condition as of the date of acceptance of this Offer, except for ordinary wear and tear. If, prior to closing, the Property is damaged in an amount of not more than five percent (5%) of the selling price, Seller shall be obligated to repair the Property and restore it to the same condition that it was on the day of this Offer. No later than closing, Seller shall provide Buyer with lien waivers for all lienable repairs and restoration. If the damage shall exceed such sum, Seller shall promptly notify Buyer in writing of the damage and this Offer may be canceled at option of Buyer. Should Buyer elect to carry out this Offer despite such damage, Buyer shall be entitled to the insurance proceeds, if any, relating to the damage to the Property, plus a credit towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However, if this sale is financed by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sole purpose of restoring the Property.

DEFINITIONS

■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document or written notice physically in the Party's possession, regardless of the method of delivery.

■ **CONDITIONS AFFECTING THE PROPERTY OR TRANSACTION:** "Conditions Affecting the Property or Transaction" are defined to include:

- a. Proposed, planned or commenced public improvements or public construction projects which may result in special assessments or otherwise materially affect the Property or the present use of the Property.
- b. Government agency or court order requiring repair, alteration or correction of any existing condition.
- c. Land division or subdivision for which required state or local approvals were not obtained.
- d. A portion of the Property in a floodplain, wetland or shoreland zoning area under local, state or federal regulations.
- e. A portion of the Property being subject to, or in violation of, a farmland preservation agreement or in a certified farmland preservation zoning district (see lines 130-133), or enrolled in, or in violation of, a Forest Crop, Managed Forest (see lines 111-120), Conservation Reserve (see lines 134-138), or comparable program.
- f. Boundary or lot disputes, encroachments or encumbrances, a joint driveway or violation of fence laws (Wis. Stat. ch. 90) (where one or both of the properties is used and occupied for farming or grazing).
- g. Material violations of environmental rules or other rules or agreements regulating the use of the Property.
- h. Conditions constituting a significant health risk or safety hazard for occupants of the Property.
- i. Underground storage tanks presently or previously on the Property for storage of flammable or combustible liquids, including, but not limited to, gasoline and heating oil.
- j. A Defect or contamination caused by unsafe concentrations of, or unsafe conditions relating to, pesticides, herbicides, fertilizer, radon, radium in water supplies, lead or arsenic in soil, or other potentially hazardous or toxic substances on the premises.
- k. Production of methamphetamine (meth) or other hazardous or toxic substances on the Property.
- l. High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the Property.
- m. Defects in any well, including unsafe well water due to contaminants such as coliform, nitrates and atrazine, and out-of-service wells and cisterns required to be abandoned (Wis. Admin. Code § NR 812.26) but that are not closed/abandoned according to applicable regulations.

(Definitions Continued on page 5)

IF LINE 190 IS NOT MARKED OR IS MARKED N/A, LINES 230-236 APPLY.

☐ **FINANCING CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written _____ [INSERT LOAN PROGRAM OR SOURCE] first mortgage loan commitment as described below, within _____ days of acceptance of this Offer. The financing selected shall be in an amount of not less than \$ _____ for a term of not less than _____ years, amortized over not less than _____ years. Initial monthly payments of principal and interest shall not exceed \$ _____. Monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private mortgage insurance premiums. The mortgage may not include a prepayment premium. Buyer agrees to pay discount points and/or loan origination fee in an amount not to exceed _____ % of the loan. If the purchase price under this Offer is modified, the financed amount, unless otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.

CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 201 or 202.

☐ **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____ %.

☐ **ADJUSTABLE RATE FINANCING:** The initial annual interest rate shall not exceed _____ %. The initial interest rate shall be fixed for _____ months, at which time the interest rate may be increased not more than _____ % per year. The maximum interest rate during the mortgage term shall not exceed _____ %. Monthly payments of principal and interest may be adjusted to reflect interest changes.

If Buyer is using multiple loan sources or obtaining a construction loan or land contract financing, describe at lines 458-464 or 526-534 or in an addendum attached per line 525.

■ **BUYER'S LOAN COMMITMENT:** Buyer agrees to pay all customary loan and closing costs, to promptly apply for a mortgage loan, and to provide evidence of application promptly upon request of Seller. If Buyer qualifies for the loan described in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no later than the deadline at line 192. **Buyer and Seller agree that delivery of a copy of any written loan commitment to Seller (even if subject to conditions) shall satisfy the Buyer's financing contingency if, after review of the loan commitment, Buyer has directed, in writing, delivery of the loan commitment. Buyer's written direction shall accompany the loan commitment. Delivery shall not satisfy this contingency if accompanied by a notice of unacceptability.**

CAUTION: The delivered commitment may contain conditions Buyer must yet satisfy to obligate the lender to provide the loan. **BUYER, BUYER'S LENDER AND AGENTS OF BUYER OR SELLER SHALL NOT DELIVER A LOAN COMMITMENT TO SELLER OR SELLER'S AGENT WITHOUT BUYER'S PRIOR WRITTEN APPROVAL OR UNLESS ACCOMPANIED BY A NOTICE OF UNACCEPTABILITY.**

■ **SELLER TERMINATION RIGHTS:** If Buyer does not make timely delivery of said commitment, Seller may terminate this Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written loan commitment.

