

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, March 6, 2017
Meeting 6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Board of Public Works, 2/20/2017](#)
 - b. [Library Board, 2/22/2017](#)
 - c. [Neenah-Menasha Fire Rescue Joint Fire Commission, 2/22/2017](#)
 - d. [Neenah-Menasha Joint Finance and Personnel Committee, 2/28/2017](#)
 - e. [Personnel Committee, 2/20/2017](#)
 - f. [Plan Commission, 2/21/2017](#)
 - g. [Police Commission, 1/19/2017](#)
 - h. [Public Works/Safety Committee, 1/17/2017](#)Communications:
 - i. [Harrison Alternate Last Line Zip Code Correspondence](#)
 - j. [Officers and City Districts—A New Initiative, Memorandum, 3/01/2017, Chief Tim Styka](#)
- 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, 2/20/2017](#)Board of Public Works, 2/20/2017, Recommends the Approval of:
 - 2. [Agreement with Keller, Inc. for the general contracting services for the Police Department building addition, not to exceed \\$45,600, and to authorize staff to proceed with the project](#)Personnel Committee, 2/20/2017, Recommends the Approval of:
 - 3. [Update of City of Menasha Social Media Policy](#)Plan Commission, 2/21/2017, Recommends the Approval of:
 - 4. [Certified Survey Map—1116 Lake Park Road-Lot Division](#)

Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee, 2/28/2017,

Recommends the Approval of:

5. [Hiring a firefighter after April 7, 2017 based on the known retirement of NMFR will experience on June 24, 2017, to have the person trained prior to the retirement, and to reduce the overtime NMFR would experience if the department waited to fill the position until after the retirement.](#)
6. [P.O. #17-18 to purchase a Sur Trac STW 6'x12' trailer from Y-Pay-More Trailer Sales for a cost not to exceed \\$4,100.00 with the purchase to be primarily funded by the sale of the public education van and secondly be funded through a contribution from the Annual Mayor's Charity golf outing.](#)

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 2/23/2017—3/2/2017 in the amount of \\$1,210, 311.91](#)
2. [Beverage Operators License Applications for the 2015-2017 licensing period.](#)
3. Motion to reconsider (Ald. Taylor)—Approval to Exercise Action on a Trail Easement along Rear Yard of 95 Broad Street (Connecting Trestle Trail/Broad Street to Water Street)

J. HELD OVER BUSINESS

1. [Master License Agreement between the City of Menasha and Wisconsin Technology Networking, LLC, for the use of public rights-of-way](#)

K. ORDINANCES AND RESOLUTIONS

L. APPOINTMENTS

1. Reappointment of Chris Evenson to the Board of Appeals for the term of 2/1/2017 to 2/1/2020
2. Reappointment of Emilie Steinmann to the Landmarks Commission for the term of 3/1/2017—3/1/2020
3. Reappointment of Kim Massey to the Landmarks Commission for the term of 3/1/2017—3/1/2020

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

MEETING NOTICE
Monday, March 20, 2017
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

CITY OF MENASHA
BOARD OF PUBLIC WORKS
Third Floor Council Chambers
140 Main Street, Menasha
February 20, 2017
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 9:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, CDD Buck, PHD McKenney, FM Sassman, ES Montour, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [February 6, 2017 Special Meeting](#)

2. [February 6, 2017 Regular Meeting](#)

Moved by Ald. Keehan seconded by Ald. Nichols to approve minutes 1 & 2.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Agreement with General Contractor for the Police Department Building Addition](#)

PC Styka explained in the 2017 budget are funds to create an evidence processing/storage area at the Police Department. Staff has been working with Keller, Inc. on preliminary building plans and cost estimates. Keller, Inc. has prepared an agreement for architectural and general contracting services for the project.

General discussion ensued on selecting Keller, Inc as general contractor, cost of the design work, and timeline of the project.

Moved by Ald. Keehan seconded by Ald. Nichols to recommend to Common Council Agreement with Keller, Inc. for the general contracting services for the Police Department building addition, not to exceed \$45,600, and to authorize staff to proceed with the project.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Collier to adjourn at 9:08 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
February 22, 2017

Called to order at 4:02pm by Chairman Englebert

Present: Chairman Englebert, Vice Chairman Golz, Superintendent of Schools VanderHeyden, and Secretary Wicichowski

Absent: Trustee Crawmer, Winnebago County Representative Franzoi, Trustee Halverson, and Teen Representative Beachkofski

Also Present: Director Lenz, Adult Services Supervisor Bongers, and Administrative Assistant Dreyer

Public Comment/Communication: None

Consent Business

Motion made by VanderHeyden, seconded by Golz to approve the Library Board meeting minutes from January 25, 2017. Motion carried unanimously.

Authorization of Bills

Motion made by Golz, seconded by Wicichowski to authorize payment of the December (3) 2016 bills as presented from the 2016 budget and the February 2017 bills as presented from the 2017 budget. Motion carried unanimously.

Director's Report/Information Items

1. January Statistics. All numbers are down compared to last year which may be due to January's ice and snow. The report has been revised to break out young adult and electronic devices. The 2016 statistics have also been changed so that we can provide an accurate comparison.
2. 2016 and 2017 Budget Status. Trustees reviewed the 2016 budget and expenditures to date.
3. Staff Reports.
 - Winnefox News:
 - The Winnefox Library System board is meeting here at 4:30pm today. Jill Enos is our representative.
 - Winnefox is trying Linked Data, which may bring someone searching for a book in Google directly to our catalog.
 - Winnefox is working on a project to protect our equipment and data from hackers.
 - Free printing was discontinued through Winnefox but they now provide it at cost; they will be doing the same with data storage.
 - The library continues to be involved in the regional POINT Initiative. Action groups are being created.
 - We are working on collaborating with other Fox Cities libraries to have a recurring column in the Post Crescent.
 - We are also collaborating with the Attic Theatre to create a play reading/discussion group.
 - The Friends of the Menasha Library are holding a spring used book sale March 9-13.
 - The Winter Reading Program Report (Be A Smart Cookie: READ!) from January was reviewed.
 - The 2016 annual endowment report was reviewed. This is the report that will be submitted to the state.

Discussion / Action Items

4. Volunteer of the Year. Motion made by Wicichowski, seconded by VanderHeyden to approve Lenz's recommendation to have Sandra Bengs be our 2017 Volunteer of the Year. Motion carried unanimously.

5. Carpeting Contract. Brian Haessly, Master Electrician and Facilities Technician, garnered two quotes for re-carpeting the concourse area. Motion made by Wicihowski, seconded by Golz, to approve the quote from Macco's Commercial Interiors to replace the carpeting in the library as stated. Motion carried unanimously.
6. Computer Replacement. Bongers developed a 4-year computer replacement plan. This year the plan calls for replacing five public computers and the two oldest staff computers. This expense would be paid from our WALs technology account. Motion made by VanderHeyden, seconded by Golz, to move forward with the computer replacement plan for this year. Motion carried unanimously.

Adjournment

Motion to adjourn made at 4:30pm by Wicihowski , seconded by Golz. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary

**Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
February 22, 2017 – 12:00 p.m.
3rd Floor Council Chambers – City of Menasha**

Present: Commissioners Kubiak, Liebhauser, McCann and Englebert

Excused: Commissioners Keating & Lewis

Also Present: AC Mike Sipin and MA Tara Theisen

Commissioner Kubiak called the meeting to order at 12:00 p.m.

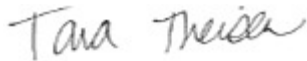
Public Forum: No members of the public chose to speak.

Minutes: The Commission reviewed the meeting minutes from November 30, 2016. **MSC McCann/Englebert to approve the November 30, 2016 meeting minutes and place on file, all voting aye.**

Activity and Automatic Aid Reports: The Commission reviewed the Year-to-Date 2016 and January 2017 activity reports. This is informational only and no action is required.

MSC Liebhauser/McCann to adjourn at 12:30 p.m., all voting aye.

Respectfully Submitted,



Tara Theisen
Management Assistant

**NMFR Joint Finance & Personnel Committee
Meeting Minutes
February 28, 2017 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha**

Present: Ald. Stevenson, Pollnow, Benner, Kunz, Krautkramer and Keehan

Also Present: Chief Kloehn, Director Barber, Finance Manager Jennifer Sassman & Management Asst. Theisen

Public: Denis Matuszak and Jamie Leonard

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

Public Forum: No members of public chose to speak.

Minutes: The Committee reviewed the January 24, 2017 meeting minutes. **MSC Pollnow/Benner to approve January 24, 2017 meeting minutes and place on file, all voting aye.**

Activity Report: The Committee reviewed the January activity and automatic aid reports. **MSC Pollnow/Benner to approve January activity and automatic aid reports and place on file, all voting aye.**

Consideration and action of Hiring a Firefighter after April 7, 2017: The Committee reviewed the memo from Chief Kloehn regarding the known retirement on June 24, 2017 and the different options for replacing this position. Discussion was held on leaving the position open until after the retirement date, which would incur overtime until a new person is hired and trained, along with having the risk of not being able to have anyone who is available for hire on our eligibility list. By hiring prior to the retirement, we could have them trained and ready to fill the position after the retirement. Questions were raised on what happens if someone would rescind their retirement letter and an offer has been made to someone. Director Barber outlined the different options if this occurred.

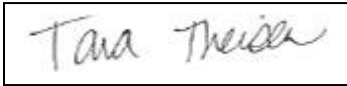
Ald. Keehan said during the City of Menasha's budget adoption process, NMFR's overtime was a concern. Part of the overtime the department incurs is due to not filling positions until after someone retires. He felt option #3, outlined in Chief Kloehn's memo, makes more sense. Ald. Pollnow agreed with this. Ald. Kunz noted the Committee asked the Department to look for options to replace positions before people retired to reduce the overtime costs and commended the Department for doing this. Remaining members present all agreed option #3 was the best option. **MSC Pollnow/Keehan recommends the City of Neenah and City of Menasha Common Councils approve hiring a firefighter after April 7, 2017 based on the known retirement NMFR will experience on June 24, 2017, to have the person trained prior to the retirement, and to reduce the overtime NMFR would experience if the department waited to fill the position until after the retirement, all voting aye.**

Consideration and action to approve P.O. #17-18 Purchase of Sure Trac 6x12 trailer for a cost not to exceed \$4,100.00: The Committee reviewed the information provided by the Department with the request to purchase a trailer for public education activities. Chief Kloehn this is to replace a 1985 Chevrolet van. This vehicle was donated to us by the Neenah Police Department over 10 years ago and this vehicle wasn't on the vehicle replacement schedule as we have been trying to figure out the best options for this vehicle. The van is not a very viable option for us as it doesn't fit all of our equipment, it's hard to load things, we have had a couple of injuries in relation to loading/unloading props into the van, and feels the trailer is a better option. Replacing this vehicle with a trailer will also reduce our maintenance of motor vehicle costs for our vehicle fleet. Ald. Pollnow asked what would happen if the two funding sources do not equal the cost of the trailer. Chief Kloehn noted in his discussions with Director Easker, Director Easker didn't feel it would be an issue to come up with the difference within our current budget due to different revenue sources we have with the sale

of the suburban and Pcard revenue. Ald. Benner asked about decaling the trailer. Chief Kloehn said the Department is meeting with Pierce on Friday to see if they would donate the lettering like they did with our public education van. **Pollnow/Keehan recommends the City of Neenah and City of Menasha Common Councils approve P.O. #17-18 to purchase a Sur Trac STW 6'x12' trailer from Y-Pay-More Trailer Sales for a cost not to exceed \$4,100.00 with the purchase to be primarily funded by the sale of the public education van and secondly be funded through a contribution from the Annual Mayor's Charity golf outing, all voting aye.**

MSC Pollnow/Keehan to adjourn at 6:05 p.m., all voting aye.

Respectfully Submitted,

A rectangular box containing a handwritten signature in cursive script that reads "Tara Theisen".

Tara Theisen

Management Assistant

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 20, 2017
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Keehan at 9:10 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA Captain, PC Styka, FC Kloehn, CDD Buck, PHD McKenney, FM Sassman, ES Montour.

C. MINUTES TO APPROVE

1. [Personnel Committee, 12/5/16.](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Update of City of Menasha Social Media Policy.](#)

CA Captain explained it is recommended to update social media policies every few years to keep current with changes in social media. The City's policy was last updated in 2012. She explained a few of the language changes.

PC Styka explained the Police Department uses social media to communicate with residents. Topics of communication range from information on City's fireworks to posting snow emergencies. Police Department staff monitors and there are few problems.

Moved by Ald. Benner seconded by Ald. Spencer to recommend to Common Council Update of City of Menasha Social Media Policy.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Krautkramer seconded by Ald. Collier to adjourn at 9:23 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
February 21, 2017
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by Alderman Benner.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Ald. Benner, EA Gordon, Commissioners Sturm and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Mayor Merkes, Commissioners Schmidt and Homan.

OTHERS PRESENT: PP Englebert, Ald. Collier, and Dave Schmalz (McMahon).

C. MINUTES TO APPROVE

1. **Minutes of the February 7, 2017 Plan Commission Meeting**
Motion by Comm. Sturm, seconded by Comm. Cruickshank, to approve the February 7, 2017 Plan Commission meeting minutes as presented. The motion carried.
2. **Minutes of the February 14, 2017 Joint Park Board and Plan Commission Meeting**
Motion by Comm. Sturm, seconded by EA Gordon, to approve the February 14, 2017 Joint Park Board and Plan Commission meeting minutes as presented. The motion carried.

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

1. No one spoke.

E. COMMUNICATION

1. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. **Certified Survey Map – 1116 Lake Park Road – Lot Division**
PP Englebert introduced the proposed CSM for 1116 Lake Park Road. The property is currently a 1.31 acre lot and contains one single family home. The owner wishes to split the land into three lots. All proposed lots meet code standards for lot size and width regulations in the R-1 District. PP Englebert explained that under an existing agreement with Calumet County, the City of Menasha has authority to grant driveway access on Lake Park Road.

Commissioners discussed the Certified Survey Map and impacts of the planned reconstruction of Lake Park Road on the proposal.

Motion by EA Gordon, seconded by Comm. Sturm, to recommend approval of the Certified Survey Map – 1116 Lake Park Road. The motion carried.

H. ADJOURNMENT

Motion by Comm. Cruickshank, seconded by Comm. Sturm, to adjourn at 3:45 PM. The motion carried.

Minutes respectfully submitted by PP Englebert.



President Jason Dionne called the meeting to order January 19, 2017
at 4:30 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Jason Dionne, Fran Ebben, Tony Gutierrez, Chief Styka, James Meinke, Marshall Spencer

Minutes to Approve: Marshall Spencer moved to approve the November 17, 2016 draft meeting minutes. Tony Gutierrez seconded the motion. The Commission unanimously approved the minutes.

Communication to Receive: None

Old Business: Chief Styka informed Commission that the Common Council had approved James Meinke's nomination to the Police Commission. Welcome James

Discussion: It was decided to hold the Commission officers election at the spring meeting

Correspondence: None

New Business: Chief Styka informed the Commission that officers Abrahamson and Nelson have successfully completed their probationary period and were now eligible for full employment status, pending Commission approval. Tony Gutierrez made a motion to approve their full employment. Fran Ebben seconded the motion. The motion was unanimously supported.

Chief Styka Report

Training:

- Negotiations – Response to those Suffering from Mental Health Issues: Gollner (8 hrs)
- TraCS DT4000 Crash Reporting: Department Wide (2 hrs)
- Implicit Bias Training: All Officers (8 hrs)
- NIMS IS-300: Hanchek & Albrecht (16 hrs)
- Evidence Tech Refresher & Update: Gruss (24 hrs)
- Sudden Custody Death Syndrome & Prevention: Hoernke (8 hrs)

Department Updates:

- Chief Styka went through the Department Meeting information which was delivered to all employees on January 17, 2017
- Building Update: The architect is currently working on the design of the evidence area addition. After the design is completed the project will be going out for bids.
- Staffing/Hiring Process Update: Officer Adam Schultz and Officer Randy Hill have both joined the Department and will be moving to solo patrol soon. Cadet Officer Shelby Patterson is currently in recruit school. One additional position remains open.
- Contract negotiations continue with the Police Union were completed in December and an agreement was reached.

- Officers John Abrahamson and Joel Nelson have completed the requirements to be removed from their probationary status and we are recommending they be granted full employment status.

Adjourn: Fran Ebben moved to adjourn the meeting motion at 5:30pm. Tony Gutierrez seconded the motion. The motion was unanimously carried.

The next bi-monthly meeting will be held Thursday, 4:30pm February 23rd, 2017 Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

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

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

Respectfully submitted by
Marshall Spencer
Commissioner, Secretary



**Public Works / Parks Safety Committee
January 17, 2017
Meeting Minutes**

Meeting called to order at 8:05 AM.

Present: Todd Drew, Vince Maas, Alex Hartzheim, Brian Haessly, Thad Brown, Pamela Captain,

Absent: Eric Whitman, A.Alix, Kevin Schmahl, Corey Gordon

Guest:

- A. Approval of November 30, 2016 meeting minutes – motion V. Maas second P. Captain - motion passed

B. Old Business

1. **CVMIC Grant Requests** – Ideas and/or potential qualifying purchases include new ice cleats, new respirators including specialty respirators for welding under shields.
2. **Asbestos Abatement Update** – Asbestos abatement quote for the Historical society section was requested. Cost could be requested under CVMIC grant. Remaining material at PWF would also be recommended. Drew will get quotes.
3. **Bricks / Pallets MPD lock-up**- bricks and pallets have been removed

C. New Business

1. **Monthly Safety Topic** – distributed for posting
2. **Injury Review.** 0 injuries

Dept.	Injury narrative	Lost time	Medical attention	Safety Comments / recommendations
DPW	Individual slipped on ice near the salt sheds. Swelling to the elbow, and hand.	<input type="checkbox"/>	<input type="checkbox"/>	Staff should use ice cleats when walking in areas of heavy ice. Ice cleats were previously purchased; replacements have also been purchased to mitigate this type of risk.

3. **CVMIC Follow-up safety assessment PWF 12/13/16**- Ben Rank CVMIC conducted a surprise assessment of the PWF facility on 12/13. Conditions have remained much improved. Racking system cited in Cold storage area is in process. Rank will continue to do unannounced visits quarterly for the next year.

