CITY OF MENASHA
PUBLIC RECORDS NOTICE AND POLICY

PLEASE BE ADVISED THAT THE CITY OF MENASHA HAS CREATED THE FOLLOWING POLICY REGARDING THE AVAILIBILITY OF PUBLIC RECORDS AND THE INSPECTION AND COPYING OF PUBLIC RECORDS

1. The legal custodians for public records of the City of Menasha appear on Appendices A – P as attached below.

2. The location for obtaining public records is:

   a. City Hall, 140 Main Street, Menasha, WI 54952 for the following:

      1. Mayor
      2. City Attorney
      3. Personnel Director
      4. City Clerk
      5. Comptroller/Treasurer
      6. City Assessor
      7. Director of Public Works
      8. Director of Community Development
      9. Director of Parks and Recreation
      10. Plan Commission
      11. Landmarks Commission
      12. Parks and Recreation Board
      13. Board of Appeals
      14. Board of Review
      15. Housing Authority
      16. Common Council
      17. Administration Committee
      18. Board of Public Works
      19. Information Systems Steering Committee
      20. Joint Cable TV Committee
      21. Ad-Hoc Common Council Protocol Committee
      22. Personnel Committee
      23. Building Services Department
      24. Building Inspections
      25. Board of Canvassers
      26. Health Insurance Studies Committee
      27. Joint Review Board
      28. Redistricting Committee

29. Safety Committee

b. Public Safety Facility, 430 First Street, Menasha, WI 54952 for the following:

1. Police Department
2. Police Commission
3. Police Consolidation Committee
4. Police Chief

c. Elisha Smith Library, 440 First Street, Menasha, WI 54952 for the following:

1. Public Library
2. Library Board
3. Library Director

d. Health Department, 226 Main Street, Menasha, WI 54952 for the following:

1. Health Department
2. Senior Center
3. Commission on Aging
4. Medical Advisory Board
5. Board of Health
6. Sanitarian/Sealer

e. Public Works Facility, 455 Baldwin Street, Menasha, WI 54952 for the following:

1. Street Department
2. Fleet Maintenance Department
3. Sanitation Department
4. Parks Department/Forester
5. Ad-Hoc Recycling Committee

f. Fire Station 32, 125 E. Columbian Street, Neenah, WI 54952 for the following:

1. Neenah-Menasha Fire Rescue
2. Joint Fire Commission
3. Joint Finance and Personnel Committee
4. Emergency Operations Director

g. c/o City Clerk City Hall, 140 Main Street, Menasha, WI 54952 for the following:

    1. Aldermen

h. Lake Winnebago Metropolitan Enforcement Group, P.O. Box 719, Neenah, WI 54957, telephone 920-751-6943

    1. Menasha Police officers assigned to the MEG unit

3. Hours: 8:00 a.m. – 4:00 p.m. Monday – Friday

4. Cost of records:

    a. $2.00 for first page
    b. $.25 each additional page
    c. actual cost for copies other than 8 ½ x 11 or 8 ½ x 14
    d. actual cost for electronic data
    e. actual cost for video or audio materials

5. Payment of costs:

    a. anticipated cost < $50.00 – no pre-payment required
    b. anticipated cost > $50.00 – pre-payment required and adjusted when actual cost is determined
    c. previous unpaid invoice – pre-payment required

6. Requester information:

    a. identification not required
    b. purpose of request not required

PUBLIC RECORDS NOTICE – APPENDICES A - O

Appendix A - MAYOR

The Mayor is the legal custodian of:

1. All correspondence, including electronic correspondence of the Mayor's office and the Mayor's staff.
2. All files of the Mayor's office.
3. All telephone records of telephones assigned to the Mayor.

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 telephone records of telephones assigned to the City Attorney.
4. Menasha City Code.
5. All Court files involving litigation with the City of Menasha.
6. Legal Opinions of the City Attorney.
7. Files of the Ad-Hoc Common Council Protocol Committee.