■ **FINANCING UNAVAILABILITY:** If financing is not available on the terms stated in this Offer (and Buyer has not already delivered an acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of same including copies of lender(s)' rejection letter(s) or other evidence of unavailability. Unless a specific loan source is named in this Offer, Seller shall then have 10 days to deliver to Buyer written notice of Seller's decision to finance this transaction on the same terms set forth in this Offer and this Offer shall remain in full force and effect, with the time for closing extended accordingly. If Seller's notice is not timely given, this Offer shall be null and void. Buyer authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.

■ **IF THIS OFFER IS NOT CONTINGENT ON FINANCING:** Within 7 days of acceptance, a financial institution or third party in control of Buyer's funds shall provide Seller with reasonable written verification that Buyer has, at the time of verification, sufficient funds to close. If such written verification is not provided, Seller has the right to terminate this Offer by delivering written notice to Buyer. Buyer may or may not obtain mortgage financing but does not need the protection of a financing contingency. Seller agrees to allow Buyer's appraiser access to the Property for purposes of an appraisal. Buyer understands and agrees that this Offer is not subject to the appraisal meeting any particular value, unless this Offer is subject to an appraisal contingency, nor does the right of access for an appraisal constitute a financing contingency.

☒ **APPRAISAL CONTINGENCY:** This Offer is contingent upon the Buyer or Buyer's lender having the Property appraised at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated subsequent to the date of this Offer indicating an appraised value for the Property equal to or greater than the agreed upon purchase price. This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to Seller a copy of the appraisal report which indicates that the appraised value is not equal to or greater than the agreed upon purchase price, accompanied by a written notice of termination.

CAUTION: An appraisal ordered by Buyer's lender may not be received until shortly before closing. Consider whether deadlines provide adequate time for performance.

245 **DEFINITIONS CONTINUED FROM PAGE 3**

- 246 n. Defects in any septic system or other sanitary disposal system on the Property or out-of-service septic systems not
 247 closed/abandoned according to applicable regulations.
- 248 o. Subsoil conditions which would significantly increase the cost of development including, but not limited to, subsurface
 249 foundations or waste material; organic or non-organic fill; dumpsites where pesticides, herbicides, fertilizer or other toxic
 250 or hazardous materials or containers for these materials were disposed of in violation of manufacturer's or government
 251 guidelines or other laws regulating said disposal; high groundwater; adverse soil conditions (e.g. low load bearing
 252 capacity, earth or soil movement, slides) or excessive rocks or rock formations.
- 253 p. Brownfields (abandoned, idled or under-used land which may be subject to environmental contamination) or other
 254 contaminated land, or soils contamination remediated under PECFA, the Department of Natural Resources (DNR)
 255 Remediation and Redevelopment Program, the Agricultural Chemical Cleanup Program or other similar program.
- 256 q. Lack of legal vehicular access to the Property from public roads.
- 257 r. Homeowners' associations, common areas shared or co-owned with others, zoning violations or nonconforming uses,
 258 conservation easements, restrictive covenants, rights-of-way, easements, easement maintenance agreements, or use of
 259 a part of Property by non-owners, other than recorded utility easements.
- 260 s. Special purpose district, such as a drainage district, lake district, sanitary district or sewer district, that has the authority to
 261 impose assessments against the real property located within the district.
- 262 t. Federal, state or local regulations requiring repairs, alterations or corrections of an existing condition.
- 263 u. Property tax increases, other than normal annual increases; completed or pending property tax reassessment of the
 264 Property, or proposed or pending special assessments.
- 265 v. Burial sites, archeological artifacts, mineral rights, orchards or endangered species.
- 266 w. Flooding, standing water, drainage problems or other water problems on or affecting the Property.
- 267 x. Material damage from fire, wind, floods, earthquake, expansive soils, erosion or landslides.
- 268 y. Significant odor, noise, water intrusion or other irritants emanating from neighboring property.
- 269 z. Substantial crop damage from disease, insects, soil contamination, wildlife or other causes; diseased trees; or substantial
 270 injuries or disease in livestock on the Property or neighboring properties.
- 271 aa. Existing or abandoned manure storage facilities on the Property.
- 272 bb. Impact fees, or other conditions or occurrences that would significantly increase development costs or reduce the value of
 273 the Property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
- 274 cc. The Property is subject to a mitigation plan required by DNR rules related to county shoreland zoning ordinances that
 275 obligates the owner to establish or maintain certain measures related to shoreland conditions, enforceable by the county
 276 (see lines 139-145).
- 277 dd. All or part of the land has been assessed as agricultural land, the owner has been assessed a use-value conversion
 278 charge or the payment of a use-value conversion charge has been deferred.
- 279 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by excluding
 280 the day the event occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day.
 281 Deadlines expressed as a specific number of "business days" exclude Saturdays, Sundays, any legal public holiday under
 282 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive
 283 registered mail or make regular deliveries on that day. Deadlines expressed as a specific number of "hours" from the
 284 occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by counting 24 hours
 285 per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific event, such as
 286 closing, expire at midnight of that day.
- 287 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would
 288 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would
 289 significantly shorten or adversely affect the expected normal life of the premises.
- 290 ■ **FIXTURE:** A "Fixture" is an item of property which is physically attached to or so closely associated with land so as to be
 291 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage
 292 to the premises, items specifically adapted to the premises, and items customarily treated as fixtures, including, but not limited
 293 to, all: perennial crops; garden bulbs; plants; shrubs and trees and fences; storage buildings on permanent foundations and
 294 docks/piers on permanent foundations.

