

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 16, 2009
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
 - 1. [Proposed City of Menasha Budget for 2010](#)
- 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. [Administration Committee, 11/2/09](#)
- b. [Board of Public Works, 11/2/09](#)
- c. [Board of Health, 10/14/09](#)
- d. [Library Board, 10/15/09](#)
- e. [NM Fire Commission, 10/13/09](#)
- f. [Parks and Recreation Board, 11/11/09](#)
- g. Plan Commission; [10/20/09](#), [11/3/09](#)
- h. [Safety Committee, 7/9/09; City Hall](#)
- i. [Safety Committee, 9/29/09; Public Works/Parks & Recreation](#)
- j. [Water & Light Commission, 10/27/09](#)
- k. [Water & Light Commission, 10/28/09; Special meeting](#)

Communications:

- l. [Comp Stoffel, 11/6/09; City's Valuation](#)
- m. [Historical Society Newsletter, 11/2009](#)
- n. [Public Works Facility, 11/09; September/October 2009 Disposal Violations](#)
- o. [PRD Tungate, 11/12/09; 2010 Parks and Recreation Fees](#)
- p. [PWD Radtke, 11/12/09; Public Works Equipment Fund](#)
- q. [Resident compliment to Public Health Nurse Polly Anderson, 11/5/09](#)
- r. [Town of Menasha Utility Commission, 10/12/09, 10/26/09](#)
- s. [Waverly Sanitary District minutes, 10/13/09](#)

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

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 in the "Items removed from the Consent Agenda" section. 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, 11/2/09](#)
2. [Special Joint Council & Utilities Commission, 11/9/09](#)

Administration Committee, 11/2/09 – Recommends Approval of:

3. [Division of Public Health Contract #17250, Contract Agreement Amendment for Public Health Preparedness Program, July 31, 2009 to July 30, 2010.](#)

Board of Public Works, 11/2/09 – Recommends Approval of:

4. [Street Use Application – Festival Foods Turkey Trot; Thursday, November 26, 2009; 7:00 AM – 10:00 AM](#)

Plan Commission, 11/3/09 – Recommends approval of:

5. [The Certified Survey Map for 1427 – 1429 Province Terrace](#)

Parks and Recreation Board, 11/9/09 – Recommends Approval of:

6. [Retain the marina seasonal slip rental rate of \\$37 per foot for 2010](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term 11/5/09-11/12/09 in the amount of \\$552,559.80](#)
2. [Joint Powers Agreement – Winnebago County 911 Emergency System for December 1, 2009 – November 30, 2010 and authorize signature](#)

J. ORDINANCES AND RESOLUTIONS

1. [R-28-09 – Removing GE Capitol Public Finance, Inc. Lease Payment from the 2010 City of Menasha Budget \(Introduced by Ald. Pack\)](#)
2. [R-29-09 – Levying taxes for the purpose of paying the operating expenses for the year 2010 for the City of Menasha](#)

K. APPOINTMENTS

1. Mayor's Appointments to the Parks and Recreation Board
 - a. [Lisa Hopwood, 1028 Manitoba St., for the term of November 17, 2009 – October 1, 2012](#)

L. CLAIMS AGAINST THE CITY

1. [A motion is in order for the Common Council to issue a formal notice of disallowance for the claim for Cheryle Stoneman and that she be advised of her statutory rights pursuant to Wis. Statute § 893.80](#)

M. HELD OVER BUSINESS

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ADJOURNMENT

MEETING NOTICE

**Monday, December 7, 2009 - Council Chambers
Common Council – 6:00 PM
Administration Committee – to be determined
Board of Public Works – to be determined**

NOTICE OF PUBLIC HEARING - 2010 BUDGET
MENASHA CITY HALL, 140 MAIN STREET

NOTICE IS HEREBY GIVEN, in accordance with Section 65.90(3) Wisconsin Statutes, that a Public Hearing will be held on Monday, November 16, 2009 at 6:00 P.M. on the proposed City of Menasha Budget for the year 2010. Any resident or taxpayer shall have the opportunity to be heard thereon. A summary of the proposed Budget is published herewith and a copy of the complete proposed Budget is available for public inspection at the Menasha City Hall and the Menasha Public Library during normal business hours.