Appendix C – PERSONNEL DIRECTOR

The Personnel Director is the legal custodian of:

1. All correspondence, including electronic correspondence of the Personnel Director's office and the Personnel Department.
2. All files of the Personnel Director and Personnel Department.
3. All telephone records of telephones assigned to the Personnel Director.
4. Personnel files for all current and past employees.
5. Medical personnel files for all current and past employees.
6. Collective Bargaining Agreements and files relating to labor negotiations.
7. Grievance files.
8. Records relating to employee benefits.
9. Insurance policies and information relating to the purchase of all insurance.
10. Safety programs, manuals, and training records.
11. Personnel Policy Handbook.

12. Records relating to compensation programs, position upgrades, evaluations, and exit interviews.
13. Risk management matters, including claim files.
14. Payroll records.

Appendix D – DIRECTOR OF PUBLIC WORKS

The Director of Public Works is the legal custodian of:

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

Appendix E – PUBLIC HEALTH DIRECTOR

The Public Health Director is the legal custodian of:

1. All correspondence, including electronic correspondence of the Public Health Director and Health Department.
2. All files of the Health Department.
3. Client charts and folders.
4. School screening logs.
5. School health logs.
6. Immunization administration records.
7. Health screening records.
8. Daily activity forms.
9. Health-related complaint follow-up records.
10. Communicable disease records.
11. Health hazard investigations.
12. Health department phone records for all phones assigned to the health department.
13. Board of Health agendas and minutes.
14. Medical Advisory Committee agendas and minutes.
15. Health Department personnel records.

16. Fit testing records.
17. Monthly/annual reports of the Health Department.
18. Required grant reports, grant applications, and grant compliance data.
19. Licensed establishments inspection reports.
20. All correspondence, including electronic correspondence of the Sanitarian/Sealer.
21. All records of the Sanitarian/Sealer.
22. Committee on Aging agendas/minutes.
23. Senior Center personnel records.
24. Senior Center required grant reports, grant applications, and grant compliance data
25. Senior Center financial receipts.
26. All correspondence, including electronic correspondence of the Senior Center.

Appendix F – COMPTROLLER/TREASURER

1. All correspondence, including electronic correspondence of the Finance Department.
2. All files of the Comptroller/Treasurer and the Finance Department.
3. City of Menasha municipal budget.
4. General ledgers.
5. Requisitions and purchase orders.
6. Financial statements.
7. Audits.
8. Investment records.
9. Checking account records.
10. Tax collection records.
11. Dog license records.
12. Damage records for any disasters.
13. Tax roll.
14. All correspondence, including electronic correspondence of the Information Technology Department.
15. All files of the Information Technology Department.
16. Customer ledgers and receipts.

Appendix G – DIRECTOR OF PARKS, RECREATION, FORESTRY AND CEMETERIES

1. All correspondence, including electronic correspondence of the Parks and Recreation Director, seasonal staff, and clerical staff.
2. All files of the Parks and Recreation Director, seasonal staff, and clerical staff.
3. Master plans for Parks.

4. Minutes and agendas of the Parks and Recreation Board.
5. Receipts and records for Recreation programs and Park fees.
6. Municipal pool records and receipts.
7. Required grant reports, grant applications, and grant compliance data.
8. Cemetery records and receipts.
9. Park master plans and work records.
10. Recreation program files.

Appendix H – DIRECTOR OF COMMUNITY DEVELOPMENT

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

Appendix I – LIBRARY DIRECTOR

1. All correspondence, including electronic correspondence of the Library Director and Library staff.
2. All files of the Library and staff.
3. Minutes and agendas of the Library Board.

4. Personnel files of Library employees.
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 J – PUBLIC WORKS SUPERINTENDENT

1. All correspondence, including electronic correspondence of the Public Works Superintendent, clerical staff, Street Department, Sanitation Department, and Fleet Maintenance Department.
2. All files of Public Works Superintendent, clerical staff, Street Department, Sanitation Department, and Fleet Maintenance Department.
3. Fleet maintenance records.
4. Fuel records.
5. Receipts and records of Street Department 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.

Appendix K – PARK SUPERINTENDENT

1. All correspondence, including electronic correspondence of the Park Superintendent, clerical staff and Parks, Forestry, and Cemetery Department.
2. All files of the Parks Superintendent, clerical staff and Parks, Forestry and Cemetery.
3. Tree inventory.
4. Tree maintenance records.
5. Municipal pool maintenance records.
6. Records of the use of chemicals in parks, cemeteries or the municipal pool.
7. Park Department MSDS sheets and other required Department of Commerce Records.