295 **CAUTION: Exclude any Fixtures to be retained by Seller or which are rented on lines 18-19.**

296 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-7.

297 **PROPERTY DEVELOPMENT WARNING** If Buyer contemplates developing Property for a use other than the current use,
 298 there are a variety of issues which should be addressed to ensure the development or new use is feasible. Municipal and
 299 zoning ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or
 300 uses and therefore should be reviewed. Building permits, zoning variances, Architectural Control Committee approvals,
 301 estimates for utility hook-up expenses, special assessments, changes for installation of roads or utilities, environmental audits,
 302 subsoil tests, or other development related fees may need to be obtained or verified in order to determine the feasibility of
 303 development of, or a particular use for, a property. Optional contingencies which allow Buyer to investigate certain of these
 304 issues can be found at lines 306-350 and Buyer may add contingencies as needed in addenda (see line 525). Buyer should
 305 review any plans for development or use changes to determine what issues should be addressed in these contingencies.

306 ☐ **PROPOSED USE CONTINGENCIES:** Buyer is purchasing the Property for the purpose of: _____

307 _____

308 _____

309 [insert proposed use and type and size of building, if applicable; e.g. three bedroom single family home]. The optional
310 provisions checked on lines 314-345 shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers
311 written notice to Seller specifying those items which cannot be satisfied and written evidence substantiating why each specific
312 item included in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice, this Offer shall be null and void. Seller
313 agrees to cooperate with Buyer as necessary to satisfy the contingencies checked at lines 314-350.

314 ☐ **ZONING CLASSIFICATION CONFIRMATION:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's)
315 ~~STRIKE ONE~~ ("Buyer's" if neither is stricken) expense, verification that the Property is zoned _____
316 _____ and that the Property's zoning allows the Buyer's proposed use described at lines 306-308.

317 ☐ **SUBSOILS:** This offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither
318 is stricken) expense, written evidence from a qualified soils expert that the Property is free of any subsoil condition which
319 would make the proposed use described at lines 306-308 impossible or significantly increase the costs of such
320 development.

321 ☐ **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** This Offer is contingent
322 upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither is stricken) expense, written evidence from
323 a certified soils tester that (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must
324 be approved, meet the legal requirements in effect on the date of this Offer to obtain a permit for a POWTS for use of the
325 Property as stated on lines 306-308. The POWTS (septic system) allowed by the written evidence must be one of
326 the following POWTS that is approved by the State for use with the type of property identified at lines 306-308 ~~CHECK~~
327 ~~ALL THAT APPLY:~~ ☐ conventional in-ground; ☐ mound; ☐ at grade; ☐ in-ground pressure distribution; ☐ holding tank;

328 ☐ other: _____

329 ☐ **EASEMENTS AND RESTRICTIONS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE~~
330 ~~ONE~~ ("Buyer's" if neither is stricken) expense, copies of all public and private easements, covenants and restrictions
331 affecting the Property and a written determination by a qualified independent third party that none of these prohibit or
332 significantly delay or increase the costs of the proposed use or development identified at lines 306-308.

333 ☐ **APPROVALS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if
334 neither is stricken) expense, permits, approvals and licenses, as appropriate, or the final discretionary action by the
335 granting authority prior to the issuance of such permits, approvals and licenses, for the following items related to Buyer's
336 proposed use: _____

337 _____

338 ☐ **UTILITIES:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither
339 is stricken) expense, written verification of the following utility connections at the listed locations (e.g., on the Property, at
340 the lot line, across the street, etc.) ~~CHECK AND COMPLETE AS APPLICABLE:~~ ☐ electricity _____;
341 ☐ gas _____; ☐ sewer _____; ☐ water _____;
342 ☐ telephone _____; ☐ cable _____; ☐ other _____

343 ☐ **ACCESS TO PROPERTY:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~
344 ("Buyer's" if neither is stricken) expense, written verification that there is legal vehicular access to the Property from public
345 roads.

