



MEMO

TO: Common Council

FROM: Debbie Galeazzi, City Clerk

SUBJECT: Pick up of Council Packets

DATE: December 16, 2010

Effective December 30, 2011, Aldermen council packets will be available for pick up at the Menasha Police Department on the Thursday before a scheduled Council meeting. The packets will be at the Police Department by 5:30 p.m. Each Alderman is responsible to pick up their packet. You will be asked to identify yourself before your packet is turned over to you. If you are going to have someone else pick up your packet, please let the Clerk's office know who will be picking up your packet and we'll relay that to the Police Department.

You will be notified by the Clerk's office if there will be a delay in the packets being available at 5:30 p.m. on the Thursday before the Council meeting.

You will also be notified by the Clerk's office when the packets will be available for pick up for special Common Council meetings.

Thank you.