

City of Menasha
Public Records Notice and Policy

Please be advised the City of Menasha has created the following policy regarding the availability of public records and the inspection and copying of public records.

- I. The legal custodians for public records of the City of Menasha appear on Appendices A-P as attached below.
- II. The location for obtaining public records is:
 1. Menasha City Center, City Hall, 100 Main Street, Suite 200, Menasha, WI 54952 for the following personnel, departments, and committees:
 - i. Mayor
 - ii. City Attorney
 - iii. City Clerk
 - iv. City Assessor
 - v. Public Works Director
 - vi. Community Development Director
 - vii. Parks, Recreation, Forestry, and Cemeteries Director
 - viii. Administrative Services Director
 - ix. Comptroller/Treasurer
 - x. Administrative Services Department
 - xi. Public Works/Engineering Department
 - xii. Community Development Department
 - xiii. Parks, Recreation, Forestry, and Cemeteries Department
 - xiv. Parks and Recreation Board
 - xv. Board of Appeals
 - xvi. Board of Review
 - xvii. Housing Authority
 - xviii. Common Council
 - xix. Administration Committee
 - xx. Board of Public Works
 - xxi. Personnel Committee
 - xxii. Board of Canvassers
 - xxiii. Joint Review Board
 - xxiv. Safety Committee
 - xxv. Sustainability Board
 - xxvi. Redevelopment Authority
 - xxvii. c/o City Clerk—all other former or newly formed committees, boards, and commissions
 2. Menasha Police Department, 430 First Street, Menasha, WI 54952 for the following personnel, departments, and committees:
 - i. Police Department
 - ii. Police Commission
 - iii. Police Chief

3. Elisha D. Smith Library, 440 First Street, Menasha, WI 54952 for the following personnel, departments, and committees:
 - i. Library Board
 - ii. Library Director
 4. Menasha City Center, Health Department, 100 Main Street, Suite 100, Menasha, WI 54952 for the following personnel, departments, and committees:
 - i. Public Health Director
 - ii. Health Department
 - iii. Senior Center
 - iv. Committee on Aging
 - v. Board of Health
 - vi. Sanitarian/Sealer
 5. Public Works Facility, 455 Baldwin Street, Menasha, WI 54952 for the following personnel, departments, and committees:
 - i. Deputy Director of Municipal Operations
 6. Fire Station 32, 125 E. Columbian Street, Neenah, WI 54956 for the following personnel, departments, and committees:
 - i. Neenah Menasha Fire Chief
 - ii. Neenah Menasha Fire Rescue
 - iii. Joint Fire Commission
 - iv. Joint Finance and Personnel Committee
 - v. Emergency Operations Director
- III. Hours of operation: Monday through Friday 8:00am-4:00pm
- IV. Cost of Records:
1. \$0.05 for each black and white copy
 2. \$0.13 for each color copy
 3. Actual cost for sizes other than 8 ½ x 11 or 8 ½ x 14
 4. Actual cost for electronic data
 5. Actual cost for video or audio materials
 6. Actual cost of locating records only if it is equal to or greater than \$50.00
 7. Actual cost as indicated by outside agencies
 - i. Some departments may have some records which have varying required costs.
- V. Payment of Costs:
1. Anticipated cost is less than \$50.00—no pre-payment required
 2. Anticipated cost is more than \$50.00—pre-payment of estimated cost required and adjusted when actual cost is determined
 3. When a previous unpaid invoice exists— pre-payment of estimated cost required and adjusted when actual cost is determined
- VI. Requester Information:
1. Identification not required
 2. Purpose of request is not required

Public Records Notice—Appendices A-L

Appendix A - Mayor

The Mayor is the legal custodian of:

1. All correspondence, including electronic correspondence, of the Mayor's office and Mayor's staff
2. All files of the Mayor's office
3. Ad-hoc Protocol Committee agendas and minutes

Appendix B - City Attorney

The City Attorney is the legal custodian of:

1. All correspondence, including electronic correspondence, of the City Attorney and Attorney's staff
2. All files of the City Attorney's office
3. All court files involving litigation with the City of Menasha
4. Legal opinions of the City Attorney
5. Files pertaining to labor negotiations
6. Grievance files
7. Insurance policies and information related to the purchase of all insurance
8. Risk management matters, including claim files

Appendix C - Administrative Services Department

The Administrative Services Director is the legal custodian of:

1. All correspondence, including electronic correspondence, of the Administrative Services Director/Comptroller/Treasurer and the Administrative Service Department, including Human Resources, Information Technology, and Finance.
2. All files of the Administrative Services Director/Comptroller/Treasurer and the Administrative Service Department, including Human Resources, Information Technology, and Finance.
3. Personnel files for all current and past employees
4. Medical personnel files for all current and past employees
5. Records relating to employee benefits
6. Safety programs, manuals, and training records
7. Insurance policies and information relation to the purchase of all health, dental, and vision insurance
8. Personnel Policy Handbook
9. Records relating to compensation programs, position upgrades, evaluations, and exit interviews
10. Payroll records
11. City of Menasha municipal budget
12. General ledgers and receipts
13. Requisitions and purchase orders
14. Financial statements
15. Audits
16. Investment records
17. Checking account records

18. Tax collection records
19. Dog and cat licensing records
20. Damage records for any disasters
21. Tax roll
22. Fire permits
23. All telephone and cellular telephone records and bills for all City staff

Appendix D - City Clerk

The City Clerk is the legal custodian of:

1. All correspondence, including electronic correspondence, of the City Clerk and Clerk's office staff
2. All files of the City Clerk and staff
3. Menasha City Code
4. Records relating to the City Seal
5. Administration Committee agendas and minutes
6. Board of Appeals agendas and minutes
7. Board of Health agendas and minutes
8. Board of Public Works agendas and minutes
9. Board of Review agendas and minutes
10. Budget Review Session agendas and minutes
11. Committee on Aging agendas and minutes
12. Common Council agendas, minutes, and files
13. Housing Authority agendas and minutes
14. Joint Finance and Personnel Committee agendas and minutes
15. Joint Fire Commission agendas and minutes
16. Landmarks Commission agendas and minutes
17. Library Board agendas and minutes
18. Parks and Recreation Board agendas and minutes
19. Personnel Committee agendas and minutes
20. Plan Commission agendas and minutes
21. Police Commission agendas and minutes
22. Ad-hoc Protocol Committee agendas and minutes
23. Redevelopment Authority agendas and minutes
24. Sustainability Board agendas and minutes
25. Utility Commission agendas and minutes
26. Collective bargaining agreements
27. Board of Canvassers minutes and agendas
28. Polling lists
29. Materials relating to all elections
30. Liquor licenses and applications
31. Coin operated device permits and records
32. Cigarette licenses and applications
33. Outdoor service applications and permits
34. Operator License applications and records
35. Carnival permits and applications

36. Deeds, Title Insurance Policies, and other records relating to property owned by the City presently and at any time in the past
37. Reports required to be filed pursuant to State Law
38. Contracts
39. Legal notices
40. Oaths of office
41. Bonds
42. Ordinances, charter ordinances, and resolutions
43. Agendas and minutes of any future Ad-Hoc Committees
44. All other public records not listed on any other appendix

Appendix E - City Assessor

The City Assessor is the legal custodian of:

1. All correspondence, including electronic correspondence, of the City Assessor and staff
2. All files of the City Assessor and staff
3. Statistical data related to determining values of real estate
4. Real estate records used to determine property values
5. Mass appraisal computer system
6. Assessment roll

Appendix F - Public Works/Engineering

A. The Public Works Director is the legal custodian of:

1. All correspondence, including electronic correspondence, of the Public Works Director and Public/Works Engineering staff
2. All files of the Public Works Director and Public Works/Engineering staff
3. City maps, system plans, drainage plans, or other similar material
4. Public Works improvement project plans, specifications, bidding documents, records
5. Public Works Department reports and records
6. Sanitary sewer records and tapes
7. Storm sewer records and tapes

B. The Deputy Director of Municipal Operations is the legal custodian of:

1. All correspondence, including electronic correspondence, of the Public Works Superintendent and Public Works Facility staff.
2. All files of the Public Works Superintendent and Public Works Facility staff
3. Fleet maintenance records
4. Fuel records
5. Receipts and records of Street and Sanitation Department charges to the public
6. Vehicle statistical data
7. Recycling grant records
8. Landfill tipping fee records
9. Street maintenance records
10. Sewer maintenance records
11. Street, Sanitation, and Fleet Maintenance Department MSDS sheets and other required Department of Commerce Records
12. Maintenance records for Public Works/Engineering vehicles and equipment

13. Parks, Forestry, and Cemeteries Department MSDS sheets and other required Department of Commerce Records
14. Maintenance records for Parks, Forestry, and Cemeteries vehicles and equipment

Appendix G - Community Development

The Community Development Director is the legal custodian of:

1. All correspondence, including electronic correspondence, of the Community Development Director and Community Development staff
2. All files of the Community Development Director and Community Development Department staff
3. All correspondence, including electronic correspondence, of the Tax Increment Finance Joint Review Board
4. Tax Increment Finance Joint Review Board agendas and minutes
5. All correspondence, including electronic correspondence, of the Plan Commission
6. Plan Commission agendas and minutes
7. All correspondence, including electronic correspondence, of the Housing Authority
8. Housing Authority agendas and minutes
9. All correspondence, including electronic correspondence, of the Landmarks Commission
10. Landmarks Commission agendas and minutes
11. All correspondence, including electronic correspondence, of the Building Inspector and Building Inspection staff
12. Zoning maps
13. Building permits
14. Building inspection reports
15. Blueprints, diagrams, and plans associated with the review and approval of the Building Inspector, Plan Commission, Landmarks Commission, or Community Development Department
16. Flood plain and wetland maps and diagrams
17. Require grant reports, grant applications, and grant compliance data

Appendix H - Parks, Recreation, Forestry, and Cemeteries

A. The Parks and Recreation Director is the legal custodian of:

1. All correspondence, including electronic correspondence, of the Parks and Recreation Director and Parks, Recreation, Forestry, and Cemeteries Department staff
2. All files of the Parks and Recreation Director, seasonal staff, and other departmental staff
3. Master plans and work records for parks
4. Parks and Recreation Board agendas and minutes
5. Receipts and records for recreation program and park fees
6. Required grant reports, grant applications, and grant compliance data
7. Cemetery records and receipts
8. Recreation program files

Appendix I - Health Department

The Public Health Director is the legal custodian of:

1. All correspondence, including electronic correspondence, of the Public Health Director and Health Department staff
2. All files of the Public Health Director and Health Department staff
3. Client charts and folders
4. Immunization administration records
5. Health screening records
6. Daily activity forms
7. Health related complaint follow up records
8. Communicable disease records
9. Health hazard investigations
10. Board of Health agendas and minutes
11. Fit testing records
12. Monthly/annual reports of the Health Department
13. Required grant reports, grant applications, and grant compliance data
14. Licensed establishments inspection reports
15. All correspondence, including electronic correspondence, of the Sanitarian/Sealer
16. Committee on Aging agenda and minutes
17. Senior Center required grant reports, grant applications, and grant compliance data
18. Senior Center financial receipts
19. All correspondence, including electronic correspondence, of the Senior Center

Appendix J - Library Director

The Library Director is the legal custodian of:

1. All correspondence, including electronic correspondence, of the Library Director and Library staff
2. All correspondence, including electronic correspondence, of the Library Board
3. All files of the Library Director and library staff
4. Library Board agendas and minutes
5. Receipts of the library
6. Records of all library endowment funds
7. Library collections
8. Public library building plans and construction documents
9. Library long range plans
10. Annual library budgets
11. Library patron records

Appendix K - Chief of Police

The Chief of Police is the legal custodian of:

1. All correspondence, including electronic correspondence, of the Chief of Police and Police Department
2. All files of the Police Chief and the Police Department
3. Police Department ongoing internal investigations
4. Police Commission agendas and minutes

5. Records, applications, testing results, and background checks for Police eligibility lists
6. All records relating to the Auxiliary Police
7. All records relating to Community Service Officers
8. Required grant reports, grant applications, and grant compliance data
9. Police Department daily activity logs
10. Accident reports investigated by the Menasha Police Department
11. Police reports of incidents investigated by the Menasha Police Department
12. Training records for all Police personnel
13. Records of all incidents of Mutual Aid
14. Police Policy Manuals
15. Crime prevention data
16. Warrant records for Neenah-Menasha Municipal Court warrants involving Menasha citations and summonses
17. Warrant records for Winnebago and Calumet County Circuit Court warrants involving citations and summonses
18. Parking ticket records
19. Seized, abandoned, lost, or confiscated property records
20. Bicycle auction records and receipts
21. Records of joint cellphone contracts
22. Maintenance records for Police vehicles and equipment
23. Registration data for police vehicles
24. Purchase information and contracts for police vehicles
25. Traffic citations and written traffic warnings
26. City summonses or citations

Appendix L - Neenah Menasha Fire Rescue Chief

1. All correspondence, including electronic correspondence, of the Fire Chief and Fire Rescue employees and staff
2. All files of the Fire Chief and Fire Rescue employees and staff
3. Fire records
4. Fire suppression records
5. Fire inspection records
6. Records of all incidents of Mutual Aid
7. Emergency Operations Center records
8. All correspondence, including electronic correspondence, of the Emergency Operations Center
9. All files of the Emergency Operations Center
10. Records of EMS runs
11. Medical reports of EMS runs
12. Maps, plans, building data for business relating to fire protection