346 ☐ **LAND USE APPROVAL:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if
347 neither is stricken) expense, a ☐ rezoning; ☐ conditional use permit; ☐ license; ☐ variance; ☐ building permit; ☐
348 occupancy permit; ☐ other _____ ~~CHECK ALL THAT APPLY~~, and delivering
349 written notice to Seller if the item cannot be obtained, all within _____ days of acceptance for the Property for its proposed
350 use described at lines 306-308.

351 ☐ **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) ~~STRIKE ONE~~ ("Seller
352 providing" if neither is stricken) a Map of the Property dated subsequent to the date of acceptance of this Offer prepared by a
353 registered land surveyor, within _____ days of acceptance, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Seller's" if neither is stricken)
354 expense. The map shall show minimum of _____ acres, maximum of _____ acres, the legal description of the
355 Property, the Property's boundaries and dimensions, visible encroachments upon the Property, the location of improvements,
356 if any, and: _____

357 ~~STRIKE AND COMPLETE AS APPLICABLE~~ Additional map features which may be added include, but are not limited to:
358 staking of all corners of the Property; identifying dedicated and apparent streets; lot dimensions; total acreage or square
359 footage; easements or rights-of-way. **CAUTION: Consider the cost and the need for map features before selecting them.**

360 **Also consider the time required to obtain the map when setting the deadline.** This contingency shall be deemed satisfied
361 unless Buyer, within five days of the earlier of: (1) Buyer's receipt of the map; or (2) the deadline for delivery of said map,
362 delivers to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information
363 materially inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency.

364 Upon delivery of Buyer's notice, this Offer shall be null and void.

365 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land dimensions, total square footage, acreage
 366 figures, or allocation of acreage information, provided to Buyer by Seller or by a broker, may be approximate because of
 367 rounding, formulas used or other reasons, unless verified by survey or other means.

368 **CAUTION: Buyer should verify land dimensions, total square footage/acreage figures and allocation of acreage**
 369 **information if material to Buyer's decision to purchase.**

370 **EARNEST MONEY**

371 ■ **HELD BY:** Unless otherwise agreed, earnest money shall be paid to and held in the trust account of the listing broker
 372 (Buyer's agent if Property is not listed or Seller's account if no broker is involved), until applied to the purchase price or
 373 otherwise disbursed as provided in the Offer.

374 **CAUTION: Should persons other than a broker hold earnest money, an escrow agreement should be drafted by the**
 375 **Parties or an attorney. If someone other than Buyer makes payment of earnest money, consider a special**
 376 **disbursement agreement.**

377 ■ **DISBURSEMENT:** If negotiations do not result in an accepted offer, the earnest money shall be promptly disbursed (after
 378 clearance from payor's depository institution if earnest money is paid by check) to the person(s) who paid the earnest money.
 379 At closing, earnest money shall be disbursed according to the closing statement. If this Offer does not close, the earnest
 380 money shall be disbursed according to a written disbursement agreement signed by all Parties to this Offer. If said
 381 disbursement agreement has not been delivered to broker within 60 days after the date set for closing, broker may disburse
 382 the earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller;
 383 (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; or (4)
 384 any other disbursement required or allowed by law. Broker may retain legal services to direct disbursement per (1) or to file an
 385 interpleader action per (2) and broker may deduct from the earnest money any costs and reasonable attorneys fees, not to
 386 exceed \$250, prior to disbursement.

387 ■ **LEGAL RIGHTS/ACTION:** Broker's disbursement of earnest money does not determine the legal rights of the Parties in
 388 relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by broker. At least 30 days prior to
 389 disbursement per (1) or (4) above, broker shall send Buyer and Seller notice of the disbursement by certified mail. If Buyer or
 390 Seller disagree with broker's proposed disbursement, a lawsuit may be filed to obtain a court order regarding disbursement.
 391 Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of residential property with 1-4
 392 dwelling units and certain other earnest money disputes. Buyer and Seller should consider consulting attorneys regarding their
 393 legal rights under this Offer in case of a dispute. Both Parties agree to hold the broker harmless from any liability for good faith
 394 disbursement of earnest money in accordance with this Offer or applicable Department of Regulation and Licensing
 395 regulations concerning earnest money. See Wis. Admin. Code Ch. RL 18.

396 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of the
 397 Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the transaction as
 398 defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession data to multiple
 399 listing service sold databases; and (iii) provide active listing, pending sale, closed sale and financing concession information
 400 and data, and related information regarding seller contributions, incentives or assistance, and third party gifts, to appraisers
 401 researching comparable sales, market conditions and listings, upon inquiry.

402 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
 403 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at
 404 <http://www.widocoffenders.org> or by telephone at (608) 240-5830.

405 **N/A SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon delivery
406 of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer notice prior
407 to any deadline, nor is any particular secondary buyer given the right to be made primary ahead of other secondary buyers.
408 Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to delivery of Seller's notice
409 that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days after acceptance of this Offer. All
410 other Offer deadlines which are run from acceptance shall run from the time this Offer becomes primary.