2010 BUDGET SUMMARY

*****GENERAL FUND*****	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ESTIMATED</u>	2010 <u>PROPOSED</u>	% <u>CHANGE</u>
FUND BALANCE, JANUARY 1	\$3,920,868	\$2,624,062	\$2,624,062	\$2,429,536	
EXPENDITURES					
General Government	\$1,678,323	\$1,627,354	\$1,592,274	\$1,647,015	1.21%
Public Safety	6,872,201	7,386,479	7,386,896	7,469,009	1.12%
Health & Human Services	803,571	825,127	798,502	835,156	1.22%
Public Works	3,432,287	2,849,912	2,852,814	2,743,141	-3.75%
Culture, Recreation & Educ.	2,957,140	3,026,968	2,941,186	2,992,368	-1.14%
Conservation & Development	277,234	309,767	342,710	309,748	-0.01%
Transfers In/Out	0	0	0	873,141	100.00%
Capital Outlay	581,526	699,340	540,981	368,585	-47.30%
TOTAL EXPENDITURES	\$16,602,282	\$16,724,947	\$16,455,363	\$17,238,163	3.07%
REVENUES					
Taxes (other than property)	\$196,972	\$204,000	\$197,213	\$200,000	-1.96%
Intergovernmental Revenue	5,292,067	5,233,049	5,312,147	5,127,141	-2.02%
Licenses & Permits	419,654	404,030	343,052	401,810	-0.55%
Fines, Forfeits & Penalty	152,852	170,000	149,649	165,000	-2.94%
Public Charges for Services	314,088	333,100	312,210	342,450	2.81%
Intergovernmental Charges	1,252,371	1,243,572	1,230,886	1,324,812	6.53%
Miscellaneous Revenues	469,238	346,000	298,434	296,000	-14.45%
Other Financing Sources	1,391,162	1,554,870	1,580,920	1,439,870	-7.40%
TOTAL REVENUES	\$9,488,404	\$9,488,621	\$9,424,511	\$9,297,083	-2.02%
AMOUNT TO BE RAISED BY PROPERTY TAX	\$5,817,072	\$6,836,326	\$6,836,326	\$7,541,080	10.31%
FUND BALANCE, DECEMBER 31	\$2,624,062	\$2,224,062	\$2,429,536	\$2,029,536	

SUMMARY OF ALL GOVERNMENTAL AND PROPRIETARY FUNDS

	<u>GENERAL</u>	<u>DEBT SERVICE</u>	<u>RECYCLING</u>	<u>ENTERPRISE</u>
Estimated Fund Balance, January 1	\$2,429,536	\$2,186,683	\$201,039	\$32,333,022
Tax Levy	7,541,080	1,608,840	266,513	-
Other Revenues	<u>9,297,083</u>	<u>17,125,338</u>	<u>123,800</u>	<u>54,085,506</u>
Total Revenue	16,838,163	18,734,178	390,313	54,085,506
Expenditures	<u>(17,238,163)</u>	<u>(19,034,178)</u>	<u>(390,313)</u>	<u>(53,765,048)</u>
Revenue over/(under) Expenditures	(400,000)	(300,000)	-	320,458
Fund Balance, December 31	\$2,029,536	\$1,886,683	\$201,039	\$32,653,480

	<u>INTERNAL</u>	<u>ALL OTHER</u>	<u>SUMMARY</u>
	<u>SERVICE</u>	<u>GOV FUNDS</u>	<u>ALL FUNDS</u>
Estimated Fund Balance, January 1	\$3,915,406	\$1,583,091	\$42,648,777
Tax Levy	-	-	9,416,433
TIF Tax Levy	-	1,603,675	1,603,675
Other Revenues	<u>1,565,325</u>	<u>455,110</u>	<u>82,652,162</u>
Total Revenue	1,565,325	2,058,785	93,672,270
Expenditures	<u>(1,404,036)</u>	<u>(2,239,049)</u>	<u>(94,070,787)</u>
Revenue over/(under) Expenditures	161,289	(180,264)	(398,517)
Fund Balance, December 31	\$4,076,695	\$1,402,827	\$42,250,260

There are no significant proposed increases or decreases to the current year budget due to new or discontinued activities or functions pursuant to 65.90(3)(bm), Wisconsin Statutes.