4. **New 4 gas meters for confined space entry**- DPW/Parks has purchased 4 new BW 4 gas meters and a calibration station to replace 12 year old meters which were currently in use and having sensor failures. These meters have been used by NM Fire for 2 years without issue.
5. **New items for discussion** – no new items addressed

D. Training

1. **Annual Refresher Trainings** – T. Brown requested that Drew conduct face to face refresher trainings due to better retention and option for discussion. Drew stated that he would do Respiratory Protection refresher first to coincide with respiratory fit testing then Haz Comm utilizing information on the new SDS format.
2. **Lift Truck / Scissors Truck Training** – Consensus was that the training was not good due to its focus on Utilities. Brown requested instructor does a session DPW/Parks specific date TBD.
3. **Excavation Training** – April 12th. Training will include classroom portion along with hands on utilizing new shoring equipment.
4. **Additional Training Issues** – no additional issues cited.

E. Adjourn – motion P. Captain second V. Maas.

VILLAGE OF HARRISON



TOWN OF HARRISON

February 21, 2017

RE: Harrison Alternate Last Line

To: Municipal Clerks in the 54915, 54952, 54130, 54169 & 54129 ZIP Codes

The Village of Harrison is exploring the potential for its residents and businesses to utilize "Harrison" as a postal city name on the addressing last line. Currently, the Village of Harrison lies within five ZIP Code areas; Appleton 54915, Menasha 54952, Kaukauna 54130, Sherwood 54169, and Hilbert 54129. The Village of Harrison is not seeking a new ZIP Code designation, but an alternate last line that will give residents and business owners the opportunity to use "Harrison" with the existing ZIP Code. For example, if approved, Harrison property owners may use the preferred "Appleton, WI 54915" last line for their mailing address, or they may use an alternate "Harrison, WI 54915" last line. Existing delivery service is not expected to change because of the alternate last line.

The U.S. Postal Service has advised that other municipalities may be affected if direct mailers utilize/select "Harrison" as the defining city, instead of the standard city. This may result in all of the current addresses in five (5) zip code areas: Appleton 54915, Menasha 54952, Kaukauna 54130, Sherwood 54169 and Hilbert 54129, all receiving mail pieces with the city name of Harrison on their mail piece for residents which live outside the Village of Harrison.

The U.S. Postal Service requires that all municipalities within the affected ZIP Codes be given a chance to comment on the proposed Harrison alternate last line. The U.S. Postal Services also suggests that you share this information regarding the proposed option with your residents and businesses. If you, or your residents and business, have any questions or concerns you may contact representatives at the U.S. Postal Service at the following:

Hiedi Michel

414-287-2558

Heidi.A.Michel@usps.gov

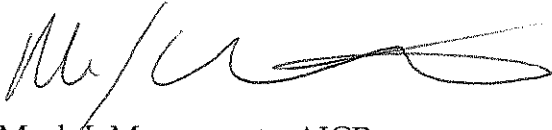
Darcey Kendl

414-287-1951

Darcey.L.Kendl@usps.gov

All comments should be submitted to the U.S. Postal Service by Friday, March 24th, 2017. If you have any questions for the Village of Harrison you may contact me at 920-989-1062 or email me at mmommaerts@harrison-wi.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark J. Mommaerts', with a stylized flourish at the end.

Mark J. Mommaerts, AICP
Planner

cc: Hiedi Michel, USPS (via email)
Darcey Kendl, USPS (via email)



To: Members of the Common Council

From: Chief Tim Styka

Date: March 1, 2017

RE: Officers and City Districts – A New Initiative

There are a variety of methods used by the Police Department to help solve community problems. During a traditional call for service, a citizen will contact us through either the emergency or non-emergency number and an officer will be dispatched. The patrol officer who responds is assigned to the geographical area where the call originated. Depending on the time of day, the areas patrol officers are responsible for consist of one half or one third of the City. While this system is efficient and effective for initial response to calls, it does have certain limitations.

When the City is broken down into halves or thirds this is a sizable area. Due to the size of the area and call volume we are often forced into dealing with the surface problem(s) and we are often unable to address the root cause(s). Complex issues may involve other agencies such as Social Services, the Health Department, Community Development, etc. which may not be available at the time of the incident. Previously, these more time consuming issues would be passed along to other agencies or officers. When this takes place, the direct knowledge of what took place is lost. As a result, we are engaging the patrol officers more with the goal to not just solve the issues of today, but the problems of tomorrow.

All of the patrol officers have now been assigned to be a liaison to one of the eight districts in the City, and a supervisor oversees the pair of officers. This program does not change the number of officers working at one time or how they are assigned to calls for service. However, for the more complex issues which are not often solved in a single visit, the patrol officers will have more of an opportunity to work on the problem. In essence, instead of multiple people working on the same issue, a few officers can be the central location for information on the problem with the goal of facilitating long term solutions.

We have started this program over the past few months and the officers assigned to these areas have been given the opportunity to attend community events, such as neighborhood watch meetings in their assigned areas. In addition, we have incorporated this concept into the chronic nuisance and abatement

program. Before a situation can qualify for one of the programs, it must be reviewed and signed off by one of the officers assigned to the district. While we have been using this system internally for the past few months we are now to the point of expanding the program.

Below I have provided the current list of officers and the areas they are assigned. This list will be available on the new City website as well. I encourage you and the people you serve to reach out to these officers directly for assistance with more complex or long term neighborhood issues. Please remember these officers do work various shifts and schedules and immediate issues should still be called into the non-emergency or emergency line as in the past.

Here is the breakdown of Officers and Supervisors assigned by Aldermanic District:

District 1: Officer Berna, Officer Miller and Lt. Hanchek
District 2: Officer Verkuilen, Officer Heidemann and Lt. Thorn
District 3: Officer Groeschel, Officer Hill and Lt. Albrecht
District 4: Officer Edwards, Officer Abrahamson and Lt. Thorn
District 5: Officer Hoernke, Officer Gallagher and Lt. Lenss
District 6: Officer Swenson, Officer Schulz and Lt. Lenss
District 7: Officer Oleszak, Officer Nelson and Lt. Albrecht
District 8: Officer Spiegel and Lt. Sahr

Please contact me with any questions you have.

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, February 20, 2017
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

A Moment of Silence was observed for Sylvester (Sy) Swederski, former Public Works Street Superintendent, who passed away on Feb. 17, 2017.

C. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, CDD Buck, PRD Tungate, PHD McKenney, FM Sassman, ES Montour, Clerk Galeazzi.

D. PUBLIC HEARING

1. [Proposed Resolution Authorizing Public Improvement and Levying Special Assessments against benefited property \(Province Terrace\)](#)

ES Montour described the street improvements to the section of Province Terrace from Midway Road to Province Link. The improvements will be special assessed to the property owners. He explained the special assessment policy including deferred payment options.

Tammy Thompson, 1492 Province Terrace. Requested waiting to complete the work to give businesses more time to pay the assessment. She requests simply repairing the road instead of reconstructing until the whole street can be done.

ES Montour explained funding for installation of a new street on Province Terrace from Midway Road to Province Link is part of the 2017 budget. The street currently only has a temporary asphalt surface and does not hold up to commercial traffic. The new street will be concrete.

No one else spoke. Mayor Merkes closed the public hearing.

2. [Proposed Rezoning of 216, 221, and 222 Washington Street from I-2 General Industrial District to C-1 General Commercial District](#)

CDD Buck explained the rezoning is part of the Comprehensive Plan. These properties will be zoned the same as other properties in that area.

No one spoke. Mayor Merkes closed the public hearing.

3. [Special Use Permit by City of Menasha for the use of 100 Fox Street as parkland in the R-1 Single Family Residence District](#)

CDD Buck explained the City recently purchased 100 Fox Street as part of the Loop the Lake trail. The property will be improved with parking and landscaping, and will be designated as parkland.

Kathy Stahl, 225 Railroad Street, Menasha. Encourages Council to approve Special Use Permit as it will apply park rules to the parcel.

No one else spoke. Mayor Merkes closed the public hearing.

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. [Administration Committee, 2/6/17](#)
- b. [Board of Health, 1/11/17](#)
- c. Board of Public Works, [2/6/17 \(Special\)](#) & [2/6/17 \(Regular\)](#)
- d. Committee on Aging, [10/13/16](#) & [12/8/16](#)
- e. [Joint Parks and Recreation Board and Landmarks Commission, 2/14/17](#)
- f. [Landmarks Commission, 2/8/17](#)
- g. [Library Board, 1/25/17](#)
- h. [Plan Commission, 2/7/17](#)
- i. [Water & Light Commission, 1/25/17](#)

Communications:

- j. [Quarterly Financial & Activities Update, 2/16/17 Memorandum, Mayor Merkes and Jennifer Sassman Finance Manager](#)

Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications a-j.
General discussion ensued on Quarterly Financial & Activities Update Memorandum.
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, 2/6/2017](#)

[Administration Committee, 2/6/2017, Recommends the Approval of](#)

2. [Gold Cross Ambulance Service, Inc. to Participate in Tax Refund Intercept Program \(TRIP\).](#)

[Board of Public Works, 2/6/2017, Recommends the Approval of](#)

3. [Change Order – Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Concrete Sidewalk, Asphalt Pavement within Parking Area, 8' Wide Asphalt Trail and Storm Sewer; Sixth Street, Ninth Street, Grandview Avenue, Manitowoc/Plank Road \(8' Wide Asphalt Trail\), Menasha Utilities Office \(Parking Area Paving and Community Way; Contract Unit No. 2016-02; ADD: \\$37,935.98 \(Change Order No. 1\)](#)
4. [Payment - Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Concrete Sidewalk, Asphalt Pavement within Parking Area, 8' Wide Asphalt Trail and Storm Sewer; Sixth Street, Ninth Street, Grandview Avenue, Manitowoc/Plank Road \(8' Wide Asphalt Trail\), Menasha Utilities Office \(Parking Area Paving and Community Way; Contract Unit No. 2016-02; \\$107,665.71 \(Payment No. 6 and Final\)](#)
5. [Change Order – J&R Underground; Midway Loop Work Order 01-15-084; ADD: \\$5,915 \(Change Order No. 1, Menasha Utilities\)](#)
6. [Change Order – J&R Underground; Midway Loop Work Order 01-15-084; ADD: \\$5,700 \(Change Order No. 2, Menasha Utilities\)](#)

[Plan Commission, 2/7/2017, Recommends the Approval of](#)

7. [Special Use Permit for 100 Fox Street](#)

[Joint Parks Board and Plan Commission, 2/14/2017, Recommend the Approval of](#)

8. [Mill Street terminus conceptual design including the reuse of the four former First National Bank building columns](#)

Ald. Taylor requested to remove items 3&8; Ald. Zelinski requested to remove item 2.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1, 4, 5, 6, 7.
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Benner seconded by Ald. Nichols to approve Consent Agenda item 2, Gold Cross Ambulance Service, Inc. to Participate in Tax Refund Intercept Program (TRIP). General discussion ensued on the program is designed to intercept income tax refund.

Motion carried on roll call 6-2.

Ald. Nichols, Taylor, Krautkramer, Keehan, Spencer, Benner voted yes.

Ald. Collier, Zelinski voted no.

2. Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda item 3, Change Order for Northeast Asphalt, Inc. for new street construction and reconstruction, concrete curb and gutter, concrete sidewalk, asphalt pavement within parking area, 8' wide asphalt trail and storm sewer; Sixth Street, Ninth Street, Grandview Avenue, Manitowoc/Plank Road (8' Wide Asphalt Trail), Menasha Utilities Office (Parking Area Paving) and Community Way; Contract Unit No. 2016-02; ADD: \$37,935.98 (Change Order No. 1)

Motion carried on roll call 8-0.

3. Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda item 8, Mill Street terminus conceptual design including the reuse of the four former First National Bank building columns.

Moved by Ald. Taylor seconded by Ald. Zelinski to amend, to use the pillars from the old Elisha D. Smith Library in place of the four former First National Bank building columns.

General discussion ensued on the use of the library pillars in place of bank columns, timing of change to design plan, cost of changes, and other uses for bank columns.

Ald. Taylor and Ald. Zelinski removed their motion to amend.

Moved by Ald. Zelinski seconded by Ald. Taylor to postpone action until next Common Council meeting.

Motion failed on roll call 4-5.

Ald. Taylor, Krautkramer, Collier, Zelinski voted yes.

Ald. Nichols, Keehan, Spencer, Banner, Mayor Merkes voted no.

Original motion to approve Consent Agenda item 8 carried on roll call 5-4.

Ald. Nichols, Keehan, Spencer, Benner, Mayor Merkes voted yes.

Ald. Taylor, Krautkramer, Collier, Zelinski voted no.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 2/9/17—2/16/17 in the amount of \\$4,787,041.28](#)

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

General discussion ensued on expenditures.

Motion carried on roll call 8-0.

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

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator's license applications as listed in memo date 2/15/17.

Motion carried on roll call 8-0.

3. [Master License Agreement between the City of Menasha and Wisconsin Technology Networking, LLC, for the use of public rights-of-way.](#)

CA Captain explained the request from Wisconsin Technology Networking (WITN) to install telecommunications utility poles in the City's right of way. Menasha Utilities requires a license agreement for any attachments to utility poles. WITN initial proposal was denied based on a variety of reasons. Staff has met with representatives from WITN and alternate locations of utility poles were agreed to. Staff has been working with WITN to put together a licensing agreement to address types of installation. Staff is asking Council for direction on preference of size and number of poles, and for authorization to enter into a lease agreement with WITN upon terms and conditions acceptable to Menasha Utilities.

3. [Master License Agreement between the City of Menasha and Wisconsin Technology Networking, LLC, for the use of public rights-of-way. \(cont'd\)](#)

Moved by Ald. Nichols seconded by Ald. Keehan to authorize staff to enter into licensing agreement with Wisconsin Technology Networking LLC based on terms and conditions acceptable to Menasha Utilities.

General discussion ensued on terms of agreement, placement of poles, number and height of poles, licensing fees, future placement of poles, maintenance of poles, what other municipalities are doing, safety devices installed around poles.

Moved by Ald. Nichols seconded by Ald. Keehan to postpone action until next Common Council meeting.

Motion carried on voice vote.

4. [Lake Park Trail Easement.](#)

CDD Buck explained before work can begin on a trail from the east side of Lake Park Villas to Lake Park Road the City must release an existing easement that does not align with the proposed trail and obtain a new easement that matches where the trail is. The City also needs to obtain a temporary easement for the trailhead until Lake Park Road is reconstructed. The Plan Commission supports the new easement configuration.

Moved by Ald. Benner seconded by Ald. Keehan to approve the easement release, easement acceptance, temporary easement acceptance, and new easement configuration for the Lake Park Trail.

Motion carried on roll call 8-0.

5. [Approval to Exercise Action on a Trail Easement along Rear Yard of 95 Broad Street \(Connecting Trestle Trail/Broad Street to Water Street\)](#)

CDD Buck explained as part of the agreement for the easement in the rear yard of 95 Broad Street, work on a trail needs to begin by April 2017. Staff has discussed with the property owner options for the easement, but they are not interested. Staff is requesting approval to begin work on the walkway in accordance with the original easement to establish the connection between the Trestle Trail/Broad Street to Water Street along the shore of the Fox River Navigational Channel.

Moved by Ald. Benner seconded by Ald. Collier to approve action on the trail easement along rear yard of 95 Broad Street (connecting Trestle Trail/Broad Street to Water Street).

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

J. HELD OVER BUSINESS

None

K. ORDINANCES AND RESOLUTIONS

1. [O-01-17 - An Ordinance Title 2, Chapter 3 of the Code of Ordinances \(Municipal Officers and Employees\) \(As Recommended by Administration Committee; Introduced by Ald. Nichols\).](#)

Mayor Merkes explained some of the changes to this section need to be done by charter ordinance.

Moved by Ald. Nichols seconded by Ald. Benner to table O-01-17

Motion carried on roll call 8-0.

2. [O-2-17 An Ordinance Amending Title 13, by Making Certain Changes to the District \(216 Washington Street, Parcel #3-00566-00; 221 Washington Street, Parcel #3-00530-00; 222 Washington Street, Parcel #3-00571-00\) \(As Recommended by Plan Commission; Introduced by Alderman Nichols\)](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve O-02-17.

General discussion ensued on the status of property at 221 Washington Street.

Motion carried on roll call 8-0.

3. [R-03-17 Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefited Property \(Province Terrace\) \(As Recommended by Board of Public Works; Introduced by Ald. Krautkramer\)](#)

Moved by Ald. Krautkramer seconded by Ald. Benner to approve R-03-17.
Motion carried on roll call 8-0.

L. APPOINTMENTS

1. [Accept resignation of Kara Homan from the Board of Appeals](#)

Moved by Ald. Benner seconded by Ald. Taylor to accept resignation of Kara Homan from Board of Appeals.

Motion carried on voice vote.

2. [Appointment of Jeanine Knapp to the Sustainability Board](#)

Moved by Ald. Benner seconded by Ald. Keehan to approve appointment of Jeanine Knapp to the Sustainability Board.

Motion carried on voice vote.

3. Reappointment of James Koslowski to the Board of Appeals for the term of 2-1-2017—2-1-2020

Moved by Ald. Benner seconded by Ald. Keehan to approve reappointment of James Koslowski to Board of Appeals.

Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

O. ACTION ITEMS

None

P. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Spencer to adjourn at 8:54 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



To: Members of the Board of Public Works
From: Tim Styka, Chief of Police
Date: February 10, 2017
RE: Building Addition – General Contractor Agreement

BACKGROUND

The approved 2017 Budget / CIP included a building addition at the Public Safety Building to create an evidence processing/storage area. As part of the construction process we have been working with Keller, Inc. to create preliminary building plans and cost estimates. That information was used to provide the estimated project costs during the budgeting process.

ANALYSIS

We have reached the point with Keller, Inc. where a project contract is required. Attached is a copy of the proposed agreement for both the architectural and general contracting services for this project. The attached agreement has been reviewed by the City Attorney. Due this being a public building project, Keller will be responsible ensuring Menasha is in compliance with all rules and laws associated bidding and construction of a municipal building project.

FISCAL IMPACT

The initial fiscal impact will be \$7,200 which will be placed into a retainer fund for Keller to complete the design and bidding work. The fee structure for the entire project, based upon a total cost \$240,000 would be \$45,600. Those additional funds would not be released until the expenditures for the work would be completed. The funds for this project were approved and are available in the 2017 budget plan.