411 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3)
412 occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in this
413 Offer except: None

414 If "Time is of the Essence" applies to a date or Deadline, failure to perform by the exact date or Deadline is a breach of
415 contract. If "Time is of the Essence" does not apply to a date or Deadline, then performance within a reasonable time of the
416 date or Deadline is allowed before a breach occurs.

417 **TITLE EVIDENCE**

418 **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed
419 (or trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as
420 provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements
421 entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use
422 restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's disclosure report and
423 in this Offer, general taxes levied in the year of closing and None

424 _____
425 _____
426 _____
427 which constitutes merchantable title for purposes of this transaction. Seller shall complete and execute the documents
428 necessary to record the conveyance at Seller's cost and pay the Wisconsin Real Estate Transfer Fee.

429 **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of the
430 purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall pay all
431 costs of providing title evidence to Buyer. Buyer shall pay all costs of providing title evidence required by Buyer's lender.

432 **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's) (Buyer's) **STRIKE**
433 **ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded after the
434 effective date of the title insurance commitment and before the deed is recorded, subject to the title insurance policy
435 exclusions and exceptions, provided the title company will issue the endorsement. If a gap endorsement or equivalent gap
436 coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 442-449).

437 **PROVISION OF MERCHANTABLE TITLE:** For purposes of closing, title evidence shall be acceptable if the required title
438 insurance commitment is delivered to Buyer's attorney or Buyer not more than _____ days after acceptance ("15" if left blank),
439 showing title to the Property as of a date no more than 15 days before delivery of such title evidence to be merchantable per
440 lines 418-427, subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements
441 and exceptions, as appropriate.

442 **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
443 objections to title within _____ days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In
444 such event, Seller shall have a reasonable time, but not exceeding _____ days ("5" if left blank) from Buyer's delivery of the
445 notice stating title objections, to deliver notice to Buyer stating Seller's election to remove the objections by the time set for
446 closing. In the event that Seller is unable to remove said objections, Buyer may deliver to Seller written notice waiving the
447 objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, Buyer shall deliver
448 written notice of termination and this Offer shall be null and void. Providing title evidence acceptable for closing does not
449 extinguish Seller's obligations to give merchantable title to Buyer.

450 **SPECIAL ASSESSMENTS:** Special assessments, if any, levied or for work actually commenced prior to the date of this
451 Offer shall be paid by Seller no later than closing. All other special assessments shall be paid by Buyer.

452 **CAUTION:** Consider a special agreement if area assessments, property owners association assessments, special
453 charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are
454 one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments)
455 relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all
456 sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact
457 fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).

458 **ADDITIONAL PROVISIONS/CONTINGENCIES**

459 _____
460 _____
461 _____
462 _____
463 _____
464 _____

465 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and
466 conditions of this Offer. A material failure to perform any obligation under this Offer is a default which may subject the
467 defaulting party to liability for damages or other legal remedies.

468 If **Buyer defaults**, Seller may:

469 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
470 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for
471 actual damages.

472 If **Seller defaults**, Buyer may:

473 (1) sue for specific performance; or
474 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

475 In addition, the Parties may seek any other remedies available in law or equity.

476 The Parties understand that the availability of any judicial remedy will depend upon the circumstances of the situation and the
477 discretion of the courts. If either Party defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution
478 instead of the remedies outlined above. By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of
479 law those disputes covered by the arbitration agreement.

480 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES SHOULD**
481 **READ THIS DOCUMENT CAREFULLY. BROKERS MAY PROVIDE A GENERAL EXPLANATION OF THE PROVISIONS**
482 **OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR OPINIONS CONCERNING YOUR LEGAL**
483 **RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT CLOSING. AN ATTORNEY SHOULD BE**
484 **CONSULTED IF LEGAL ADVICE IS NEEDED.**

485 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller
486 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds and
487 inures to the benefit of the Parties to this Offer and their successors in interest.

488 **INSPECTIONS AND TESTING** Buyer may only conduct inspections or tests if specific contingencies are included as a part of
489 this Offer. An "inspection" is defined as an observation of the Property which does not include an appraisal or testing of the
490 Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel source,
491 which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or building
492 materials from the Property and the laboratory or other analysis of these materials. Seller agrees to allow Buyer's inspectors,
493 testers and appraisers reasonable access to the Property upon advance notice, if necessary to satisfy the contingencies in
494 this Offer. Buyer and licensees may be present at all inspections and testing. Except as otherwise provided, Seller's
495 authorization for inspections does not authorize Buyer to conduct testing of the Property.

496 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of the**
497 **test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other**
498 **material terms of the contingency.**

499 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed
500 unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to Seller.
501 Seller acknowledges that certain inspections or tests may detect environmental pollution which may be required to be reported
502 to the Wisconsin Department of Natural Resources.