OUTSTANDING GENERAL OBLIGATION DEBT

<u>12/31/2007</u>	<u>12/31/2008</u>	<u>12/31/2009</u>
\$39,467,702	\$47,032,296	\$44,500,000

Dated at Menasha, Wisconsin
this 28th day of October, 2009

Thomas Stoffel
City Comptroller/Treasurer

PUBLISH: Saturday, October 31, 2009

CLASS 1 NOTICE

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
November 2, 2009
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 7:21 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Benner, Roush, Taylor, Wisneski, Pack, Hendricks, Zelinski,
Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke,
CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. Administration Committee, 10/19/09

Moved by Ald. Pack, seconded by Ald. Zelinski to approve minutes.

Motion carried on voice vote

D. ACTION ITEMS

1. Division of Public Health Contract #17250, Contract Agreement Amendment for
Public Health Preparedness Program, July 31, 2009 to July 30, 2010.

PHD Nett explained this contract is for public health preparedness. Funding is
disbursed in phases after assessments and training as required by the State are
completed.

Moved by Ald. Englebert, seconded by Ald. Pack to recommend approval to Common
Council

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Pack, seconded by Ald. Benner to adjourn at 7:24 p.m.

Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
November 2, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:25 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Benner, Roush, Taylor, Wisneski, Pack, Hendricks, Zelinski, Englebert
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, DPW Radtke, CDD Keil,
Clerk Galeazzi.

C. MINUTES TO APPROVE

1. October 19, 2009

Moved by Ald. Wisneski, seconded by Ald. Pack to approve minutes.
Motion carried on voice vote

D. ACTION ITEMS

1. Street Use Application – Festival Foods Turkey Trot: Thursday, November 26, 2009;
7:00 AM – 10:00 AM

Moved by Ald. Zelinski, seconded by Ald. Englebert to recommend approval to Common Council
Motion carried on voice vote.

2. Request to Install Crosswalk on Garfield Avenue at Mondri Akrosil LLC

DPW Radtke explained the request from the Safety Coordinator at Mondri Akrosil. Safety concern of their employees crossing from the parking lot to the plant prompted the request for a crosswalk. DPW Radtke investigated the area and feels the major safety concern results from trucks parking on both sides of Garfield Avenue which may cause a vision obstruction. DPW Radtke recommended denying the request to install a crosswalk and forward the parking issue on Garfield Avenue to the Parking Committee.

Wes Neil, Plant Manager of Mondri Arkosil, spoke on the issue. Putting a parking restriction in the area could help with pedestrian crossing, but may cause other issues for the involved industries.

Moved by Ald. Pack, seconded by Ald. Englebert to deny the request and refer the parking issues to the Parking Committee.
Motion carried on voice vote.

3. Request to Install Crosswalk on Nassau Street at Nicolet Elementary School

DPW Radtke explained the original request from the principal of Nicolet School. He investigated the area and determined that installing a crosswalk at mid block may actually increase the safety hazard due to proximity to the intersection and poor sight distance for motorists. When he relayed his findings to the principal, the request for the installation of a crosswalk on Nassau Street was withdrawn. DPW Radtke recommended denying the request.