RECOMMENDATION

It is recommended to approve the agreement with Keller, Inc. for the general contracting services at the Police Department, not to exceed \$45,600, and to authorize staff to proceed with the project.



Keller

February 6, 2017

Menasha Police Department

Confidential

DESIGN/CONSTRUCTION MANAGEMENT PROPOSAL

IT IS AGREED that Keller, Inc. will provide the services authorized below for:

MENASHA POLICE DEPARTMENT

Some services require consultants and additional fees will be authorized independently.

PHASE I – PRELIMINARY DESIGN

Planning

- ☒ **Initial Owner Meeting** Review owner's needs, goals and priorities.
- ☒ **Existing Facilities** Evaluate owner's existing facilities.
- ☒ **Timing** Develop projects critical timeline; develop Calendar of Events.

Project Programming

- ☒ **Space Needs Analysis** Interview the appropriate personnel needed for developing the square footage requirement of the remodel.
- ☒ **Sustainable Architecture** Encourage owners to conserve energy with building materials, equipment and systems. (Determine owner's interest.)

Preliminary Design

- ☒ **Floor Plans** Develop concept floor plans based on space needs analysis and long range planning.
- ☒ **Interior Design** Work with Owner on interior material and furniture selections.
- ☒ **Constructability** Consult with owner on means and methods of construction. Recommend appropriate building system and materials.
- ☒ **Schedule** Review project schedule.



Keller

February 6, 2017

Menasha Police Department

Confidential

PHASE II – DESIGN DEVELOPMENT

- ☒ **Building Plans** Development of complete construction documents for bidding project.
- ☒ **Mechanical/Electrical Engineering** Hire consultants for engineering of plumbing, HVAC, electrical and fire protection systems.
- ☒ **Phasing** Identify areas of phased construction to not interfere with owner's existing operations.
- ☒ **Site Staging** Evaluate the site for access, storage, parking and temporary facilities.
- ☒ **Approvals** Assist and represent owner in obtaining required approvals including building permit.

PHASE III – BIDDING

- ☒ **Pre-Bid Requirements** Prequalify prospective bidders and develop bidders list. Discuss project with subcontractors and material suppliers to develop interest in project and intent on bidding work.
- ☒ **Document Distribution** Organize and distribute construction documents for competitive pricing.
- ☒ **Pre- Bid Meeting** Conduct as necessary, pre-bid meetings to answer questions or provide clarification for bidders.
- ☒ **Bid Review** Review proposals for compliance with contract documents and prepare proposal tabulations.
- ☒ **Award Contracts** Make recommendations for subcontractor/vendor awards.



Keller

February 6, 2017

Menasha Police Department

Confidential

PHASE IV – CONSTRUCTION

- ☒ **Supervision** Provide on-site project supervision to coordinate all aspects of project.
- ☒ **Safety** Develop and enforce on-site safety policy.
- ☒ **Schedule** Update and implement project schedule.
- ☒ **Meetings** Conduct regular on-site construction meetings and record minutes of meetings.
- ☒ **Shop Drawings** Coordinate shop drawing submittal and review process.
- ☒ **Inspections** Coordinate and document required testing and inspections.
- ☒ **Quality** Ensure quality is being attained thru on-site supervision or independent testing and monitoring.
- ☒ **Payment Requests** Process monthly payment requests for construction manager, subcontractors and suppliers. Provide detailed cost accounting to owner.
- ☒ **Change Orders** Process owner requested changes to the work and obtain pricing approval prior to executing the work.

PHASE V – POST CONSTRUCTION

- ☒ **Project Closeout** Develop, coordinate and implement project closeout procedures.
- ☒ **Punch List** Prepare list of uncompleted or unacceptable work to responsible party and ensure completion or correction with sign-off.
- ☒ **Final Inspections** Schedule final inspections and reports.
- ☒ **Occupancy** Secure Certificate of Occupancy.
- ☒ **Warranties** Receive and deliver warranties and guarantees to Owner.
- ☒ **O & M Manuals** Deliver Operations & Maintenance Manuals to Owner.
- ☒ **As-Builts** Provide project as-built drawings to Owner.
- ☒ **Contacts** Provide owner with list of all the subcontractors which worked on the project with their contact information.



Keller

February 6, 2017

Menasha Police Department

Confidential

DESIGN/CONSTRUCTION MANAGEMENT AGREEMENT

IT IS UNDERSTOOD that is the intent of the this Agreement to provide the Design Services as well as the Construction Management services as outlined in the attached Design/Construction Management Services document.

It is agreed therefore that the Owner grants to Keller, Inc. the exclusive right to design and provide construction management services for the proposed project. *(If the project for whatever reason is abandoned or postponed for more than 60 days after plans, specifications and pricing are completed, then the owner would pay Keller for those services that were authorized and performed.)*

The plans and specifications developed for the aforementioned project are instruments of service of the Design/Construction Manager and shall remain the property of Keller, Inc. *(the monies paid are for the technical design services rendered)*. The plans cannot be taken and used elsewhere; they are copyright property of Keller, Inc.

Keller, Inc. acknowledges the City of Menasha is a Public Entity subject to Public Records Laws.

The fee for the above authorized services is based on a project value of \$240,000.00. The following percentages have a not-to-exceed cap of \$45,600.00:

- Architecture, Engineering, Interior Design: 6%
- Construction Management: 5%
- Overhead: 5%
- Profit: 3%

The percentages are based on a project cost of \$240,000.00 and a 3% retainer of \$7,200.00 is due upon acceptance to initiate this Agreement. Invoicing for additional costs will occur monthly.

IN WITNESS WHEREOF, we have executed this agreement on this _____ day of _____, 20____.
This Proposal is good for up to 30 days after signed date by Keller Construction Manager.

Offered By:

KELLER, INC.

Construction Manager

Date

Accepted By

Date

Menasha Police Department

Company Name

430 First Street

Menasha

WI

54952

Address

City

State

Zip

920.967.3500

tstyka@c.i.menasha.wi.us

Telephone Number

Fax Number

E-mail Address





 NORTH

 FLOOR PLAN

WALL TYPE
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PRELIMINARY - NOT FOR CONSTRUCTION

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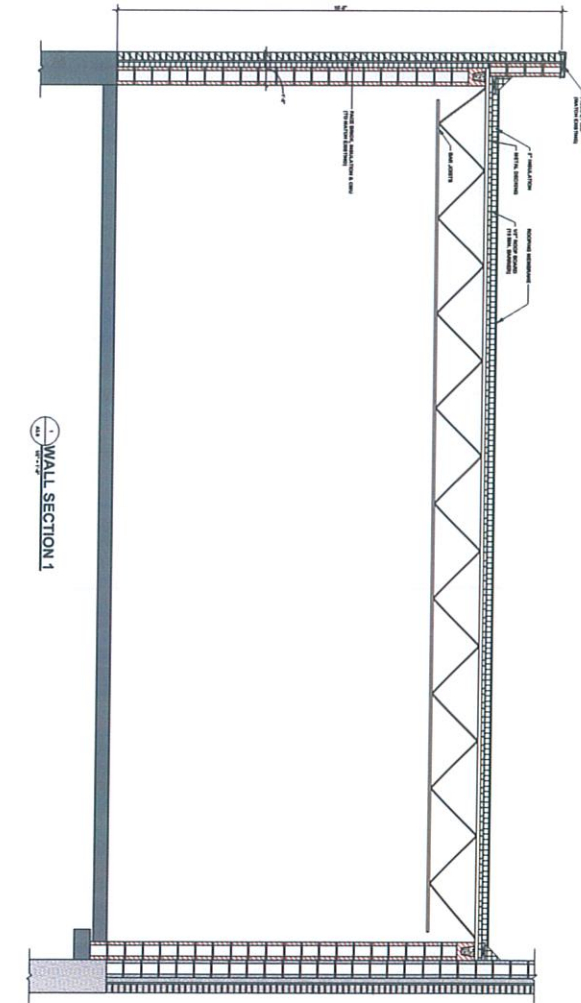
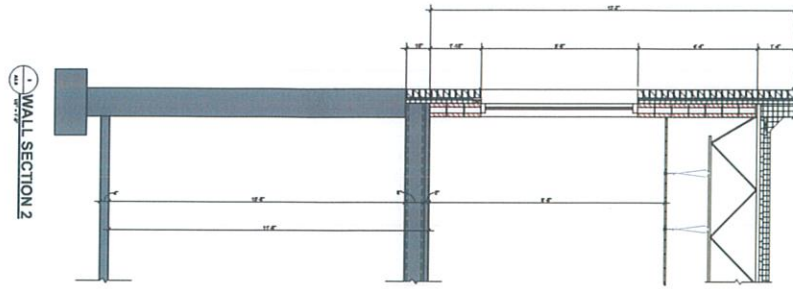
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PROPOSED FOR:
MENASHA POLICE DEPARTMENT
 MENASHA,
 WISCONSIN



Keller
 CONSTRUCTION, INC.
 1000 W. KILBURN AVE.
 MENASHA, WI 53051
 TEL: 920.735.1234
 FAX: 920.735.1235
 WWW.KELLERCON.COM

PROJECT NO. 1000
 PROJECT NAME: MENASHA POLICE DEPARTMENT
 PROJECT LOCATION: MENASHA, WI
 PROJECT OWNER: MENASHA POLICE DEPARTMENT
 PROJECT ARCHITECT: KELLER CONSTRUCTION, INC.
 PROJECT ENGINEER: KELLER CONSTRUCTION, INC.
 PROJECT DATE: 10/2018



PRELIMINARY - NOT FOR CONSTRUCTION

REVISIONS	1. 08/11/14	1. 08/11/14
PROJECT MANAGER	M. KELLEY	
DESIGNER	J. KELLEY	
DRAWN BY	J. KELLEY	
EXTENSION		
SUBMITTALS		
PROJECT NO.	10000	
DATE	08/11/14	
SCALE	1" = 12'-0"	
PROJECT NO.	10000	
DATE	08/11/14	
SCALE	1" = 12'-0"	

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PROPOSED FOR:
MENASHA POLICE DEPARTMENT
 MENASHA, WISCONSIN



Keller
 CONSTRUCTION

CONTACT
 Project Manager
 M. KELLEY
 10000
 10000
 10000

CONTACT
 Project Manager
 M. KELLEY
 10000
 10000
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CITY OF MENASHA POLICY	TITLE: SOCIAL NETWORK POLICY
LAST UPDATE: 4/17/2012	SECTION:
AUDIENCE: All employees	TOTAL PAGES: 4
Personnel Committee Approval Date: 4/2/2012	Council Approval Date: 4/17/2012

I. PURPOSE

A social networking presence has become a hallmark of vibrant and transparent communications. Social networking improves interactivity between city government and the public and it reaches populations that do not consume traditional media as frequently as others do. Therefore, it is important that the City of Menasha enhance its communications strategy using social networking. Commonly used social media Web sites, such as Facebook, Twitter, MySpace, YouTube, Flickr, Blogger, and LinkedIn, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. However, governmental and personal social media use must be kept separate at all times.

These guidelines are established to:

1. Define the role that social networking will play in the City's communication strategy and ensure consistency among departments in its use.
2. Minimize security risks and impacts on IT infrastructure.
3. Identify staff roles in implementation of social networking strategy and establish guidelines concerning conduct for government and personal use of social networking sites.
4. Ensure compliance with open records laws.

II. GUIDELINES

A. Implementation

1. When a department decides to use social media to enhance its mission it should request approval through the Mayor's office. The Mayor's office will evaluate and approve requests for the creation of social networking sites at the department level.

B. Goals, Monitoring, and Updating

1. It is important that all sites are updated with relevant and useful information on a timely basis.
- 2.
3. All sites shall be monitored on a regular and frequent basis.
- 4.

C. Acceptable use

All use of social networking sites by the City of Menasha shall be consistent with applicable state, federal, and local laws, regulations, and policies including all IT security policies, records retention policies, and open records laws. Nothing herein limits any protected activity under Section 7 National Labor Relations Act.

Separate Personal and Professional Accounts:

Employees should be mindful of blurring their personal and professional lives when administering social media sites.

Personal Use:

Employees are allowed to have personal social networking sites which should be clearly separate from their professional duties with the City of Menasha. Employees must maintain a distinction between sharing personal and official government views. Use of a disclaimer is advised to ensure that your stated views and opinions are understood to be your own and not those of government. Refrain from using your government e-mail account or password in conjunction with a personal social networking site. City staff should follow the Electronic Communications & Information Technology Policy regarding use of City IT resources for personal use.

Professional Use:

Employees assigned to represent the City of Menasha shall establish a City social networking identity. The City will designate the administrator and editors. All City related communication through social media outlets is expected to remain professional in nature. Employees shall not use their professional social network identity for political campaigning, to conduct private commercial transactions, or to engage in private business activities. Third party applications need approval by IT prior to implementation. Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for business, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the collection and preservation provisions.

Be Clear As To Identity:

When posting or creating social media accounts that require individual identification, employees should use their actual name. When a name is not required, use the department name. Do not assume privacy and only post information you are authorized to disclose; if in doubt, check with your supervisor.

Terms of Service:

Employees assigned to represent the City of Menasha should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulate how users interact using that particular form of media. Any employee using a form of social media on behalf of the City of Menasha should consult the most current TOS in order to avoid violations. If the TOS contradict City policy then the City Attorney should be made aware and a decision should be made about whether use of such media is appropriate.

Content of Posts and Comments:

Employees using social media to communicate on behalf of the City of Menasha should be mindful that any statements made are on behalf of City government; therefore, employees should use discretion before posting or commenting. Do not publish or post information or rumors that you know to be false. Maliciously untrue statements made with reckless disregard of their truth or falsity violate the social media policy. Discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct (including disclosures in violation of any financial disclosure law) are prohibited. Likewise, the disclosure of privileged, trade secrets, or other confidential information is prohibited. This does not extend to communications regarding terms and conditions of employment.

Minors

The posting, transmitting, or dissemination of any photographs, video, or audio recordings that specifically identify a minor is prohibited unless there is a signed authorization from the minor's parent or legal guardian.

The City reserves the right to delete submissions by the public that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, or religious group. Further, the City also reserves the right to delete the following types of comments:

1. Spam, advertising or include links to other sites;
2. Clearly off topic, and/or disruptive;
3. Advocate illegal activity;
4. Promote unrelated outside services, products, or political organizations;
5. Infringe on copyrights or trademarks.

Posts and Comments Are Public Records:

Like e-mail, City communication via social networking Web sites is a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, will become part of the public record. Others might not be aware of the public records law, therefore place the following statement (or some version of it) somewhere on the social networking site:

As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Consequently any communication via this site (whether by a city staff member or the general public) may be subject to monitoring and disclosure to third parties upon request.

D. Security

From a security standpoint, agencies should be mindful of how to best prevent fraud or unauthorized access to either the social media site or the City's IT infrastructure. Employees should be educated about specific social media threats before they are assigned to represent the City of Menasha on social media sites

1. Individual user IDs and passwords should not be duplicated across multiple sites. In this way, if one site is compromised, the attacker cannot also gain access to other sites for which the user is authorized.

2. Privacy controls shall be set to defined levels to effectively protect against inadvertent disclosure of information and infection of City IT resources by unauthorized programs.

E. Records Management and Preservation

Communication through City-related social media is considered a public record and will be managed as such.

1. All comments or posts made to city account walls or pages are public, not private.
2. Any messages received by account administrators should be treated as constituent e-mails and therefore, as public records.
3. All privacy settings should be set to public.

F. Breach of Policy

Failure to comply with this Policy may result in disciplinary action that may include a warning or, up to a termination of employment. <\\\\COMFILES01\\DeptHead\\EVERYONE\\dh Agendas 2017\\dh agenda 2-9-17.docx>

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~~A.~~ Implementation

~~B.~~ A.

1. When a department decides to use social media to enhance its mission it should request approval through the Mayor's office. The Mayor's office will evaluate and approve requests for the creation of social networking sites at the department level.

~~C.~~
~~D.~~

~~E. Responsibilities of the IT Department will include:~~

~~F. 1. Maintain a list of social media domains, active account logins and passwords.~~

~~G. 2. Change passwords if employee is removed as administrator of the account.~~

~~H. 3. Requests for usage of social networking sites should include the following
checklist:~~

~~I. 4. Target audience~~

~~J. 5. Types of information department is attempting to communicate~~

~~K. 6. Goals including total number of friends, comments per month, posts per month~~

~~L. Proposed responsible staff member~~

~~M. Training required~~

~~N.~~

~~O. Goals, monitoringMonitoring, and updatingUpdating~~

~~B.~~

~~1.~~

~~2.1. Social networking sites are a resource to provide enhanced communications between the city of Menasha and citizens. Therefore, itIt is important that all sites are updated with relevant and useful information on a timely basis.~~

~~3. Each department using social networking sites shall have specific goals regarding number of friends, monthly comments, and monthly posts. These goals shall be filed along with the original request for usage of social networking sites.~~

~~4.~~

~~5. all sites shall be updated with new posts at least twice per month.~~

~~2.~~

~~6. allAll sites shall be monitored on a daily regular and frequent basis.~~

~~3.~~

~~e-mail notification of site comments will be sent to the site administrator.~~

~~4.~~

~~P. A monthly report of site statistics will be presented for the IT steering committee for review. Sites not reaching their goals have the potential to be removed.~~

~~Q.~~

~~R. C. Acceptable use~~

~~S.C.~~

All use of social networking sites by the cityCity of Menasha shall be consistent with applicable state, federal, and local laws, regulations, and policies including all IT security policies, records —retention policies, and open records laws. Nothing herein limits any protected activity under Section 7 National Labor Relations Act.

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other confidential or non-public information is prohibited, should not be shared. This does not extend to communications regarding terms and conditions of employment.

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F. Records Management and Preservation

G.E.

_____ Communication through ~~agency~~City-related social media is considered a public record and _____ will be managed as such.