Property Address: 100 Fox Street Menasha, WI 54952

Page 10 of 10, WB-13

503 ☐ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 488-502). This Offer
504 is contingent upon a qualified independent inspector(s) conducting an inspection(s), of the Property which discloses no
505 Defects. This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing
506 an inspection of _____

507 (list any Property feature(s) to be separately inspected, e.g., dumpsite, etc.) which discloses no Defects. Buyer shall order the
508 inspection(s) and be responsible for all costs of inspection(s). Buyer may have follow-up inspections recommended in a
509 written report resulting from an authorized inspection performed provided they occur prior to the deadline specified at line 513.
510 Inspection(s) shall be performed by a qualified independent inspector or independent qualified third party.

511 **CAUTION: Buyer should provide sufficient time for the primary inspection and/or any specialized inspection(s), as
512 well as any follow-up inspection(s).**

513 This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to Seller a copy of the written
514 inspection report(s) and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).

515 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

516 For the purposes of this contingency, Defects (see lines 287-289) do not include conditions the nature and extent of which the
517 Buyer had actual knowledge or written notice before signing this Offer.

518 **■ RIGHT TO CURE:** Seller (shall)(shall not) STRIKE ONE ("shall" if neither is stricken) have a right to cure the Defects. If
519 Seller has the right to cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of
520 Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects; (2) curing the Defects in a good and
521 workmanlike manner; and (3) delivering to Buyer a written report detailing the work done within 3 days prior to closing. This
522 Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and: (1)
523 Seller does not have a right to cure or (2) Seller has a right to cure but: (a) Seller delivers written notice that Seller will not cure
524 or (b) Seller does not timely deliver the written notice of election to cure.

525 ☐ **ADDENDA:** The attached _____ is/are made part of this Offer.

526 **ADDITIONAL PROVISIONS/CONTINGENCIES**

527 _____
528 _____
529 _____
530 _____
531 _____
532 _____
533 _____
534 _____

535 This Offer was drafted by [Licensee and Firm] _____

536 _____ on _____

537 (x) _____

538 Buyer's Signature ▲ Print Name Here ► Date ▲

539 (x) _____

540 Buyer's Signature ▲ Print Name Here ► Date ▲

541 **EARNEST MONEY RECEIPT** Broker acknowledges receipt of earnest money as per line 10 of the above Offer.

542 _____ Broker (by) _____

543 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER**

544 **SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON**

545 **THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.**

546 (x) _____

547 Seller's Signature ▲ Print Name Here ► Date ▲

548 (x) _____

549 Seller's Signature ▲ Print Name Here ► Date ▲

550 This Offer was presented to Seller by [Licensee and Firm] _____

551 _____ on _____ at _____ a.m./p.m.

552 This Offer is rejected _____ This Offer is countered [See attached counter] _____

553 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

ORDINANCE O-4-16

AN ORDINANCE AMENDING TITLE 2, CHAPTER 1 OF THE CODE OF ORDINANCES
(POLLING PLACES)

Introduced by Alderman Keehan.

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

SECTION 1: Amend Title 2, Chapter 1, SEC.2-1-3(d) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Government and Administration

CHAPTER 1

City Government; Elections

SEC. 2-1-3 ELECTIONS.

.....

.....

(d) **POLLING PLACES.**

- (1) First and Second District -- Menasha Senior Center, 116 Main Street.
- (2) Third and Fourth District -- Boys and Girls Club of Menasha, 600 Racine Street.
- (3) Sixth District -- Jefferson School, 105 Ice Street.
- (4) Fifth and Seventh District -- ~~Clovis Grove Elementary School, 974 Ninth Street.~~
Jefferson School, 105 Ice Street
- (5) Eighth District -- Winnegamie Dog Club, Inc., 2043 Manitowoc Road.

SECTION 2: This ordinance shall become effective upon its passage, publication as provided by law, and shall sunset on August 10, 2016.

Passed and approved this day of June, 2016.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ATTORNEY'S NOTE: Clovis Grove School is not available for use as a polling place for the August 9, 2016 election so Jefferson School will be used as a polling place for Aldermanic Districts Five, Six, and Seven.

ORDINANCE O-5-16

AN ORDINANCE AMENDING TITLE 7, CHAPTER 2 OF THE CODE OF ORDINANCES (Reserve "Class B" Intoxicating Liquor License Fee)

INTRODUCED BY ALDERMAN KEEHAN

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

SECTION 1: Amend Title 7, Chapter 2, SEC. 7-2-5 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 7—Licensing and Regulation

CHAPTER 2

Fermented Malt Beverages and Intoxicating Liquor

ARTICLE A

Fermented Malt Beverages and Intoxicating Liquor

...

SEC. 7-2-5 LICENSE FEES.