Appendix L – CHIEF OF POLICE

1. All correspondence, including electronic correspondence of the Chief of Police and the Police Department.
2. All files of the Police Chief and the Police Department.
3. Police Department Ongoing Internal Investigations.
4. Minutes and agendas of the Police Commission.
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 or summonses.
17. Parking ticket records.
18. Seized, abandoned, lost or confiscated property records.
19. Bicycle auction records and receipts.
20. All telephone records of telephones assigned to the Police Department and staff.
21. Records of joint cell telephone contracts.
22. Maintenance records for Police vehicles.
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 M – CITY CLERK

1. All correspondence, including electronic correspondence of the City Clerk and staff.
2. All files of the city Clerk and staff.
3. City Code.
4. Records relating to the City Seal.
5. Minutes and agendas of the Administration Committee.
6. Minutes and agendas of the Personnel committee.

7. Minutes and agendas of the Board of Public Works.
8. Minutes and agendas of the Common Council.
9. Minutes and agendas of the Police Commission.
10. Minutes and agendas of the Joint Fire Commission.
11. Minutes and agendas of the Joint Fire Finance and Personnel Committee.
12. Minutes and agendas of the Housing Authority.
13. Minutes and agendas of the Committee on Aging.
14. Minutes and agendas of the Housing Authority.
15. Minutes and agendas of the Plan Commission.
16. Minutes and agendas of the Board of Health.
17. Minutes and agendas of the Board of Appeals.
18. Minutes and agendas of the Board of Review.
19. Minutes and agendas of the Ad-Hoc Common Council Protocol Committee
20. Minutes and agendas of the Parks and Recreation Board
21. Minutes and agendas of the Library Board.
22. Minutes and agendas of the Board of Canvassers.
23. Minutes and agendas of the Tax Increment Finance Joint Review Board.
24. Materials relating to the City Directory.
25. Minutes and agendas of the Ad-Hoc Consolidation Committee.
26. Polling lists.
27. Materials relating to all elections.
28. Licenses issued by the City.
29. Deeds, Title Insurance policies, and other records relating to property owned by the City presently and at anytime in the past.
30. Reports required to be filed pursuant to State law.
31. Contracts.
32. Legal notices.
33. Oaths of office.
34. Bonds.
35. Recreational Fire permits.
36. Electronic correspondence of Aldermen sent and received on City-owned computers.
37. Ordinances, charter ordinances, and resolutions.
38. All other public records not listed on any other appendix.
39. Police Consolidation Committee minutes and agendas.
40. Minutes and agendas of any future Ad-Hoc Committees.

Appendix N – CITY ASSESSOR

1. All correspondence, including electronic correspondence of the City Assessor and staff.
2. All files of the City Assessor and staff.

5. Statistical data related to determining values of real estate.
6. Real estate records used to determine property values.
7. Mass appraisal computer system.
8. Assessment roll.

Appendix O – NEENAH-MENASHA FIRE CHIEF

1. All correspondence, including electronic correspondence of the Fire Chief and Fire Rescue employees, and clerical staff.
2. All files of the Fire Chief and Fire Rescue employees, and clerical 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 businesses relating to fire protection.

Appendix P – ALDERMEN

1. All correspondence, including electronic correspondence of the Alderman.
2. All files of the Alderman.
3. All correspondence, including electronic correspondence between Aldermen and other Aldermen or the Mayor.

NOTICE OF LOCAL PUBLIC OFFICES

Pursuant to ss. 19.32 (1dm), 19.34 (1) and 19.42 (7w) Wis. Stats., the following constitute Local Public Offices in the City of Menasha:

1. Mayor
2. Alderman
3. City Attorney
4. City Clerk
5. City Assessor
6. Chief of Police
7. Fire Chief – Neenah-Menasha Fire Rescue
8. Public Works Director
9. Director of Community Development
10. Director of Parks and Recreation
11. Public Health Director
12. Library Director
13. Personnel Director
14. Comptroller/Treasurer