1. All comments or posts made to ~~state agency city~~ account walls or pages are public, not private.

2. ~~Private~~Any messages received by account administrators should be treated as constituent e-mails and therefore, as public records. ~~_____~~

~~2. All privacy settings should be set to public.~~

~~3. _____~~

~~Conclusion~~

~~3. Social media is an effective and efficient way for agencies to communicate with and participate in the larger community. It will continue to shape and support the way the City of Menasha communicates and collaborates with constituents. Each department using social networking sites as part of their communications strategy should adopt these tools and provide their employees support and guidance to use them productively and intelligently.~~

F. Breach of ~~p~~Policy

~~_____ Failure to comply with this Policy may result in disciplinary action that may include a warning _____ or, _____ up _____ to _____ a _____ termination _____ of _____ your employment. \\COMFILES01\DeptHead\EVERYONE\dh Agendas 2017\dh agenda 2-9-17.docx~~



MEMORANDUM

Date: February 27, 2017

To: Common Council

From: Community Development Department/KE

RE: Certified Survey Map - 1116 Lake Park Road – Lot Division

McMahon Associates, Inc., requests approval of a Certified Survey Map (CSM) for a three lot land division on Lake Park Road. The purpose of the request is to create three lots; one containing an existing single family residence and two suitable for future residential development. The existing lot is zoned R-1 Single Family Residential with a lot size of 57,238ft² or approximately 1.31 acres.

The land division, as proposed, will reduce the dimensions of the original lot to 172' deep by 160' wide resulting in a lot size of 27,352ft² or 0.63 acres. The resulting lot will meet all zoning requirements. The petitioners propose to create one lot (the northern lot) that is approximately 172' deep by 89' wide with a total area of 15,222ft² or .35 acres. The second proposed lot (the southern lot) will be approximately 170' deep by 71' wide with total area of 12,073ft² or .28 acres.

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

The Plan Commission recommends approval of the Certified Survey Map – 1116 Lake Park Road as proposed. Staff also recommends approval of the CSM.



City of Menasha Application Subdivision & Certified Survey Map

SUBMIT TO:
City of Menasha
Dept. of Com. Development
140 Main Street
Menasha, WI 54952-3190
PHONE: (920) 967-3650

APPLICANT INFORMATION

Petitioner: _____ Date: _____

Petitioner's Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Status of Petitioner (Please Circle): Owner Representative Tenant Prospective Buyer

Petitioner's Signature (required): _____ Date: _____

OWNER INFORMATION

Owner(s): George Hansel Date: 1-31-17

Owner(s) Address: 1116 C.T.H. "LP" City: Menasha State: WI Zip: 54952

Telephone #: (920) 209-1762 Fax: () _____ Other Contact # or Email: _____

Ownership Status (Please Circle): Individual Trust Partnership Corporation

Property Owner Consent: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Community Development Dept. for incomplete submissions or other administrative reasons.

Property Owner's Signature: *George E. Hansel* Date: 1-31-17
GEORGE E. HANSEL

SUBDIVISION INFORMATION

(Please Circle): Residential Commercial/Industrial Other

Approvals Requested (Please Circle): Preliminary Subdivision Plat* Final Subdivision Plat Certified Survey Map

*If preliminary plat, is the entire area owned or controlled by subdivider included? Yes _____ No _____

Location of Proposed Project: South of intersection of C.T.H. "LP" & Manitowish Road

Zoning Classification: R-1

Reason for Division: to create 2 additional lots

Proposed Number of Lots: 3 Proposed Lot Sizes: Min. 12,073 SF Max. 27,352 SF Average 18,216 SF

Acres in Parcel(s): Lot 1 = 0.749 acres Lot 2 = 0.628 acres Lot 3 = 0.277 acres

Proposed Project Type (include use of buildings and property): residential

Current Use of Property (include existing structures): residential

Staff _____ Date Rec'd _____

Significant Natural Amenities (slopes, vegetation, large tree stands, etc.): _____

N/A

Floodplains, navigable streams, wetlands, and other development restrictions: _____

N/A

Variances- List and explain any requested variances from the Subdivision Regulations: _____

N/A

****Please note that a meeting notice will be mailed to all abutting property owners regarding your request.**

SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.

➤ **Basic Materials**

- ☐ Completed Application
- ☐ Legal Description of Site
- ☐ Twenty-five (25) full size paper prints of the preliminary or final plat prepared in accordance with City Subdivision Regulations
- ☐ One copy of the subdivision plat reduced to 11" x 17"
- ☐ Fifteen (15) copies of the Certified Survey Map
- ☐ Digital Copy of Preliminary Plat, Final Plat, or CSM in .pdf and .dwg format

➤ **Plat Data**

- ☐ Title
- ☐ Legal description and general location of property
- ☐ Date, scale and north arrow
- ☐ Names and addresses of the owner, subdivider, and land surveyor preparing the plat
- ☐ Entire area contiguous to the proposed plat owned or controlled by the subdivider shall be included on the preliminary plat
- ☐ Exterior boundaries
- ☐ Contours
- ☐ Water elevations and date observed
- ☐ Location, rights-of-way widths and names
- ☐ Location and names of any adjacent subdivisions
- ☐ Type, width and elevation of existing street pavements within the plat or adjacent thereto
- ☐ Location, size, and invert elevation of existing infrastructure items such as sewers, manholes, power poles, etc.
- ☐ Locations of all existing property boundary lines
- ☐ Dimensions of all lots with proposed lot and block numbers
- ☐ Location and dimensions of any sites to be reserved or dedicated for parks, trails, playgrounds, drainage ways, or other public use, or which are to be used for group housing, shopping centers, church sites, or other non-public uses not requiring lotting
- ☐ Radii of all curves to include curve table showing all curve data
- ☐ Corporate limit lines
- ☐ Any proposed lake and/or stream access
- ☐ Any proposed lake and stream including the notice of application for Dept. of Natural Resources' approval, when applicable
- ☐ Location of environmentally sensitive areas (wetlands, floodplains, navigable streams, etc.)

For further information see Section 14-1-1 through 14-1-19 of City of Menasha Subdivision Regulations for Submittal Requirements

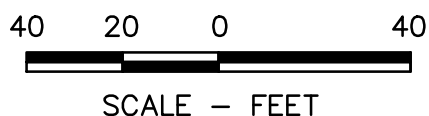
FEE SCHEDULE

Land Division/CSM - \$150.00 plus \$25.00 per lot
Preliminary Plat - \$125.00
Final Plat - \$250.00 plus \$25.00 per lot

For more information please contact the Community Development Department at 920.967.3650

SHEET 1 OF 4

EAST 1/4 CORNER
SECTION 8-20-18
(ALUMINUM CAP)



FOR: -GEORGE HANSEL
-1116 C.T.H. "LP"
-MENASHA. WI 54952

DRAFTED BY: Corey Kalkofen

CERTIFIED SURVEY MAP NO. _____

SHEET 2 OF 4

A PART OF CERTIFIED SURVEY MAP No. 86 AS RECORDED IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 216 AS DOCUMENT No. 122732 AND A PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 8, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, David M. Schmalz, Wisconsin Professional Land Surveyor S-1284, certify that I have surveyed, divided and mapped a part of Certified Survey Map No. 86 as recorded in Volume 1 of Certified Survey Maps on Page 216 as Document No. 122732 and a part of the Northeast 1/4 of the Southeast 1/4 of Section 8, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin containing 54,647 square feet (1.254 acres) of land being more fully described as follows:

Commencing at the East 1/4 corner of said Section 8; thence S00°38'28"W, 671.83 feet along the East line of the Southeast 1/4 of said Section 8 to the Easterly extension of the North line of Lot 1 of Certified Survey Map No. 3159; thence N89°32'03"W, 45.93 feet along said Easterly extension to the Northeast corner of said Lot 1 and the Westerly right-of-way line of Lake Park Road (C.T.H. "LP"), also being the Point of Beginning; thence continue N89°32'03"W, 169.57 feet along the North line of said Lot 1 to the Northwest corner thereof; thence N00°30'09"E, 192.56 feet along the East line of Lots 9, 10 & 11 of Silver Birch Estates to the Northwest corner of Certified Survey Map No. 86; thence N01°12'14"W, 126.68 feet along the East line of Lots 8 & 9 of Silver Birch Estates to the Southwest corner of Lot 1 of Certified Survey Map No. 1583; thence S89°29'51"E, 171.93 feet along the South line of said Lot 1 to the Southeast corner thereof and the Westerly right-of-way line of Lake Park Road (C.T.H. "LP"); thence S01°12'14"W, 319.14 feet along said Westerly right-of-way line to the Point of Beginning.

That I have made this survey by the direction of the Owner(s) of said Land.

I further certify that this map is a correct representation of the exterior boundary lines of the lines of the land surveyed and the division of that land, and that I have complied with Section 236.34 of the Wisconsin Statutes, the City of Menasha Subdivision Ordinances in surveying, dividing and mapping the same.

Given under my hand and seal this _____ day of _____, 20____.

David M. Schmalz, WI Professional Land Surveyor S-1284

SHEET 3 OF 4

CERTIFICATE OF TREASURERS

City Clerk Date
Deborah Galeazzi

SHEET 4 OF 4

OWNER'S CERTIFICATE

City of Menasha

George E. Hansel

Sandra J. Hansel

Personally appeared before me on the _____ day of _____, 20____, the above persons to me known to be the persons who executed the foregoing instrument, and acknowledged the same.

Notary Public

_____ County, _____

My commission expires_____



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Kevin Kloehn, Chief

DATE: February 21, 2017

RE: Firefighter Replacement

I have received a retirement notice for one of our Driver/Engineers that would be effective on June 24, 2017. During one of our last discussions, this Committee directed me to begin exploring replacement of firefighters before they retire versus waiting until after they retire due to the financial impact our Department faces with short shift overtime. The current method of replacing after people leave puts the Department in a position of making tough decisions with cancelling training and other activities in order to maintain staffing.

Staffing: As a reminder, we have three shifts of 21 people assigned to each shift who work 24 hour shifts. This is how we provide service to both Cities 24/7/365. At this time, here is the current state of our staffing. I've tried to outline this as best as I can. Keep in mind, due to the HIPPA laws we have to follow I've tried to do this in a way that doesn't violate this law. Please keep in mind, this could change at any time.

1. Shift #1 has:
 - a. One member approved for intermittent use of FMLA through June 30, 2017. Usage of intermittent FMLA has been experienced over the last couple of months.
 - b. One member has approved intermittent FMLA, for up to 12 weeks that was to begin mid-March but started this week.
 - c. One was off on FMLA and is returning to line next week.
2. Shift #2 has:
 - a. One member on approved FMLA with an unknown return date at this time.
 - b. One member on approved FMLA for at least one swing in March.
 - c. One member approved for intermittent use of FMLA through June 30, 2017.

Overtime: At this time:

- We know of 105 overtime hours from March through June 30, 2017 with an estimated cost of \$5,723.
- If known staff members use their approved FMLA and/or are still off work there is the possibility of an additional 171 hours of overtime from March 1, 2017 through June 30, 2017. Estimated cost is \$9,320.
- If we wait until after our firefighter retires to fill the vacated position, we will experience a minimum of 90 hours of overtime for an estimated cost of \$4,978. This is if we can make an offer right away to someone, they give two weeks' notice and complete four weeks of training before beginning their 24-hours shifts. This could be more if someone has to give more than two weeks' notice.

Options: At this time, there are three different options:

1. Wait to fill the vacancy until after the person retires in June and incur the overtime expenses outlined above.
2. Hire someone before the known retirement. If we hire someone on April 7th, we would have an estimated additional \$9,000 in wages. However, once the new firefighter completes their four weeks of training, I would have this person work Monday through Friday, 9 hours each day and begin their 24-hour shifts after our firefighter retires. By having this person work Monday through Friday, until our firefighter retires, this helps us maintain our staffing levels and reduces our known and/or potential overtime. If we have them begin 24-hours shifts prior to the known retirement they could reduce the known and/or possible overtime on one shift but that doesn't help us with any other shift.
3. Hire someone before the known retirement. If for some reason the person doesn't retire have the new person work a Monday through Friday schedule as they would be able to work on all three shifts and would reduce any potential overtime that will come up and have them fill any vacancies that come up. If no vacancy comes up by December 1st, we would re-evaluate our options and make a decision at that time before line staff pick their vacations for the upcoming year.

The potential overtime may not come to fruition or things could get worse and we may experience the overtime even with hiring someone ahead of time. In 2016, we had nine approved FMLA leaves, two people off due to injury and my line staff position was open for two months until someone began 24-hour shifts. This did not include any funeral, jury duty or sick leave usage. In 2015, three people were off due to injury (two were over one month), 13 approved FMLA leaves (a few were more than one month), and four line staff positions that were left open at various times due to retirement, promotion, and someone who left to work at another department. Again, this doesn't include usage of funeral, jury duty and sick leave.

In reviewing all of this information, including our history for the past two years, and what is starting to happen this year, I feel the best decision is for us to hire someone before our known retirement and would ask that we make an offer to someone on our eligibility list with a start date after April 7, 2017. With our approval process for replacing positions it has to also be approved by both Councils. At earliest, I would not be able to obtain approval from both Councils until March 20th. If approval is gained I would make an offer and a person may need to give notice to their current employer.

I am asking consideration from this Committee to recommend both Councils approve hiring a firefighter after April 7, 2017 in recognition of the known retirement NMFR will experience on June 24, 2017.

If you have any questions, please feel free to call me at 886-6203. Thank you for your consideration.

KK/tt



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Kevin Kloehn, Chief

DATE: February 21, 2017

RE: Firefighter Replacement

I have received a retirement notice for one of our Driver/Engineers that would be effective on June 24, 2017. During one of our last discussions, this Committee directed me to begin exploring replacement of firefighters before they retire versus waiting until after they retire due to the financial impact our Department faces with short shift overtime. The current method of replacing after people leave puts the Department in a position of making tough decisions with cancelling training and other activities in order to maintain staffing.

Staffing: As a reminder, we have three shifts of 21 people assigned to each shift who work 24 hour shifts. This is how we provide service to both Cities 24/7/365. At this time, here is the current state of our staffing. I've tried to outline this as best as I can. Keep in mind, due to the HIPPA laws we have to follow I've tried to do this in a way that doesn't violate this law. Please keep in mind, this could change at any time.

1. Shift #1 has:
 - a. One member approved for intermittent use of FMLA through June 30, 2017. Usage of intermittent FMLA has been experienced over the last couple of months.
 - b. One member has approved intermittent FMLA, for up to 12 weeks that was to begin mid-March but started this week.
 - c. One was off on FMLA and is returning to line next week.
2. Shift #2 has:
 - a. One member on approved FMLA with an unknown return date at this time.
 - b. One member on approved FMLA for at least one swing in March.
 - c. One member approved for intermittent use of FMLA through June 30, 2017.

Overtime: At this time:

- We know of 105 overtime hours from March through June 30, 2017 with an estimated cost of \$5,723.
- If known staff members use their approved FMLA and/or are still off work there is the possibility of an additional 171 hours of overtime from March 1, 2017 through June 30, 2017. Estimated cost is \$9,320.
- If we wait until after our firefighter retires to fill the vacated position, we will experience a minimum of 90 hours of overtime for an estimated cost of \$4,978. This is if we can make an offer right away to someone, they give two weeks' notice and complete four weeks of training before beginning their 24-hours shifts. This could be more if someone has to give more than two weeks' notice.

Options: At this time, there are three different options:

1. Wait to fill the vacancy until after the person retires in June and incur the overtime expenses outlined above.
2. Hire someone before the known retirement. If we hire someone on April 7th, we would have an estimated additional \$9,000 in wages. However, once the new firefighter completes their four weeks of training, I would have this person work Monday through Friday, 9 hours each day and begin their 24-hour shifts after our firefighter retires. By having this person work Monday through Friday, until our firefighter retires, this helps us maintain our staffing levels and reduces our known and/or potential overtime. If we have them begin 24-hours shifts prior to the known retirement they could reduce the known and/or possible overtime on one shift but that doesn't help us with any other shift.
3. Hire someone before the known retirement. If for some reason the person doesn't retire have the new person work a Monday through Friday schedule as they would be able to work on all three shifts and would reduce any potential overtime that will come up and have them fill any vacancies that come up. If no vacancy comes up by December 1st, we would re-evaluate our options and make a decision at that time before line staff pick their vacations for the upcoming year.

The potential overtime may not come to fruition or things could get worse and we may experience the overtime even with hiring someone ahead of time. In 2016, we had nine approved FMLA leaves, two people off due to injury and my line staff position was open for two months until someone began 24-hour shifts. This did not include any funeral, jury duty or sick leave usage. In 2015, three people were off due to injury (two were over one month), 13 approved FMLA leaves (a few were more than one month), and four line staff positions that were left open at various times due to retirement, promotion, and someone who left to work at another department. Again, this doesn't include usage of funeral, jury duty and sick leave.

In reviewing all of this information, including our history for the past two years, and what is starting to happen this year, I feel the best decision is for us to hire someone before our known retirement and would ask that we make an offer to someone on our eligibility list with a start date after April 7, 2017. With our approval process for replacing positions it has to also be approved by both Councils. At earliest, I would not be able to obtain approval from both Councils until March 20th. If approval is gained I would make an offer and a person may need to give notice to their current employer.

I am asking consideration from this Committee to recommend both Councils approve hiring a firefighter after April 7, 2017 in recognition of the known retirement NMFR will experience on June 24, 2017.

If you have any questions, please feel free to call me at 886-6203. Thank you for your consideration.

KK/tt



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Kevin Kloehn, Chief

DATE: February 21, 2017

RE: P.O. #17-18 Public Education Trailer

I've attached information from DC Victor Voss and AC Vernon Green regarding the unbudgeted purchase of a public education trailer to replace the current Public Education Van that is a 1985 Chevrolet truck. This truck was donated to us by the Neenah Police Department.

Funding for this unbudgeted purchase would be through two different revenue sources. The first is through the sale of the 1985 Chevrolet 350 truck. The second is through a donation from Mayor Kaufert's Annual Charity Golf Outing.

Replacing the vehicle with this trailer helps our vehicle maintenance budget and future Capital budgets as it reduces our fleet of vehicles and maintenance of an older vehicle.

Director Easker has indicated there is the ability to purchase the trailer now and cover the cost of the trailer that isn't offset by the sale of the vehicle until after the golf outing is held in August. Due to this being an unbudgeted purchase approval for the purchase of the trailer is needed from this Committee along with both Common Council's.

An appropriate motion would be recommendation the City of Neenah and City of Menasha Common Councils approve P.O. #17-18 to purchase a Sur Trac STW 6'x12' trailer from Y-Pay-More Trailer Sales for a cost not to exceed \$4,100.00 with the purchase to be funded by a combination of proceeds from the sale of the Public Education Van and a donation from the Mayor's Charity Golf Outing.

If you have any questions, please feel free to call me at 886-6203. Thank you for your consideration.