There shall be the following classes and denominations of licenses which, when issued by the City Clerk under the authority of the Common Council after payment of the fee hereinafter specified shall permit the holder to sell, deal or traffic in intoxicating liquors or fermented malt beverages as provided in Chapter 125 Sections 125.04(5), (6); 125.28(1)(a), (b), (d); 125.28(2); 125.31(2)(a); 125.22(1),(2),(4); 125.32(4)(a); 125.31(2)(b); 125.26(2); 125.04(6); 125.17; 125.68(2); 125.32(2); 125.51(2); 125.51(3); or 125.57, Wis. Stats.:

- (a) Retail "Class "A" Intoxicating Liquor License -- \$300.00 annually or fraction thereof, as per fee schedule approved by City of Menasha Common Council.
- (b) Class "A" Fermented Malt Beverage License -- \$225.00 Annually, as per fee schedule approved by City of Menasha Common Council
- (c) Retail "Class "B" Intoxicating Liquor License -- \$325.00 annually, as per fee schedule approved by City of Menasha Common Council
- (d) Class "B" Fermented Malt Beverage Retailer's License -- \$100.00 per year or three fourths (3/4) of that amount for a six (6) month period, as per fee schedule approved by City of Menasha Common Council.
- (e) Special Class "B" Fermented Malt Beverage Picnic License -- \$95.00 per event, as per fee schedule approved by City of Menasha Common Council.
- (f) Wholesaler's License -- \$45.00 annually or fractional part thereof, as per fee schedule approved by City of Menasha Common Council.
- (g) Reserve "Class "B" Intoxicating Liquor License Fees-- \$10,000 for the initial application and the renewal price as specified by 7-2-5(b).
 - (1) Reserve Class "B" Intoxicating Liquor License—\$10,000 for the initial application and the renewal price as specified by 7-2-5(b).
 - (2) Upon request, the City of Menasha will provide a grant of \$8,000 to anyone who is granted a Reserve Class "B" Intoxicating Liquor License provided that all of the following criteria are met:
 - a. Inspections by the Fire Department, Health Department, and the Inspections department disclose no violations or that any violations have been corrected and approved.

- b. ~~The applicant has not been convicted of any offense, misdemeanor, or felony relating to the sale of either intoxicating liquor or fermented malt beverages or for sale or delivery of any controlled substance for at least five years preceding the request.~~
- c. ~~The applicant has not been delinquent with any obligation to the City of Menasha or Menasha Electric & Water Utility in any business which holds or has previously held any license issued under this section for at least five years.~~
- d. ~~The applicant has not been convicted of operating a motor vehicle while under the influence of an intoxicant within the previous two years before this request.~~
- e. ~~The applicant and all of the employees of the applicant have answered truthfully all questions in applications for any licenses to be used in conjunction with the business applying for the grant.~~
- f. ~~Any requirements of an approved site plan approval have been completed.~~
- g. ~~The application must have been made within one year after the granting of the Reserve license.~~
- h. ~~The property must comply in all respects with any other requirements of the City of Menasha.~~
- (3) ~~The City Attorney shall review the written request for the grant and certify to the Clerk that all the requirements of this section have been satisfied. Upon such certification, the Clerk shall notify the Common Council that the Finance Department will be awarding the grant.~~
- ~~(4)(2) Should the City Attorney notify the Clerk that all conditions precedent to the awarding of the grant not be satisfied, the applicant may appeal to the Administration Committee for award of the grant notwithstanding the non-compliance. The only issue before the Administration Committee shall be whether the grant ought to be awarded. No appeal may be taken as to the circumstances of the non-compliance.~~
- (h) Retail “Class C” Wine License - \$100.00 Annually as per fee schedule approved by City of Menasha Common Council.

...

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ____ day of June, 2016.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ATTORNEY’S NOTE: Wisconsin Act 286 effective June 1, 2016 states: “A municipality may not rebate or refund to a “Class B” licensee or a person affiliated with the “Class B” licensee or with the license application process, including through any grant or tax credit program, the fee paid by the licensee under this subdivision for initial issuance of a reserve “Class B” license.” Therefore the City Code must be change to comply with State Statute. The other changes are removing fees from the Code.

RESOLUTION R-20-16

A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WISCONSIN STATUTES

Introduced by Alderman Krautkramer

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

- A. Improvements
 - 1. Sanitary Sewer, Water Main, Storm Sewer and Appurtenances
 - 2. Street Excavation, Grading and Graveling
 - 3. Temporary 2" Asphalt Pavement
 - 4. Electric Service
 - 5. Associated Engineering Costs
- B. Location of Improvements
 - 1. Second Addition to Woodland Hills Subdivision

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements.
- B. A summary of the allotted cost of the said improvements.
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement.

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

Passed and approved this day of , 2016.

Donald Merkes, Mayor

Attest: _____
Deborah A. Galeazzi, City Clerk

RESOLUTION R-21-16

A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, WISCONSIN STATUTES

Introduced by Alderman Krautkramer

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

A. Improvements

1. Street Grading and Graveling
2. Storm Sewer and Appurtenances
3. Temporary 2" Asphalt Pavement
4. Street Lighting
5. Associated Engineering Costs

B. Location of Improvements

1. 1189, 1205, 1212, 1221, 1228, 1237, 1253, 1269, 1285 Province Terrace and 1253, 1269 Oneida Street

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code and the Development Agreement between the City of Menasha and Edna Huelsbeck dated September 29, 2005, along with any subsequent amendments.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements.
- B. A summary of the allotted cost of the said improvements.
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement.