KK/tt

Enclosure



City of Neenah
211 Walnut Street
P.O. Box 426
Neenah, WI 54957-0426

Billing Information
Phone: 920-886-6146
Fax: 920-886-6150
E-Mail: NHandevitd@ci.neenah.wi.us

Purchase Order

P.O. Number:	Date:
17 - 18	02/20/2017

Bill To:

City of Neenah
Attn: Fire
211 Walnut Street
Neenah, WI 54956

Ship To:

Fire Station 32
Attn: Fire
125 E. Columbian Avenue
Neenah, WI 54956

Vendor:

0008542
Y Pay More? Trailer Sales
1423 Green Valley Road
Neenah, WI 54956

Ordered By	Department	Telephone #	Tax Exempt #	Federal EIN
Tara A Theisen	Fire	(920) 886-6200	0000377026	39-6005543

☐ Operating Budget☐ Capital Project☒ Capital Equipment/Outlay

(Press the F9 key at anytime to update the total calculations below)

QTY	DESCRIPTION	ACCOUNT #	UNIT COST	TOTAL
1.00	SURE TRAC STW 6X 12 TRAILER	18000005732300	\$4,100.00	\$4,100.00
1.00	FREIGHT	18000005732300		

****Please Note:** You must now enter Freight as a line item above with an account number!

Special Instructions: This is an unbudgeted request. This will be paid with revenue generated from sale of 1985 Pub Ed Van and donation from Annual Mayor's Charity Golf Outing

SUBTOTAL	\$4,100.00
TAX	EXEMPT
TOTAL	\$4,100.00

Department Head Approval

☐ Purchase(s) Approved ☐ Purchase(s) Denied

Comments:

Finance Director Approval



Memorandum

TO: Chief Kloehn

FROM: D/C Voss *DV*

DATE: February 17, 2017

RE: A/C Green request to replace Public Ed. Truck with Trailer

I received a memorandum asking to consider purchasing an enclosed trailer to be used for our Public Education props and equipment. This trailer would store and transport all of the needed materials and would be a centralized location for the team to use at events, having all materials on hand.

Currently NMFR utilizes a vehicle that had been given to the department through the Neenah Police Department. The 1985 truck had been donated to the Neenah Police Department prior to that. We have done regular maintenance on the vehicle throughout the years we have operated it. Prior to having this truck we utilized a borrowed open snowmobile trailer. The truck is in fair condition mechanically and structurally and is likely a sellable vehicle.

The purpose of this request is to replace a 1985 vehicle, which gets used for about two weeks per year, with a low maintenance trailer. The advantages are numerous; a trailer with a ramp door will require far less lifting of our heavy props, maintenance costs would only be tires on a rare basis, the 1985 truck can be removed from the NMFR Vehicle Replacement plan, the trailer can be secured and stored outside if needed, insuring the trailer would be less than the current truck. We have a number of different vehicles that are capable of towing the trailer when needed.

Through my research I feel this truck could sell at auction for \$3000 - \$4000. The request from A/C Green is for \$4100 to purchase the new trailer. The work needed to organize and install our props and equipment would be done by the Public Education Team with our Shift Mechanics at nearly no cost. The department is also exploring the possibility of having the graphics donated as was with the current truck.

I support this proposal for all of the reasons listed above with two specific gains. 1.) Being able to load and unload the equipment with carts and dollies using a ramp will help prevent back strains and sprains and 2.) The long and short term maintenance and replacement of the current vehicle would be eliminated with only minor costs to maintain a trailer.

If approved I would ask to sell the current 1985 Pub Ed van on the Wisconsin Surplus Online Auction.



Neenah-Menasha Fire Rescue

Assistant Chief/Fire Marshal Vernon Green

Memorandum

TO: Deputy Chief Victor Voss

FROM: Assistant Chief / Fire Marshal Vernon Green *VAG*

DATE: February 17, 2017

RE: Public Education Trailer

Please consider the following request for the purchase and acquisition of a new trailer for storing, transporting, and maintaining, all of the public education team equipment and materials utilized for providing fire and life safety presentation throughout the communities of Neenah and Menasha.

I am respectfully requesting approval to purchase the following trailer, from Y-Pay-More Trailer Sales, at a cost not to exceed \$4100.

- Sure-Trac STW 6x12
 - 7' Interior (6 1/2' door opening)
 - Ramp with wood transition at ground
 - Steel transition for ramp hinge gap
 - ATP Whiteout package
 - Aluminum wheels w/ 15" Radials
 - Steel Radial Spare

This trailer will allow our public education team too properly and safely store and transport all items for our public education presentations. Many of the props and items utilized in our presentations are large and somewhat heavy. These items are transported on a cart that is moved in and out of the current public education truck on a narrow and steep ramp. The current practice, although functional, is not as efficient, effective, or as safe as we would desire.

My recommendation is to purchase this trailer which will allow adequate storage and transportation for all of the public education team equipment, and will also minimize the potential for accident and/or injury potential that exists with the current vehicle.

The current public education vehicle is a 1985 Chevrolet 350 Box Truck. This vehicle is certainly near the end of its functional life, at 32 years old, and will continue to cost the department in service and maintenance costs. The box truck is high off of the ground and utilizes a narrow and steep ramp to wheel the equipment carts in and out. The potential for employee accident and/or injury is, in my opinion, much greater with the current vehicle than would be with the proposed trailer.



STW PRO SERIES WEDGE FRONT CARGO



Chrome Plated Door Hardware



Rite Guard



Flow Through Vents



ATP Stoneguard



STANDARD COLORS



Black White

OPTIONAL COLORS



Multiple

STANDARD FEATURES

- Semi-Screwless (Exterior Aluminum Seams Screwed) • Color Matching Screws • .030 Smooth Aluminum Exterior
- Powder Coated Tongue • Double Swinging Barn Door (Single Door on 5' Wides) • 4" Drop Axles with EZ Lube Hubs
- $\frac{3}{8}$ " Plywood Walls • $\frac{3}{4}$ " Plywood Floor • 15" White Spoke Wheels with Radial Tires • 32" RV Doors • Zinc Plated Jack
- 16" On-Center Wall Studs • Polyethylene Vapor Barrier • Rubberized Undercoating • 24" Stoneguard with Top Trim
- Flow-Through Scoop Vents • Seamless Aluminum Roof • Tube Roof Bows • ALL LED Lighting • DOT Approved Lighting

SPECIFICATIONS

	5' x 8'	6' x 10'	6' x 12'	7' x 14' TA	7' x 16' TA	7' x 18' TA
GVWR (lbs)	2990	2990	2990	7000	7000	7000
Curb Weight (lbs)	850	1240	1390	2040	2120	2220
Payload (lbs)	2140	1750	1680	4960	4880	4780
Brakes	Optional	Optional	Optional	Electric	Electric	Electric
Coupler	2" A-Frame	2" A-Frame	2" A-Frame	2 5/16" A-Frame	2" A-Frame	2" A-Frame
Length Overall (ft)	12' 4"	14' 5"	16' 5"	18' 5"	20' 5"	22' 5"
Width Overall (in)	80"	92"	92"	102"	102"	102"
Height Overall (in)	70.5"	93"	93"	96"	96"	96"
Interior Height (in)	59.5"	72.5"	72.5"	72.5"	72.5"	72.5"
Interior Width (in)	57"	69"	69"	81"	81"	81"
Interior Length (ft)	8' 9"	10' 9"	12' 9"	14' 9"	16' 9"	18' 9"
Floor Height (in)	18"	18"	18"	21"	21"	21"



THE SURE-TRAC DIFFERENCE - THE NEW INDUSTRY STANDARD



16" On-Center Wall Studs and Fully Trimmed 3/8" Plywood Walls
Provides more stability and a more polished look. Competitors have 24" on-center wall studs and do not fully trim.



Flow-Through Scoop Vents
Aerodynamic design keeps moisture and debris out and allows fresh air ventilation into the trailer.



LED Slim Line Tail Lights
Slim and efficient LED stop, turn and tail lamps feature a polycarbonate lens and housing.



Rear Ramp Transition Flaps



Polyethylene Vapor Barrier
Reduces the penetration of moisture and water vapor, protecting your Sure-Trac trailer.



Full-Face Smooth Aluminum Exterior
Runs top-to-bottom, providing a second layer of protection behind ATP stoneguard. Competitors stop at stoneguard.



THE SURE-TRAC DIFFERENCE - THE NEW INDUSTRY STANDARD

Our pursuit of excellence continues with our industry-leading enclosed trailers. Designed and developed by degreed engineers to exacting standards, proudly built in the USA by dedicated and skilled craftsmen, every detail is considered and perfected.

Sure-Trac Enclosed Trailers provide the highest level of customer satisfaction and overall delivered value in North America today. Visit an authorized dealer to experience *The Sure-Trac Difference.*



Powder Coated Tongue
Provides superior fit and finish protecting your investment.



Fully Cured Undercoating
Oven-cured automotive grade rubberized undercoating provides the ultimate frame protection and corrosion resistance.



C-Channel Capped Cross Members
Provide improved structural integrity and protection for axles and wheels.





ENCLOSED TRAILER EXTERIOR OPTIONS



ALUMINUM DOOR HOLDBACK



ATP EXTERIOR PACKAGE



WEDGE RAMP DOOR



BRIGHT VERTICAL NOSE



TWO-TONE COLOR



NO-CABLE TORSION SPRING RAMP



WEDGE STORAGE/CARGO AREA



ALUMINUM WHEELS WITH RADIAL TIRES



ALUMINUM TRANSITION PLATE



EXTERIOR LIGHTING



COMMERCIAL GRADE COLOR OPTIONS



CONCESSION WINDOWS

Contact your Authorized Sure-Trac Dealer for a comprehensive list of available options.









City of Menasha Disbursements

Weekly Accounts Payable

2/23/17-3/2/17
Checks # 56819-56969

\$ 790,239.91

Bi-Weekly Payroll

3/2/17

\$ 175,611.44

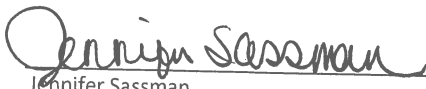
Additional Regular Cycle Accounts Payables -Paid Electronically

Nationwide Retirement	2/17/17	\$	10,394.50
Advanced Disposal-Broad St Recycling	2/21/17	\$	223.50
TASC-Flex Spending	2/21/17	\$	4,299.90
Delta Dental	2/22/17	\$	1,999.70
Federal Tax Withholding	2/22/17	\$	70,241.71
State Sales Tax	2/27/17	\$	240.54
State Tax Withholding	2/27/17	\$	25,249.14
Banking Fee	2/28/17	\$	75.00
Employee Trust Funds	2/28/17	\$	126,241.77
Delta Dental	3/1/17	\$	1,076.80
Community First Credit Union-Payroll Deductions	3/2/17	\$	4,418.00
		\$	<u>244,460.56</u>

Total

\$ 1,210,311.91

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.


Jennifer Sassman
Finance Manager

3-2-17
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: 2/23/2017

Date: 2/23/2017

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
ACCURATE	56819	2/23/2017	1701175	731-1022-541.30-18	161.88	Hose Reel	
		2/23/2017	1701367	731-1022-541.30-18	113.63	Brakleen & Drill Bits	
		2/23/2017	1701445	731-1022-541.38-03	55.12	Multi-Wire Conn/Supplies	
	Total for check: 56819				330.63		
AIRGAS USA LLC	56820	2/23/2017	9942005111	731-1022-541.21-06	25.35	Cylinder Rental	
		2/23/2017	9942005112	100-0703-553.30-18	25.66	Cylinder Rental	
		2/23/2017	9942005113	731-1022-541.21-06	229.44	Cylinder Rental	
	Total for check: 56820				280.45		
APPLETON ELECTRONICS SUPPLY LLC	56821	2/23/2017	19107	731-1022-541.38-03	14.02	Switch	
Total for check: 56821				14.02			
APPLETON POLICE DEPARTMENT	56822	2/23/2017	17-0478	100-0000-201.03-00	200.00	Bond/MPD 17-0478	
Total for check: 56822				200.00			
APPLETON TROPHY & ENGRAVING	56823	2/23/2017	73025	100-0703-553.30-18	50.00	Plate	
Total for check: 56823				50.00			
ARING EQUIPMENT COMPANY INC	56824	2/23/2017	725667	731-1022-541.38-03	72.86	Parts	
Total for check: 56824				72.86			
AYRES ASSOCIATES INC	56825	2/23/2017	167383	100-0304-562.21-10	1,997.80	Jefferson Park Plan	Services Through 1/28/17
				209-0703-553.21-02	4,994.50	Jefferson Park Plan	Services Through 1/28/17
			Total for check: 56825				6,992.30
BEAR GRAPHICS INC	56826	2/23/2017	0763813	100-0204-512.29-01	303.55	Election Envelopes	
Total for check: 56826				303.55			

AP Check Register
Check Date: 2/23/2017

Date: 2/23/2017

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BMI	56827	2/23/2017	29419837	100-0702-552.32-01	38.24	License
Total for check: 56827					38.24	
BRAUER SUPPLY & EQUIPMENT	56828	2/23/2017	2017048	100-1006-541.30-15	7,055.73	Guards & Blade Saver
Total for check: 56828					7,055.73	
CARTEGRAPH SYSTEMS INC	56829	2/23/2017	SIN002699	743-0403-513.24-04	1,376.55	Annual Subscription
Total for check: 56829					1,376.55	
CASPERS TRUCK EQUIPMENT INC	56830	2/23/2017	0021408-IN	100-1006-541.30-15	143.14	Rubber Deflector
Total for check: 56830					143.14	
CRESCENT ELECTRIC SUPPLY COMPANY	56831	2/23/2017	S503045430.001	100-0601-551.24-03	60.19	Supplies
		2/23/2017	S503045983.001	100-1001-514.30-15	35.14	Test Leads
		2/23/2017	S503050827.001	100-1012-541.24-04	153.66	Contactactor
		2/23/2017	S503050920.001	601-1020-543.24-04	43.73	Contact Block
		2/23/2017	S503090238.001	100-1012-541.30-18	182.37	Block/Fuse
		2/23/2017	S503115065.001	731-1022-541.24-03	159.61	Supplies
		Total for check: 56831				
CULLIGAN WATER CONDITIONING	56832	2/23/2017	718387	100-1001-514.20-01	13.10	January Rental
Total for check: 56832					13.10	
JOHN DEERE FINANCIAL	56833	2/23/2017	78865441	100-0703-553.30-18	50.36	Landscape Supplies
Total for check: 56833					50.36	
DUMKE & ASSOCIATES &	56834	2/23/2017	2016 CAM CREDIT	100-0903-531.29-06	(322.78)	2016 Common Area Credit

AP Check Register

Check Date: 2/23/2017

Date: 2/23/2017

<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>
DUMKE & ASSOCIATES &...	56834...	2/23/2017	316 RACINE	100-0903-531.29-06	2,205.42	Rental 316 Racine
Total for check: 56834					1,882.64	
FOX CITIES CONVENTION & VISITORS	56835	2/23/2017	2016 Q4 ROOM TA	100-0415-513.20-11	193.10	2016 Q4 Room Tax Share
Total for check: 56835					193.10	
FOX CROSSING, VILLAGE OF	56836	2/23/2017	17-0454	100-0000-201.03-00	499.80	Bond/MPD 17-0454
Total for check: 56836					499.80	
FOX STAMP SIGN & SPECIALTY	56837	2/23/2017	OE-73164	100-0704-552.24-03	80.00	Stencils
Total for check: 56837					80.00	
GRAEF	56838	2/23/2017	0091754	470-0703-553.82-02	1,326.92	Loop Project
		2/23/2017	0091755	470-0703-553.82-02	4,930.29	Loop Project
Total for check: 56838					6,257.21	
GRAINGER INC	56839	2/23/2017	9343166477	731-1022-541.38-03	13.58	Snap Button
Total for check: 56839					13.58	
GREAT LAKES LASER LLC	56840	2/23/2017	170201-02	100-0804-521.30-15	86.51	Shirt Nameplates
Total for check: 56840					86.51	
GUSTMAN CHEVROLET SALES INC	56841	2/23/2017	220823	731-1022-541.29-04	115.00	Maintenance
		2/23/2017	42433	731-1022-541.38-03	45.89	Valve
Total for check: 56841					160.89	
TIFFANY HAYSE	56842	2/23/2017	PARK REFUND	100-0000-201.08-00	7.04	Smith Park Refund

AP Check Register
Check Date: 2/23/2017

Date: 2/23/2017

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TIFFANY HAYSE...	56842...	2/23/2017...	PARK REFUND...	100-0000-441.23-00	130.46	Smith Park Refund
Total for check: 56842					137.50	
HOTSY CLEANING SYSTEMS INC	56843	2/23/2017	0118173-IN	731-1022-541.24-02	480.00	Pressure Switch/Service
Total for check: 56843					480.00	
ITOUCH BIOMETRICS LLC	56844	2/23/2017	2719	100-0801-521.30-12	7,000.00	Software & Training
				100-0801-521.30-15	1,000.00	Software & Training
				100-0801-521.34-02	900.00	Software & Training
				743-0403-513.24-04	300.00	Software & Training
Total for check: 56844					9,200.00	
JX ENTERPRISES INC	56845	2/23/2017	G-263640017	731-1022-541.38-03	20.48	Mirror
Total for check: 56845					20.48	
KWIK TRIP INC	56846	2/23/2017	JAN KWIK TRIP	100-0801-521.38-01	123.72	Fuel
Total for check: 56846					123.72	
LEARNING SHOP	56847	2/23/2017	101-1369910	100-0702-552.30-18	29.94	Supplies
Total for check: 56847					29.94	
LEVENHAGEN CORPORATION	56848	2/23/2017	061761A-IN	100-0000-131.00-00	3,979.82	Fuel
		2/23/2017	061762A-IN	100-0000-131.00-00	3,951.98	Fuel
Total for check: 56848					7,931.80	
LEXIS NEXIS	56849	2/23/2017	C10055020170131	743-0403-513.24-04	1,157.62	Police Briefing System
Total for check: 56849					1,157.62	

AP Check Register
Check Date: 2/23/2017

Date: 2/23/2017

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LIL MAD KAT STUDIO	56850	2/23/2017	005	100-0702-552.20-03	160.00	Class
Total for check: 56850					160.00	
MARCO TECHNOLOGIES LLC	56851	2/23/2017	INV4044488	743-0403-513.29-01	9.48	1st Floor Copier Usage
Total for check: 56851					9.48	
MARCO TECHNOLOGIES LLC	56852	2/23/2017	53078899	743-0403-513.29-01	140.40	1st Floor Copier Agrmnt
Total for check: 56852					140.40	
MATTHEWS TIRE & SERVICE CENTER	56853	2/23/2017	60589	731-1022-541.38-02	370.08	Tires
		2/23/2017	60590	731-1022-541.38-02	740.16	Tires
		Total for check: 56853				
MENARDS-APPLETON EAST	56854	2/23/2017	9385	100-0703-553.30-18	31.45	Calipers & Tape Measure
		2/23/2017	9584	100-0703-553.30-18	1.71	Drum Sand Kit/Supplies
		2/23/2017	9585	100-0703-553.30-18	3.99	Adapter
		Total for check: 56854				
MENASHA JOINT SCHOOL DISTRICT	56855	2/23/2017	FEB MOBILE HOME	100-0000-412.00-00	5,968.32	February Mobile Home Fees
Total for check: 56855					5,968.32	
MENASHA NEENAH MUNICIPAL COURT	56856	2/23/2017	17-0026	100-0000-201.03-00	148.80	Bond/MPD 17-0026
		2/23/2017	17-0067	100-0000-201.03-00	174.00	Bond/MPD 17-0067
		2/23/2017	17-0069	100-0000-201.03-00	363.00	Bond/MPD 17-0069
		Total for check: 56856				
MORPHOTRAK LLC	56857	2/23/2017	135132	743-0403-513.24-04	132.00	MorphoIDent Support/Parts
Total for check: 56857					132.00	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MORTON SAFETY	56858	2/23/2017	174224-00	100-1006-541.30-18	50.25	Ice Shoes
				100-1016-543.30-18	67.00	Ice Shoes
				266-1027-543.30-18	33.50	Ice Shoes
				731-1022-541.30-18	150.75	Ice Shoes
Total for check: 56858					301.50	
CITY OF NEENAH	56859	2/23/2017	FIRE/RESCUE	100-0501-522.25-01	278,422.00	Fire/Rescue Services
					278,422.00	
OGDEN PLUMBING & HEATING INC	56860	2/23/2017	80010	100-0920-531.24-03	320.08	Repair Sink-Senior Center
					320.08	
PERSONNEL EVALUATION INC	56861	2/23/2017	22196	100-0801-521.21-06	280.00	JV Pep Billing
					280.00	
PROTANIC INC	56862	2/23/2017	46793	731-1022-541.24-03	660.00	ATG Certification/Inspect
					660.00	
REDI-WELDING CO	56863	2/23/2017	15089	100-0704-552.24-04	40.00	Brackets/Plates/Parts
				731-1022-541.38-03	310.35	Brackets/Plates/Parts
				Total for check: 56863	350.35	
DR TERESA RUDOLPH	56864	2/23/2017	CITY PHYSICIAN	100-0903-531.21-05	150.00	City Physician
					150.00	
SAFEBUILT LLC	56865	2/23/2017	0028310-IN	100-0301-523.21-06	4,460.26	Bldg Inspec. Services
					4,460.26	
STAPLES BUSINESS ADVANTAGE	56866	2/23/2017	3328901840	100-0202-512.30-10	153.84	Supplies

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STAPLES BUSINESS ADVANTAGE...	56866...	2/23/2017...	3328901840...	100-0401-513.30-10	77.58	Supplies
Total for check: 56866					231.42	
SUNGARD PUBLIC SECTOR INC	56867	2/23/2017	133239	743-0403-513.24-04	2,806.00	March Maintenance
Total for check: 56867					2,806.00	
SUPERIOR VISION INSURANCE PLAN	56868	2/23/2017	IA597074	100-0000-204.10-00	1,043.37	February Vision Insurance
		2/23/2017	IA598708	100-0000-204.10-00	1,046.14	March Vision Insurance
Total for check: 56868					2,089.51	
SUPPLYWORKS	56869	2/23/2017	390363992	100-0703-553.24-03	582.06	Lever
		2/23/2017	390613065	731-1022-541.24-03	194.02	Lever
Total for check: 56869					776.08	
TRI-COUNTY OVERHEAD DOOR INC	56870	2/23/2017	048619	731-1022-541.24-03	846.79	Maintenance
Total for check: 56870					846.79	
UNIFIRST CORPORATION	56871	2/23/2017	097 0228959	731-1022-541.20-01	134.23	Supply & Cleaning Service
Total for check: 56871					134.23	
UW-GREEN BAY, OUTREACH GOVERNMENT	56872	2/23/2017	WGFOA MEMBERSHI	100-0401-513.32-01	25.00	WGFOA Membership Dues
Total for check: 56872					25.00	
VERIZON WIRELESS	56873	2/23/2017	9779693820	100-0601-551.22-01	13.86	Cell Phones
				100-0703-553.22-01	65.46	Cell Phones
				100-0801-521.22-01	11.40	Cell Phones
				100-1001-514.22-01	11.41	Cell Phones
		2/23/2017	9779693821	100-1002-541.22-01	58.57	Cell Phones
				601-1020-543.22-01	27.03	Cell Phones

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VERIZON WIRELESS...	56873...	2/23/2017...	9779693821...	625-1002-541.22-01	19.52	Cell Phones
Total for check: 56873					207.25	
WINNEBAGO COUNTY CLERK OF COURTS	56874	2/23/2017	17-0478	100-0000-201.03-00	235.00	Bond/MPD 17-0478
		2/23/2017	17-0500	100-0000-201.03-00	150.00	Bond/MPD 17-0500
Total for check: 56874					385.00	
WINNEBAGO COUNTY TREASURER	56875	2/23/2017	LF124288	100-1016-543.25-01	14,692.86	Landfill Charges
				100-1017-543.25-01	2,572.05	Landfill Charges
				266-1027-543.25-01	819.35	Landfill Charges
Total for check: 56875					18,084.26	
WISCONSIN DEPT OF JUSTICE	56876	2/23/2017	G3228	100-0202-512.21-06	7.00	Parks
				100-0601-551.21-06	7.00	Library
		2/23/2017	L7101T	100-0801-521.21-06	91.00	January Transactions
Total for check: 56876					105.00	
WISCONSIN EMERGENCY MANAGEMENT	56877	2/23/2017	199775	207-0707-552.21-06	205.00	2016 Tier II - Marina
		2/23/2017	199779	731-1022-541.21-06	485.00	2016 Tier II - PWF
Total for check: 56877					690.00	
WISCONSIN MEDIA	56878	2/23/2017	0000279092	100-0405-513.29-02	119.01	January Correspondence
		2/23/2017	0000279565	100-0405-513.29-02	140.14	January Correspondence
Total for check: 56878					259.15	
WISCONSIN PARK & RECREATION ASSN	56879	2/23/2017	540-17	100-0703-553.32-01	130.00	2017 Dept Membership
		2/23/2017	SPRING WORKSHOP	100-0703-553.34-02	85.00	2017 Spring Workshop
Total for check: 56879					215.00	

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ZEP SALES & SERVICE	56880	2/23/2017	9002644954	731-1022-541.30-18	477.31	Cleaning Supplies
Total for check: 56880					<u>477.31</u>	
					<u>366,330.00</u>	

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WCA GROUP HEALTH TRUST	56881	2/27/2017	76440178	100-0000-204.08-00	120,620.24	March Health Ins Premiums
				100-0000-204.11-00	10,160.52	March Health Ins Premiums
			Total for check: 56881		<u>130,780.76</u>	
					<u>130,780.76</u>	

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PROFESSIONAL SUPPLY	56882	3/1/2017	900582	100-0601-551.24-04	32.59	Equipment
Total for check: 56882					32.59	
ROSEN PUBLISHING	56883	3/1/2017	644247	100-0601-551.30-14	459.90	Library Materials
Total for check: 56883					459.90	
WINNEFOX AUTOMATED LIBRARY SYSTEM	56884	3/1/2017	3178	100-0601-551.30-11	123.18	Support & Maintenance
Total for check: 56884					123.18	
BAKER & TAYLOR INC	56886	3/1/2017	2032568812	100-0601-551.30-14	94.59	Library Materials
		3/1/2017	2032568860	100-0601-551.30-14	142.35	Library Materials
		3/1/2017	2032590539	100-0601-551.30-14	91.21	Library Materials
		3/1/2017	2032592119	100-0601-551.30-14	433.45	Library Materials
		3/1/2017	2032597206	100-0601-551.30-14	565.24	Library Materials
		3/1/2017	2032597369	100-0601-551.30-14	10.04	Library Materials
		3/1/2017	2032604292	100-0601-551.30-14	425.20	Library Materials
		3/1/2017	2032607329	100-0601-551.30-14	339.54	Library Materials
		3/1/2017	2032610144	100-0601-551.30-14	604.04	Library Materials
		3/1/2017	2032613290	100-0601-551.30-14	251.56	Library Materials
		3/1/2017	2032618372	100-0601-551.30-14	306.09	Library Materials
		3/1/2017	5014398776	100-0601-551.30-14	111.82	Library Materials
		3/1/2017	5014414122	100-0601-551.30-14	29.48	Library Materials
		3/1/2017	B41307700	100-0601-551.30-14	50.67	Library Materials
		3/1/2017	B41554490	100-0601-551.30-14	377.24	Library Materials
		3/1/2017	B41854150	100-0601-551.30-14	28.79	Library Materials
		3/1/2017	B42210590	100-0601-551.30-14	151.08	Library Materials
		3/1/2017	B42793820	100-0601-551.30-14	79.89	Library Materials
		3/1/2017	NS17020072	100-0601-551.30-14	100.00	Library Materials
		3/1/2017	T53272350	100-0601-551.30-14	549.43	Library Materials
Total for check: 56886					4,741.71	

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JOE BONGERS	56887	3/1/2017	BONGERS	100-0601-551.33-01	54.08	Reimbursement
Total for check: 56887					54.08	
CDW GOVERNMENT INC	56888	3/1/2017	GSQ6860	100-0601-551.30-10	362.36	Cartridge
Total for check: 56888					362.36	
CENGAGE LEARNING - GALE	56889	3/1/2017	59770655	100-0601-551.30-14	38.92	Library Materials
		3/1/2017	60007660	100-0601-551.30-14	38.92	Library Materials
Total for check: 56889					77.84	
CENTER POINT LARGE PRINT	56890	3/1/2017	1446161	100-0601-551.30-14	180.96	Library Materials
Total for check: 56890					180.96	
CRESCENT ELECTRIC SUPPLY COMPANY	56891	3/1/2017	S503090280.001	100-0601-551.24-03	474.38	Supplies
		3/1/2017	S503114602.001	100-0601-551.24-03	140.94	Supplies
		3/1/2017	S503115044.001	100-0601-551.24-03	(205.32)	Credit
		3/1/2017	S503193474.001	100-0601-551.30-13	123.12	Supplies
		3/1/2017	S503193500.001	100-0601-551.24-03	19.29	Supplies
Total for check: 56891					552.41	
ENERGY CONTROL & DESIGN INC	56892	3/1/2017	0078380-IN	100-0601-551.24-03	134.50	Service VFD
Total for check: 56892					134.50	
FOX STAMP SIGN & SPECIALTY	56893	3/1/2017	OE-75380	100-0601-551.30-10	58.00	Sign
Total for check: 56893					58.00	
FVSM	56894	3/1/2017	FVSM	100-0601-551.20-05	280.00	Classes
Total for check: 56894					280.00	

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CHARLES HANNAH	56895	3/1/2017	HANNAH	100-0601-551.20-05	200.00	Program
			Total for check: 56895		200.00	
ERIN KREBS	56896	3/1/2017	KREBS	100-0601-551.20-05	200.00	Concert
			Total for check: 56896		200.00	
LIBRARY SUPPLY SOLUTIONS	56897	3/1/2017	20462-7	100-0601-551.30-18	903.00	CD/DVD
			Total for check: 56897		903.00	
RON LINDBERG	56898	3/1/2017	LINDBERG	100-0601-551.20-05	300.00	Performance
			Total for check: 56898		300.00	
MANDERFIELD'S HOME BAKERY	56899	3/1/2017	491897	100-0601-551.34-03	15.00	Donuts
		3/1/2017	491931	100-0601-551.34-03	17.80	Muffins
			Total for check: 56899		32.80	
MIDWEST TAPE	56900	3/1/2017	0094659553	100-0601-551.30-14	34.98	Library Materials
		3/1/2017	0094665727	100-0601-551.30-14	19.48	Library Materials
		3/1/2017	0094667911	100-0601-551.30-14	44.99	Library Materials
		3/1/2017	0094709318	100-0601-551.30-14	260.38	Library Materials
		3/1/2017	0094724185	100-0601-551.30-14	219.44	Library Materials
		3/1/2017	0094727930	100-0601-551.30-14	49.99	Library Materials
			Total for check: 56900		629.26	
MBM	56901	3/1/2017	IN164542	100-0601-551.24-04	281.04	Contract
			Total for check: 56901		281.04	

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MOTION PICTURE LICENSING CORP	56902	3/1/2017	504069256	100-0601-551.32-01	184.33	License Fee
Total for check: 56902					184.33	
LOIS MUELLER	56903	3/1/2017	MUELLER	100-0601-551.20-05	150.00	Program
Total for check: 56903					150.00	
QUALITY BOOKS INC	56904	3/1/2017	198855	100-0601-551.30-14	250.54	Library Materials
Total for check: 56904					250.54	
HEATHER SCHROEDER MARIE	56905	3/1/2017	SCHROEDER	100-0601-551.20-05	140.00	Program
Total for check: 56905					140.00	
SERVICEMASTER BUILDING MAINTENANCE	56906	3/1/2017	22514	100-0601-551.20-01	1,541.00	Janitorial Service
Total for check: 56906					1,541.00	
SHOWCASES	56907	3/1/2017	297644	100-0601-551.30-18	370.00	Department Supplies
Total for check: 56907					370.00	
STAPLES BUSINESS ADVANTAGE	56908	3/1/2017	8042814683	100-0601-551.30-10	795.15	Office Supplies
Total for check: 56908					795.15	
SYNCB/AMAZON	56910	3/1/2017	088273111606	100-0601-551.30-14	23.00	Library Materials
		3/1/2017	088274787610	100-0601-551.30-14	19.50	Library Materials
		3/1/2017	088274999467	100-0601-551.30-14	182.95	Library Materials
		3/1/2017	088277996100	100-0601-551.30-14	20.00	Library Materials
		3/1/2017	088279590571	100-0601-551.30-14	19.99	Library Materials
		3/1/2017	120059563439	100-0601-551.30-14	363.02	Library Materials
		3/1/2017	169953100588	100-0601-551.30-14	111.80	Library Materials
		3/1/2017	172442334342	100-0601-551.30-14	6.95	Library Materials
		3/1/2017	172442439472	100-0601-551.30-14	126.79	Library Materials

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SYNCB/AMAZON...	56910...	3/1/2017	172443383283	100-0601-551.30-14	427.26	Library Materials
		3/1/2017	172444147389	100-0601-551.30-14	6.88	Library Materials
		3/1/2017	172444998869	100-0601-551.30-14	258.76	Library Materials
		3/1/2017	172447211816	100-0601-551.30-14	7.27	Library Materials
		3/1/2017	244633527034	100-0601-551.30-14	99.95	Library Materials
		3/1/2017	244638415959	100-0601-551.30-14	217.64	Library Materials
		3/1/2017	244639954600	100-0601-551.30-14	413.61	Library Materials
Total for check: 56910				2,305.37		
UNIQUE MANAGEMENT SERVICES INC	56911	3/1/2017	440757	100-0000-441.19-00	152.15	Collection Agency Fees
	Total for check: 56911				152.15	
US BANK EQUIPMENT FINANCE	56912	3/1/2017	324243476	100-0601-551.24-04	122.88	Copier
	Total for check: 56912				122.88	
JULIE WING	56913	3/1/2017	WING	100-0601-551.30-16	30.60	Reimbursement
	Total for check: 56913				30.60	
WINNEFOX COOPERATIVE TECH SERVICES	56914	3/1/2017	414	100-0601-551.30-18	435.75	DVD's
	Total for check: 56914				435.75	
WOODS, LISA	56915	3/1/2017	WOODS REFUND	100-0601-551.30-14	28.95	Refund
	Total for check: 56915				28.95	
WORLD BOOK INC	56916	3/1/2017	0001547565	100-0601-551.30-14	999.00	Library Materials
	Total for check: 56916				999.00	
					17,109.35	

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ACCURATE	56917	3/2/2017	1700962	731-1022-541.30-18	96.07	Supplies
		3/2/2017	1701701	731-1022-541.38-03	14.59	Supplies
		3/2/2017	1701770	731-1022-541.38-03	8.20	Light Bulbs
		Total for check: 56917			118.86	
AIRGAS USA LLC	56918	3/2/2017	9060068782	731-1022-541.30-18	71.03	Supplies
		Total for check: 56918			71.03	
APPLETON COMPRESSOR SERVICE &	56919	3/2/2017	0121191-IN	731-1022-541.24-02	9.28	Filter Element
		3/2/2017	0121218-IN	100-1008-541.24-04	46.92	Filter Element
				731-1022-541.24-02	46.93	Filter Element
		Total for check: 56919			103.13	
APPLETON ELECTRONICS SUPPLY LLC	56920	3/2/2017	19128	731-1022-541.38-03	33.20	Supplies
		Total for check: 56920			33.20	
CITY OF APPLETON	56921	3/2/2017	235458	100-0204-512.29-02	55.36	Election Publications
		3/2/2017	235514	100-0918-531.21-06	500.00	Feb Emergency Preparednes
		Total for check: 56921			555.36	
BADGER TRAILER & POWER	56922	3/2/2017	21180	100-1003-541.30-15	1,250.00	2017 Load Trail Trailer
				100-1009-541.30-15	1,250.00	2017 Load Trail Trailer
				625-1003-541.30-15	1,250.00	2017 Load Trail Trailer
				Total for check: 56922		3,750.00
BEST ENTERPRISES LLC	56923	3/2/2017	16262	470-0304-562.82-01	8,500.00	867 Valley Road
		Total for check: 56923			8,500.00	
BRUCE MUNICIPAL EQUIPMENT INC	56924	3/2/2017	P02066	731-1022-541.38-03	122.75	Gauges
		3/2/2017	P02091	731-1022-541.38-03	1,598.81	Bearings/Harden/Gauges