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

Passed and approved this day of , 2016.

Donald Merkes, Mayor

Attest: _____
Deborah A. Galeazzi, City Clerk

RESOLUTION R-22-16

A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2015 COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN ADMINISTRATIVE CODE NR 208

Introduced by Ald. Krautkramer

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades of "C" or less and/or an overall grade point average <3.00;

NOW, THEREFORE BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha concurring, that no recommendations or corrective actions are necessary at this time because the City has achieved CMAR grades of "A" for its individual sections for its 2015 CMAR reporting year.

Passed and approved this ____ day of June, 2016.

Donald J. Merkes, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk

From: Sue Pawlowski [<mailto:spawlowski@ymcafoxcities.org>]

Sent: Wednesday, May 11, 2016 10:28 AM

To: Dick Sturm; Brian Tungate

Cc: Don Merkes

Subject: RE: May 10 Park Board Meeting

Dick ad Brian-

I regret to say that I will need to step off the Park Board. Tuesdays are not working in my calendar and I do not want to participate if I cannot give 100% to the board. I mentioned this to the Mayor a couple weeks ago and he stated that he had someone that was interested in serving on the board. I thoroughly enjoyed my time on the board and will miss it!

Is there anything else I need to do?

Thank you.

Sue Pawlowski

Membership/Community Relations Director

YMCA of the Fox Cities

spawlowski@ymcafoxcities.org

Phone-920-886-2124

Cell - 920-209-5980

Fax - 920-729-9596

The Y: We're for youth development, healthy living and social responsibility.



We're social. Like us, follow us, watch us!

June 15, 2016

To: Menasha Common Council
Re: Park Board Vacancy

Dear Council Members,

I respectfully request to be considered for the vacancy for the Parks and Recreation Board.

I am an alumnus of both UW-Madison (B.S. Zoology) and Cardinal Stritch University (Educational Leadership). I've been a Science Teacher at Menasha High School from 2003-2012 and went on to pursue School Administration both at West Bend High School, and in my current placement as Assistant Principal at JR Gerritts Middle School in Kimberly.

Although a Menasha resident for only the past two years, I have had the pleasure of serving the students of Menasha for almost ten years. During this time, I was immersed in the community through them, and got to understand things better through younger eyes. My family frequently visits almost all of the Menasha parks, including Woodland Park, which I had the pleasure to help build. I value the city's vision and direction at maintaining and increasing recreational space for all families to enjoy and as a means to bring more families to this wonderful, growing community. Professionally, I am responsible for the strategic planning of many school improvement initiatives. This includes incorporating and evaluating the unique needs of all stakeholders involved in the process.

I feel that my educational and professional backgrounds will provide a welcome asset to the Menasha Park and Recreation Board and serve the community in which I live.

Thanks for the consideration, and please feel free to contact me with any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob DeLain". The signature is fluid and cursive, with a large initial "R" and "D".

Rob DeLain

Assistant Principal - JR Gerritts Middle School Kimberly



RECEIVED JUN 13 2016

Letter of Interest

June 10, 2016

Dear Nancy,

Thank you for the opportunity to attend the Board of Health meeting this week. On behalf of Partnership Community Health Center patients and staff, I am honored to be a possible representative to the board.

For over 10 years, I have worked at the health center and currently hold the position of the Executive Director. Previously my professional experience was in emergency room nursing. As a result, I have grown to understand the impact of poor health outcomes and the role that the community can play in addresses them. Although I am not a resident of Menasha, PCHC's work focuses on caring for many residents of the city. Our medical and behavioral health services are located at the Goodwill Campus in Menasha. Dental services are located in Appleton and Oshkosh.

The health care needs of the changing demographics, individuals and families living in poverty and growing Latino population is a priority for our organization. I believe that my participation on the Board would allow for more collaborative work and relationship building with the city and its high need residents. My areas of interest are around integration of medical and behavioral health, increased access to dental care for vulnerable population and enrollment in health insurance. Focusing on these areas will allow for school success, employability, improved individual health outcomes and create a healthier community.

A little bit about myself I originally attended Fox Valley Technical College after high school and graduated from the Farm Operations program and ran a dairy farm with my husband's family for 25 years. I also worked many minimum wage jobs for additional income when farming could not provide for my family. Due to the inability to acquire affordable health insurance I returned to college for a degree in nursing while working as Nursing Assistant to provide health insurance for my family. I graduated with honors in 1999. I understand the challenges of those living in rural communities, as well as living on a limited income, which lead me to my current position at Partnership Community Health Center. I have 7 adult children that live throughout the State and enjoy spending time with my dogs and fishing our beautiful Wisconsin lakes in the summer.

Thank you again for consideration to the Board. I look forward to working together as we address the key public health issues facing the City of Menasha.

Sincerely,

Kristene Stacker
Executive Director

Partnership Community Health Center