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BRUCE MUNICIPAL EQUIPMENT INC...	56924...	3/2/2017	P02092	731-1022-541.38-03	354.49	Tow Bar/Parts
Total for check: 56924					2,076.05	
BUCKLIN TREE SERVICE LLC	56925	3/2/2017	61606	100-0701-533.30-18	120.00	Topsoil
Total for check: 56925					120.00	
CARDMEMBER SERVICE	56930	3/2/2017	0010	100-0801-521.32-02	205.40	CRG Consulting
					4.10	Frgrn Trans Fee-Crg Consul
		3/2/2017	0014	100-1001-514.24-01	385.00	Chair-Emmons Business
		3/2/2017	0019	824-0807-521.30-15	54.46	Petsmart
		3/2/2017	0028	100-0801-521.32-02	(205.40)	CREDIT
		3/2/2017	0188	824-0809-521.30-15	11.70	Glendale Parade Store
		3/2/2017	0238	100-0801-521.30-18	3.02	Walmart.com
		3/2/2017	0354	824-0809-521.30-15	39.40	Glendale Parade Store
		3/2/2017	0613	501-0304-562.21-10	34.00	Lake Park Website
		3/2/2017	0644	100-0000-132.00-00	195.22	AED Superstore
		3/2/2017	0848	100-0601-551.34-02	300.00	UW EX Registration
		3/2/2017	0935	100-0801-521.32-01	85.00	FBI National Academy
		3/2/2017	1296	100-0703-553.24-03	2,177.00	Allpartitions
		3/2/2017	1408	100-0601-551.34-02	300.00	UW EX Registration
		3/2/2017	1494	100-0703-553.30-18	(9.64)	CREDIT
		3/2/2017	1830	100-0706-561.30-18	10.00	Tree Stuff.com
		3/2/2017	2108	100-0904-531.34-02	395.00	Good Armstrong Training
		3/2/2017	2192	100-0801-521.19-03	80.80	Galls
				100-0801-521.30-15	96.00	Galls
		3/2/2017	2463	100-0601-551.30-16	263.53	4Imprint
		3/2/2017	2653	100-0601-551.24-03	80.92	Library Projector-Monopri
		3/2/2017	2673	100-0801-521.24-01	53.47	Amazon Mktplace Pmts
		3/2/2017	2800	100-0801-521.30-11	13.15	UPS
		3/2/2017	2809	100-0801-521.30-13	89.23	PD Dispensers-Sustainable
		3/2/2017	2905	100-0601-551.34-03	15.21	WM Supercenter
		3/2/2017	3177	100-0601-551.30-14	(0.55)	CREDIT
		3/2/2017	3312	100-0801-521.30-18	479.45	Galls

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CARDMEMBER SERVICE...	56930...	3/2/2017	3330	731-1022-541.30-18	601.92	Hats-Triple Crown Prod
		3/2/2017	3537	100-0706-561.30-18	17.98	Mills Fleet Farm
		3/2/2017	3633	100-0804-521.30-15	210.00	Emblem Auhthority
		3/2/2017	3830	100-0801-521.34-02	50.00	DOJ E Pay Conference
		3/2/2017	4056	824-0807-521.30-15	(2.50)	CREDIT
		3/2/2017	4224	100-0601-551.32-01	240.00	WI Library Assoc
		3/2/2017	4294	100-0706-561.34-02	225.00	WI Arborist Assoc
		3/2/2017	4332	743-0403-513.30-15	10.48	Monoprice Inc
		3/2/2017	4632	824-0807-521.30-15	85.37	Appanasha Pet Clinic
		3/2/2017	4677	100-0601-551.30-16	32.75	Walmart
		3/2/2017	4795	824-0807-521.30-15	46.98	Pet Supplies Plus
		3/2/2017	4822	100-0801-521.30-18	1.13	Walmart.com
		3/2/2017	5264	100-0706-561.30-18	45.90	AM Leonard
		3/2/2017	5791	100-0601-551.30-16	50.00	Facebk
		3/2/2017	6001	100-0601-551.24-03	43.83	Library TV-Amazon
		3/2/2017	6228	100-0801-521.24-01	316.51	Amazon Mktplace Pmts
		3/2/2017	6427	731-1022-541.32-01	150.00	CDL Training License Swinkles
		3/2/2017	6735	100-0801-521.30-11	10.58	UPS
		3/2/2017	7011	100-0601-551.30-16	43.16	Jo-Ann Store
		3/2/2017	7144	100-0801-521.29-04	811.62	Big Sky Racks Inc
		3/2/2017	7473	100-0304-562.33-02	40.00	Teleconference Training
		3/2/2017	7561	100-0601-551.24-03	179.99	Library TV-Best Buy
		3/2/2017	7577	100-0801-521.32-01	39.80	TLO Transunion
		3/2/2017	7727	100-0801-521.30-15	11.34	Menards
		3/2/2017	8373	100-0903-531.32-01	50.00	Safe Kids Worldwide
		3/2/2017	8375	100-0801-521.34-04	10.80	City of Madison Parking
		3/2/2017	8566	100-0801-521.30-15	40.00	Galls
		3/2/2017	8685	100-0601-551.34-03	6.99	Costco
		3/2/2017	8984	100-0702-552.30-18	15.90	Phone Part-Amazon Mktplac
		3/2/2017	9047	100-0601-551.30-13	43.75	1000bulbs.com
				100-0801-521.24-03	35.10	1000bulbs.com
		3/2/2017	9367	100-0904-531.32-01	50.00	Brian Hobbs
		3/2/2017	9493	100-0801-521.30-11	10.49	UPS
		3/2/2017	9627	100-1001-514.30-15	51.95	Conduit-Homedepot.com

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CARDMEMBER SERVICE...	56930...	3/2/2017	9737	100-0601-551.24-03	74.97	Library Cameras-Amazon
		3/2/2017	9803	100-0601-551.30-14	8.38	APL Itunes.com
		3/2/2017	9871	100-1003-541.30-15	(107.53)	CREDIT
		3/2/2017	9888	100-0000-132.00-00	616.00	AED Superstore
		3/2/2017	9889	100-1008-541.30-15	(418.95)	CREDIT
		3/2/2017	9944	100-1012-541.30-18	89.95	St Lighting-Online Covers
Total for check: 56930					8,995.11	
STEPHANIE CHESLOCK	56931	3/2/2017	LUNCH'N LEARN	100-0202-512.30-16	127.25	2/23/17 Lunch 'n Learn
	Total for check: 56931				127.25	
CHOICES CATERING	56932	3/2/2017	3974	100-0502-522.30-18	94.23	Emergency Management Training
	Total for check: 56932				94.23	
JFTCO INC	56933	3/2/2017	C107763	731-1022-541.38-03	106.10	Gaskets/Seals/Rings
		3/2/2017	C110426	731-1022-541.38-03	112.20	Seals/Rings
	Total for check: 56933				218.30	
FERGUSON ENTERPRISES #1550	56934	3/2/2017	3779577	100-0501-522.24-03	318.01	Supplies
		3/2/2017	CM388877	100-0601-551.24-03	(211.39)	Credit
	Total for check: 56934				106.62	
FORCE AMERICA DISTRIBUTING LLC	56935	3/2/2017	IN001-1117235	731-1022-541.38-03	1,415.00	Dual Joystick Box
	Total for check: 56935				1,415.00	
FOX STAMP SIGN & SPECIALTY	56936	3/2/2017	OE-75226	100-0905-531.30-18	14.40	Nametag
				100-0909-531.30-18	14.40	Nametag
	Total for check: 56936				28.80	

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GUNDERSON CLEANERS	56937	3/2/2017	457818	100-0801-521.30-13	34.66	Towels & Mats
			Total for check: 56937		34.66	
JOHNSON CONTROLS	56938	3/2/2017	1-46767735333	100-0501-522.24-03	55.80	Heat Detectors
				100-0801-521.24-03	55.80	Heat Detectors
			Total for check: 56938		111.60	
KANN MANUFACTURING CORP	56939	3/2/2017	27503	731-1022-541.38-03	195.09	Part
		3/2/2017	27563	731-1022-541.38-03	574.90	Part
			Total for check: 56939		769.99	
LB MED WASTE	56940	3/2/2017	71071	100-0903-531.30-18	60.39	January
			Total for check: 56940		60.39	
MENARDS-APPLETON EAST	56941	3/2/2017	10059	731-1022-541.30-18	45.76	Supplies
		3/2/2017	9757	100-0704-552.24-03	39.30	Cement/Shop Light/Primer
		3/2/2017	9999	100-0703-553.30-18	3.98	Tape
			Total for check: 56941		89.04	
MENASHA NEENAH MUNICIPAL COURT	56942	3/2/2017	17-0032	100-0000-201.03-00	174.00	Bond/MPD 17-0032
		3/2/2017	17-0059	100-0000-201.03-00	148.80	Bond/MPD 17-0059
		3/2/2017	17-0060	100-0000-201.03-00	174.00	Bond/MPD 17-0060
		3/2/2017	17-0061	100-0000-201.03-00	174.00	Bond/MPD 17-0061
			Total for check: 56942		670.80	
MENASHA UTILITIES	56943	3/2/2017	004482	601-0401-513.25-02	21,927.48	January Sewer/Stormwater
				625-0401-513.25-01	1,993.36	Storm Water Charges
		3/2/2017	100 FOX ST	100-0703-553.22-05	55.71	Water
				100-0703-553.22-06	14.85	Storm
		3/2/2017	MENASHA UTILITY	100-0000-123.00-00	17.68	Electric

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MENASHA UTILITIES...	56943...	3/2/2017...	MENASHA UTILITY...	100-0304-562.22-03	19.58	Electric				
				100-0305-562.22-05	12.38	Water/Sewer				
				100-0305-562.22-06	9.90	Storm				
				100-0703-553.22-03	568.51	Electric				
				100-0703-553.22-05	121.02	Water/Sewer				
				100-0703-553.22-06	483.47	Storm				
				100-1001-514.22-03	1,329.32	Electric				
				100-1001-514.22-05	473.60	Water/Sewer				
				100-1008-541.22-03	258.09	Electric				
				100-1012-541.22-03	94.02	Electric				
				100-1013-541.22-03	39.24	Electric				
				100-1013-541.22-06	239.26	Storm				
				100-1014-543.22-06	70.13	Storm				
				100-1019-552.22-03	342.75	Electric				
				100-1019-552.22-05	48.00	Water/Sewer				
				207-0707-552.22-03	308.28	Electric				
				207-0707-552.22-05	34.42	Water/Sewer				
				207-0707-552.22-06	64.36	Storm				
				485-0304-562.22-06	63.53	Storm				
				501-0304-562.22-06	351.46	Storm				
				601-1020-543.22-03	128.61	Electric				
				625-0304-562.22-03	8.24	Electric				
				743-0403-513.21-04	167.75	Internet Charge				
					2,310.40	Dark Fiber Charge				
				Total for check: 56943					31,555.40	
				MBM	56944	3/2/2017	IN165801	743-0403-513.29-01	199.32	January Meter Charge
Total for check: 56944								199.32		
MORTON SAFETY	56945	3/2/2017	174367-00	100-0704-552.24-03	23.50	Supplies				
				Total for check: 56945				23.50		

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N&M AUTO SUPPLY	56946	3/2/2017	592928	731-1022-541.38-03	21.98	Wiper Blades
		3/2/2017	593036	731-1022-541.38-03	33.84	Mirror/Circuit Breaker
		3/2/2017	593328	731-1022-541.38-03	11.15	Ostrich BI S Whl Cov
		3/2/2017	593766	731-1022-541.30-18	15.98	Butane Fuel
		3/2/2017	593968	731-1022-541.30-18	10.00	Tire Cement
		3/2/2017	594329	731-1022-541.38-03	145.41	Turn Signal Switch
		3/2/2017	594536	731-1022-541.38-03	32.90	Bulbs
		3/2/2017	594813	731-1022-541.38-03	12.45	Thermostat
		3/2/2017	594816	731-1022-541.38-03	43.38	Bulb/Lamp
		3/2/2017	594947	731-1022-541.38-03	26.43	Halogen Capsule
		3/2/2017	595168	731-1022-541.38-03	44.70	Lube
		3/2/2017	595521	731-1022-541.38-03	48.72	Floor Dry
Total for check: 56946				446.94		
NEENAH-MENASHA SEWERAGE COMMISSION	56947	3/2/2017	2017-029	601-1021-543.21-01	500.00	Legal Reimburse D&K
		3/2/2017	2017-031	601-1021-543.25-01	52,919.84	March 2017 Wastewater Treatment
		3/2/2017	2017-037	601-1021-543.25-01	20,032.00	March 2017 Interest & Debt Charges
		Total for check: 56947			73,451.84	
NORTHEAST ASPHALT INC	56948	3/2/2017	NE ASPHALT	100-0000-201.03-00	2,833.88	2016-02
				100-1003-541.82-02	4,749.09	2016-02
				470-0000-201.04-00	22,326.05	2016-02
				470-1003-541.82-02	8,442.54	2016-02
				485-1009-541.82-02	55,653.57	2016-02
				492-1003-541.82-02	8,048.48	2016-02
				625-0000-194.00-00	5,612.10	2016-02
				Total for check: 56948		
NOTT COMPANY	56949	3/2/2017	2773043-00	731-1022-541.30-18	155.50	Union & Connector
		3/2/2017	2773043-01	731-1022-541.30-18	48.05	Male Connector
		Total for check: 56949			203.55	

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
RAY O'HERRON CO INC	56950	3/2/2017	1706501-IN	100-0801-521.19-03	98.50	Shirts
			Total for check: 56950		98.50	
PACKER CITY INTL TRUCKS INC	56951	3/2/2017	X103039936:02	731-1022-541.38-03	14.46	Blades
		3/2/2017	X103040273:01	731-1022-541.38-03	42.10	Filters
		3/2/2017	X103040535:01	731-1022-541.38-03	109.74	Transmitter
		3/2/2017	X103040844:01	731-1022-541.38-03	130.48	Filters
			Total for check: 56951		296.78	
LINDA PALMBACH	56952	3/2/2017	JANUARY MILEAGE	100-0903-531.33-01	16.07	January Mileage
			Total for check: 56952		16.07	
PLYMOUTH LUBRICANTS	56953	3/2/2017	6156565	731-1022-541.38-03	189.25	Lubriguard/Shell Morlina
			Total for check: 56953		189.25	
QUALITY TRUCK CARE CENTER	56954	3/2/2017	AP98999	731-1022-541.38-03	4,484.29	Gaskets/Seals/Rings/Suppl
		3/2/2017	AP99000	731-1022-541.38-03	1,606.35	Cores
		3/2/2017	AP99226	100-0703-553.24-05	552.24	Poly Scuff
		3/2/2017	AP99344	100-0703-553.24-05	828.36	Poly Scuff
			Total for check: 56954		7,471.24	
LIZ ROSIN	56955	3/2/2017	JANUARY MILEAGE	100-0903-531.33-01	13.68	January Mileage
			Total for check: 56955		13.68	
HENRY SCHEIN INC	56956	3/2/2017	38557713	100-0916-531.30-18	333.38	Gloves/Supplies
			Total for check: 56956		333.38	

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SPEEDY CLEAN DRAIN & SEWER INC	56957	3/2/2017	61960	731-1022-541.24-03	490.00	Service
			Total for check: 56957		490.00	
STAPLES BUSINESS ADVANTAGE	56958	3/2/2017	3329818903	100-1002-541.30-18	37.49	Supplies
				625-1002-541.30-18	12.50	Supplies
		3/2/2017	3329818923	100-0801-521.30-10	51.68	Supplies
			Total for check: 56958		101.67	
TRUCK EQUIPMENT INC	56959	3/2/2017	725532-01	731-1022-541.38-03	37.18	Switch Body
		3/2/2017	728120-00	731-1022-541.38-03	224.00	Spinner Motor
		3/2/2017	729379-00	731-1022-541.38-03	70.10	Battery Cable
			Total for check: 56959		331.28	
ULTRADENT PRODUCTS INC	56960	3/2/2017	12561996	100-0916-531.30-18	78.23	Supplies
			Total for check: 56960		78.23	
UNIFIRST CORPORATION	56961	3/2/2017	097 0229438	731-1022-541.20-01	212.23	Mats/Coveralls
			Total for check: 56961		212.23	
VALLEY GASKET INC	56962	3/2/2017	127978	100-0704-552.24-03	119.28	Rings/Rubber/Supplies
			Total for check: 56962		119.28	
VINTON CONSTRUCTION COMPANY	56963	3/2/2017	VINTON	470-0000-201.04-00	6,007.92	2016-01
				493-0304-562.82-02	5,670.05	2016-01
			Total for check: 56963		11,677.97	
WAUSAU EQUIPMENT COMPANY INC	56964	3/2/2017	5663035	731-1022-541.38-03	332.34	Curb Shoes
			Total for check: 56964		332.34	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
WE ENERGIES	56965	3/2/2017	2170 PLANK	100-0703-553.22-04	10.23	Gas Charges	
			JAN GAS	100-0903-531.22-04	49.66	316 Racine St	
			WE ENERGIES	100-0000-123.00-00	914.52	Fire	
				100-0601-551.22-04	2,804.06	Library	
				100-0703-553.22-04	672.76	Parks	
				100-0704-552.22-04	331.27	Pool	
				100-0801-521.22-04	1,262.92	PD	
				100-0920-531.22-04	232.01	Senior Center	
				100-1001-514.22-04	814.91	City Hall	
				207-0707-552.22-04	49.45	Marina	
				731-1022-541.22-04	3,749.01	Garage	
Total for check: 56965					10,890.80		
WELLS FARGO FINANCIAL LEASING	56966	3/2/2017	5003736481	743-0403-513.29-01	149.91	PD Copier Agreement	
Total for check: 56966					149.91		
WINNEBAGO COUNTY CLERK OF COURTS	56967	3/2/2017	WINN CO CLERK	100-0000-201.03-00	150.00	Bond	Report #17-583
					350.00	Bond	Report #17-0601
					350.00	Bond	Report #17-0605
					Total for check: 56967		
WINNEBAGO COUNTY TREASURER	56968	3/2/2017	10532	100-0203-512.21-08	60.00	Recording Fees	
Total for check: 56968					60.00		
WISCONSIN SUPPORT COLLECTIONS	56969	3/2/2017	20170302	100-0000-202.03-00	711.51	PAYROLL SUMMARY	
Total for check: 56969					711.51		
					276,019.80		



To: Menasha Common Council
From: Jenny Groeschel Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: March 1, 2017

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:

Erin VandenBloomer
Amy Siracusa
Tanner Kranzusch

The following individual has applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment in the City. They have not met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following person be **DENIED** an Operator's License:

Matthew VandenBloomer

cc: chief via email



February 28, 2017

Matthew J. VandenBloomer
1418 S. Lawe St.
Appleton, WI 54915

Re: City of Menasha Alcohol Operators License Application

Dear Mr. VandenBloomer,

In conducting a background investigation on your Alcohol Operator's License application, I have determined that you have two FELONY convictions from an offense on 06/12/2008. Those offenses, Manufacture/Deliver Schedule I or II Narcotics, a Class E Felony, and Possess with Intent to Deliver Narcotics, a Class E Felony are substantially related to the license for which you have applied for. Under City of Menasha Policy Guidelines for Alcohol Operator Licenses, you do not qualify for a license because you have been convicted of a FELONY.

In addition, you have seven court cases since 2007, stemming from separate incidents, with a total of eleven convictions. This would also lead to a denial under the guidelines for a Habitual Offender, of 6 or more convictions from separate incidents within the last 10 years. These offenses include: 3 separate cases with 5 convictions of Credit Fraud 2007, Theft 2007, the two above mentioned Felonies in 2008, Possess/Illegally Obtained Prescription and Theft 2009, Possession of Drug Paraphernalia 2014. This does not include a conviction of an OWI offense dated on 03-02-2007 which will be just past 10 years by the time the Common Council meets.

Engaging in bartending involves the purchase and sale of a closely regulated substance, alcohol. Individuals granted an Operator's License must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunken driving laws and assist with minimizing disturbances of the peace and maintaining the safety of the community. The incidents you have been convicted of and your disregard for following the law, as demonstrated by your past convictions substantially relate to the license for which you have applied.

The Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator's License within the City of Menasha. The recommendation will be given to the Common Council at their next meeting on March 6, 2017 at 6:00 p.m., or shortly thereafter. Should you wish to provide comment to the Common Council on your application, you may do so during the public participation portion of the meeting.

Sincerely,



Lt. Larry Bonneville
Investigative Services
Menasha Police Department

CITY OF MENASHA
ALCOHOL OPERATORS LICENSE APPLICATION

Establishment of Employment Wiseguns Pizzeria & Pub
TEMPORARY _____ PROVISIONAL ☒ REGULAR ☒ RENEWAL _____

Name VandenBloomer Matthew Joseph
Last First Middle

Address 1418 S. Cave St. Appleton WI 54915
Street City State/Zip Code

Phone _____

Height _____ Weight _____ Eyes _____ Hair _____ Sex _____ Race _____

Birth Date _____ Age _____ Birthplace Appleton, WI

Scars, Marks, Tattoos _____

Drivers License No. _____ State of Issue _____

Expiration Date _____

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete! Please read this section carefully.

Please explain all yes answers completely on the back of this form!

Do you currently have any criminal charges pending against you? NO

Have you ever been convicted of a felony? yes

Have you ever been convicted of a misdemeanor? yes

Have you ever been convicted of operating a motor vehicle while under the influence of an intoxicant or drug? yes, DWI in 2007

Have you ever been convicted of any law, statute, or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)? yes, underage

Have you ever been convicted of any law, statute, or ordinance pertaining to the possession, use, or sale of illegal drugs? yes

Have you ever been convicted of a criminal traffic offense? NO

I UNDERSTAND THAT THE APPLICATION FEE WILL NOT BE RETURNED IF LICENSE IS DENIED.

SIGNATURE Matthew VandenBloomer Date 2-24-17

Approved _____ Denied _____ Expiration Date _____

Chief of Police _____ Date _____

Comments: _____

REVOKED FOR VIOLATION: _____

pmw
pwp
4-25-17

Please answer all yes questions from the front of this form completely! Include correct charges, date of offense, and sentence. Failure to include all information or inaccurate information may result in the denial of your application!

6-30-19 Speeding

2-20-14 Possession of Paron.

5-29-13 operating while Suspended/Speeding

7-28-09 Possess/legally Obtain Prescrip/Theft Movable Property

6-12-08 Manuf/Deliver Schedule I. II Narc/Possess w/intent to Deliver

I was a kid. I have worked very hard to come to this day, Managing, bartending, serving - My passion - through 4 Restaurants as a GM, I've been trusted w/ Financials, alcohol, etc. Please look into it as I am 28. This all, mostly, was before 19. Thank you for the time!"



204-18

Operator's License

HAS BEEN ISSUED TO:



Matthew VandenBloomer
1418 S. Lawe Street
Appleton, WI 54915

License Expires on
06/30/2018

CITY OF MENASHA POLICY GUIDELINES FOR OPERATOR LICENSES

1. Intent: It is the responsibility of the Menasha Police Chief to screen applications for operators' licenses (bartender licenses) for the City of Menasha. The following guidelines are adopted in order to specify the reasons for denying, non-reviewing or revoking an operator's license and outlines the steps and considerations given, for any denials that are appealed to the Menasha Common Council.

All applications for operators' license applications are submitted to the Menasha Police Department for a background check. The Menasha Police Chief makes the decision on licensing by either accepting or rejecting the application.

*Due to the discretionary nature of the alcohol beverage licensing process, it is not possible to state every circumstance that may result in approval of a license application and what circumstances will result in approval of a license application. However, it is possible to enumerate what will be considered in the decision-making and what circumstances are more likely to result in the **denial** of a license application.*

Individuals granted an operator's license must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunk driving laws, and assist with minimizing disturbances of the peace and maintain the safety of the community. Therefore, individuals with a past history of negative or uncooperative contacts with police agencies will be scrutinized.

It is with these goals in mind that these guidelines are adopted. Furthermore, to the extent that Wis. Statutes Ch. 125 or Menasha City Ordinances provide additional grounds for denial, suspension, revocation or non-renewal, the Police Chief may also rely on such provisions.

In the event an individual with an operator's license is considered for non-renewal, suspension or revocation, all offenses will be considered, the circumstances of which are substantially related to the license regardless of whether some of the offenses occurred prior to the adoption of these guidelines.

Upon request, a copy of these guidelines shall be provided to each person who applies for a license.

Guidelines: What is meant by substantially related? The law does not specifically define this term although there are many court decisions on the topic. The Wisconsin Supreme Court has stated that the purpose of the test is to assess whether the tendencies and inclinations to behave a certain way in a particular context are likely to reappear later in a related context, based on the traits revealed. The "**substantially related**" test looks at the circumstances of an offense, where it happened, when, what, etc. compared to the circumstances of the licensed activity.

Where does the licensed activity typically occur, when and what is involved in performing the licensed activity, etc.

Examples of “substantially related” in the context of an operator’s license: There is a substantial relationship between the illegal purchase, use and sale of controlled substances and engaging in bartending, which involves the purchase and sale of a closely regulated substance. The same is true for offenses involving alcohol, e.g. drunk driving, selling to underage, possession and/or consuming as an underage, committing law violations while under the influence of alcohol or drugs, etc.

- **Guideline 1.** Provided the offense is substantially related to the circumstances of the license activity, circumstances of the offense substantially relate to the circumstances of the job or licensed activity, **any person who has been convicted of any FELONY, unless duly pardoned, does not qualify for an operator’s license.** Sec. 125.04(5)(b), Wis. Stats. (To the extent the other guidelines reference a specific offense; this guideline shall apply if the offense constitutes a felony.)
- **Guideline 2.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, **offense is substantially related to the circumstances of the licensed activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses within the last five (5) years or for two (2) or more offenses, arising out of separate incidents, within the last five (5) years in the following subcategories, does not qualify for an operator’s license:
 - Violent crimes against the person of another, including but not limited to battery, criminal disorderly conduct, sexual assault, injury by negligent use of a vehicle, intimidation of a victim or witness.
 - Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, bribery of public officers/employees, eluding police, bail jumping, hit and run, perjury, or acts/threats of terrorism.
 - Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; maintaining a drug trafficking place; possessing with intent to manufacture, distribute, or deliver a controlled substance or a controlled substance analog. Sec. 111.335(1)(c), Wis. Stats.
- **Guideline 3.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, offense is **substantially related to circumstances of the license activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last three (3) years in the following subcategories, does not qualify for an operator’s license:
 - Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitutions-related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.
 - Alcohol beverage offenses (under Wis. Stat. Ch. 125 or Menasha City Ordinances).

- Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.
- Operating a motor vehicle while under the influence of intoxicants or drugs.
- Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.
- Open intoxicants in a public places or in a motor vehicle.

What is a **habitual law offender**? The term “habitual” refers to multiple convictions or pending charges and could include an offender with two (2) offenses occurring within a relatively short period of time. The term “offender” refers to a person with civil violations such as ordinance convictions and/or misdemeanor convictions (or pending charges), which substantially relate to the licensing activity. A legal opinion rendered by the League of Wisconsin Municipalities states that a person with two drunk driving convictions within the last couple years would be considered a habitual offender under the alcohol beverage licensing laws. Intoxicating Liquors #890 (1991). Some examples include:

- Two (2) or more offenses, each with a separate incident, within the immediately preceding one (1) year.
 - Three (3) or more offenses, each a separate incident, within the immediately preceding five (5) years.
 - Six (6) or more offenses, each a separate incident, within the preceding ten (10) years.
- **Guideline 4.** Applicants must truthfully and completely fill out applications:
 - If an applicant provides false information on an application, that application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of denial of such application.
 - If the Police Chief determines that information was *intentionally* omitted from an application, the application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of the denial of such application.
 - If the Police Chief determines that information was OMITTED from an application due to inadvertence, mistake or excusable neglect, the Chief may allow the applicant to submit a corrected application and recommend granting of the license, if the applicant is otherwise qualified.
 - **Guideline 5.** Recommending approval of an operator’s license application for an applicant who would otherwise be denied under these policy guidelines:
 - The Common Council may approve an operator’s license application if the application would otherwise be denied under this policy if the applicant presents substantial, credible evidence of rehabilitation. Such evidence includes letters of recommendation from Alcohol and Other Drug (“AODA”) counselors, probation agents or other relevant service providers, other professional counselors, certificates and/or letters confirming satisfactory completion of an AODA or other relevant counseling program. Any such letters shall be on the letterhead of the agency offering the recommendation in order for the letter to be considered credible evidence of rehabilitation. Any evidence must be in the form of

documents submitted to the Common Council and may not be statements of the applicant at the time of the hearing.

- The reason for any recommendation of approval of an operator's license application under this paragraph must be clearly stated in the record.
- **Guideline 6.** If the Police Chief recommends denial of an operator's license application, the reasons for the denial must be clearly stated on the record and shall be consistent with the criteria outlines above.



MEMORANDUM

Date: February 27, 2017

To: Common Council

From: Pamela A. Captain, City Attorney

RE: ^{PAC} Wisconsin Technology Networking, LLC (aka Mobilite) **Follow-up**

The Common Council postponed this item on its last agenda to its March 6th meeting due to questions posed by some members of the council. Attached please find a copy of the answers from Mobilite's representative to the questions posited. Contact has also been made with the Cities of Appleton and Neenah. The City of Neenah is in the process of negotiation and has location requests to install two 120' and one 75' poles. The City of Appleton is currently working with Mobilite and has a number of location requests pending. Three applications for 75' poles are expecting approval soon.

To reiterate where we are now, Mobilite has intentions on installing 3 new poles in the right of way as follows (for your reference photo simulations are attached):

1. 1700 Block of S. Appleton Rd. (120')
2. Milwaukee Street south of 6th Street (120')
3. Parkside south of Midway (75')

The questions for the common council are:

1. Does the council have a preference as it relates to the maximum height of the poles? 120' versus 90' (Mobilite informs us that the higher poles will require fewer poles/pole attachments for the project as a whole.) Thus far staff has been working with Mobilite to minimize the number of new poles. No action is required unless the council disagrees with this approach. The company has indicated that it could install smaller facilities (90'), if desired, but that will require a larger number of facilities.
2. Does the council want staff to work with Mobilite to address both types of installations – within the right-of-way and on city poles? If so, a motion is requested authorizing staff to enter into a license agreement with Mobilite (WITN) upon terms and conditions acceptable to Menasha Utilities.



MEMORANDUM

Date: February 16, 2017

To: Common Council

From: Pamela A. Captain, City Attorney

RE: Wisconsin Technology Networking, LLC (aka Mobilite)

Wisconsin Technology Networking, LLC (WITN) indicates that it is an alternative telecommunications utility regulated by the Wisconsin Public Service Commission (WPSC). See attached letter to Director of Public Works.

WITN initially submitted written applications to install three poles within the City's right of way at these locations:

1. 1700 Block of S. Appleton Rd. (120')
2. 300 Block of S. Appleton St. (120')
3. Midway Road near intersection of Hwy. 47
4. 515 W. Schindler Pl. (City of Appleton)

The public works and/or utility departments manage the location and installation of these types of facilities in the City of Menasha through the use of excavation and street privilege permits. With attachments on city poles, the utility requires, among other things, a license agreement. Municipalities are limited pursuant to §196.58, Wis. Stats., to regulations that are not "unreasonable" in the eyes of the WPSC. A regulated utility may appeal any regulation, resolution, term, condition or contract imposed by a municipality to the WPSC. If the WPSC finds something "unreasonable" it is voided, be it an ordinance, contract or the like.

The initial proposed installations submitted by WITN were denied for a variety of reasons and a letter was sent requesting to meet with WITN representatives in an effort to gain an understanding of WITN's long-range plans and seek more appropriate locations consistent with the zoned areas. Several meetings and discussions took place and a consensus reached on alternative locations for the second two poles. The location of the pole on S. Appleton Rd., was previously investigated and approved. The final sites selected were as follows:

1. 1700 Block of S. Appleton Rd. (120')
2. Milwaukee Street south of 6th Street (120)
3. Parkside south of Midway (75)

WITN has intentions on installing additional facilities within the City of Menasha and this region. Their project starts with larger poles on a macro level and moves to smaller poles/facilities at a micro level and within neighborhoods. The company has indicated that it could install smaller facilities, if desired, but that will require a larger number of facilities. WITN is not interested in installing its facilities on other city property. Staff has indicated a preference to have fewer facilities installed.

Staff has been working with WITN to put together a licensing agreement to address both types of installations – within the right-of-way and on city poles.

This information is being provided:

1. To inform the council and the public about this project;
2. To ask the council if it has a preference as to “large and fewer” poles versus “small and more” poles;
3. To seek authority to enter into a license agreement with WITN upon terms and conditions acceptable to Menasha Utilities.

Pamela Captain

From: Brentt Michalek <BMichalek@mobilitie.com>
Sent: Friday, February 24, 2017 8:54 AM
To: Pamela Captain
Cc: Marlowe Marsh; Neil Bora
Subject: RE: Wisconsin Technology Networking LLC
Attachments: ML90XCMNAB-photosim.jpg; ML90XCMNSC-photosim.jpg; ML90XSH16C - photosim.jpg

Pamela,

I entered Mobilitie's answers below in green, and have attached the photo simulations you requested.

1. What is the company's 5 year plan? 10 year plan? (Alderman Taylor)
We are building a wireless backhaul transport system to densify network. As technology changes, so does the infrastructure to support it. This is the only thing we know for the time being.
2. Will the company place safety barricades/devices in front of poles as a safety measure? (Alderman Taylor) We typically do not, some jurisdictions have requested us to do so, and we can include them, but that is just more clutter in your Right-of-Way. If that is something you require of other poles in the ROW we can do it as well. Our few poles are likely less than 1 percent of the current poles in your ROW.
3. What is the total projected number of poles (and include sizes) to be installed in the City of Menasha? (Alderman Spencer) At this point we are looking at 3 poles, which is similar to Neenah, 2 Transports of 120' and 1 Small Cell of 75'. There is a possibility of another small cell location, but as of now there is no actual plans for it. No other poles are proposed at this time, however as the project is completed over the next few years and the need becomes greater for additional poles we will come back to the city.
4. What is the total projected number of pole attachments to be installed in the City of Menasha? (Alderman Spencer) This is uncertain as the poles are place and data usage continues to rise more pole would be needed. However immediate buildout is only 3.
5. What is the difference in the number of poles (including attachments to poles) between using the 120' versus 90' poles? (Alderman Spencer) The difference is unclear. When it comes to Small Cells 40' vs 75' typically expands the need for more poles. But with Transports it is based on the number of small cell linking to them for streaming of data. I often answer in this fashion...Green Bay had an initial buildout of 4 TR and 18 small cells. Of the small cells several had to be lowered and done as attachments to existing street poles. This increase the total number of poles by 4. It is not necessarily a one to one ratio but a build out perspective our RF engineers work through for coverage. By changing one variable that affects all others. In the case of Menasha there are many poles in surrounding jurisdictions. Changing of any of these may influence Menasha as well.
6. Will the company use the City's current tower at its public works facility instead of a new tower? What about the water tower? (Alderman Taylor) We are a CLEC-ATU company working within the right-of-way as identified in our petition being granted by the Public Service Commission. Those facilities should be reserved for cellular carriers not transport facilities like ours. If a pole were to be located on government property we would ask that the same rights afforded other utilities be granted to us at those locations as well. If attachments to city owned street poles are desired for our small cell poles that can be worked through the agreement.
7. With future applications will the company work with the City/Utility if alternate locations are requested? (Alderman Nichols) Yes that is what we did with the 75' pole in front of the Piggly Wiggly on Midway Road. We were asked by staff to move it to a side road and we did. We also looked for alternatives for the 120' pole and moved it off of 3rd street and on to Milwaukee in a more industrial area. Our company prides itself in working with jurisdictions. Any new poles being proposed we will bring them to staff as a first step in the approval for those new poles.

8. Will the company agree to installation of poles after-hours only? (Alderman Taylor) Please give detail as to the afterhours? We can work around any schedule the city desires. We would prefer however to take these on a site by site basis, and honor the City's desire.
9. There were also questions concerning insurance (Alderman Taylor) and removal at the end of the term/abandonment (Alderman Nichols). I informed the council that these items have already been discussed with the company. Yes, this would be addressed in the agreement.

This looks like a great path forward. I agree that working on the agreement and including certain things that would ease the City's concern is great. I am requesting that we get the process moving forward. Would it be possible to get excavation permits pending the agreement for the three agreed upon sites?

Brentt Michalek | NRE Permitting Manager | mobile 920-328-4948