Moved by Ald. Pack, seconded by Ald. Wisneski to deny request.
Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Roush to adjourn at 7:43 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

Menasha aldermen 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 this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
BOARD OF HEALTH
Menasha Health Department
316 Racine Street, Menasha**

10-14-2009

8:15 AM

MINUTES

- A. Meeting called to order at 8:40 AM by Chairman Candyce Rusin.
- B. Present: Dr. Teresa Shoberg, Candyce Rusin, Lori Asmus, Dorothy Jankowski, Susan Nett
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from September 9, 2009 made by D. Jankowski and seconded by T. Shoberg. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. *September 2009 Communicable Disease report distributed and discussed.*
 - 2. H1N1 Influenza Update—The health department is slowly receiving doses of the H1N1 vaccine. Health care workers are being immunized first. This includes school staff who take care of sick children i.e. secretaries. Affinity Clinics in Menasha have not received any vaccine so some of our doses will be given to them so they can immunize their workers. School based clinics are being tentatively scheduled for November based on vaccine availability.
 - 3. Consolidated Grant Contract—the funding for 2010 is being finalized. The health department will be receiving additional monies for MCH. The rest of the funding is either the same as 2009 or slightly less.
 - 4. PHER Funding—This grant funding is to cover expenses related to H1N1 planning. The initial dollar amount for this department is \$29000.
 - 5. Seasonal Flu Shots—200 doses were administered to school, city, and utility employees and their adult household members. The state supplied vaccine for children is in limited supply. An order has been placed for additional doses but probably won't be available until the end of November.
 - 6. 2010 Budget Update---The preliminary budget figures have been submitted for review by the mayor and finance department.
 - 7. School Based Clinics----the H1N1 vaccine will be given to the middle school and high school students during the school day. Elementary students will be scheduled after school hours so parents can be present. The department is in the process of getting volunteers to assist with the clinics. The response has been very favorable to date.

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Board of Health Members: Dorothy Jankowski, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Shoberg

E. ACTION ITEMS

1. Wts/Measures Permit Fees – 7/1/10 through 6/30/11. S. Nett discussed the need to increase these fees 3% to cover the increase in salary and other program related expenses. Motion to recommend to the common council a 3% increase for weights and measures devices and processing fees as part of the 2010 budget made by L. Asmus and seconded by D. Jankowski. Motion Carried.

F. HELD OVER BUSINESS

1. None

G. ADJOURNMENT

1. T. Shoberg requested the next BOH meeting be changed to November 4, 2009 at 8:30 AM. Agreeable with the other board members. Motion to adjourn at 8:30 made by D. Jankowski and seconded by T. Shoberg. Motion carried.

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
October 15, 2009

Call to order at 4:04 p.m. by President Enos

Present: Carlson, Derouin, Eisen, Enos, Werley, Wicihowski, Wisneski

Absent: Nebel

Also present: Director Saecker, J. Bongers (Head of Adult & Technical Services), K. Seefeldt (Administrative Assistant)

Authorization of Bills

1. Motion to authorize payment of the October list of bills from the 2009 budget by Carlson, seconded by Wisneski, and carried unanimously.

Werley arrived at 4:06 p.m.

Consent Business

2. Approve minutes from the Board meeting of September 17, 2009.

Motion

Motion to approve minutes from the September 17, 2009 Board meeting, by Eisen, seconded by Werley and carried unanimously.

Director's Report/Information Items

3. John Nebel. The October 5th Finance Committee meeting ended abruptly when Library Board member John Nebel experienced medical problems. According to the latest report from his family, John is making progress in his recovery.
4. Emergency Response. Library employees directly involved in the recent medical emergency were debriefed by Sue Nett, Director of Health Services. We will be adjusting some of our emergency response procedures as a result of this recent event. Also, we plan to schedule a medical emergency drill in the library in the near future. Director Saecker stated that we were very grateful to the Neenah Menasha Fire Department's emergency team for their quick response and reliable assistance.
5. Statistics. In September 2008 we had record setting increases in both adult and children's lending, so the 1% decline we saw for September 2009 was not unanticipated. Adult circulation rose 5.3% overall for the month, while children's fell by 7.4%.
6. Endowment Donation. We received a donation of \$200 from Transportation Environment Management for meeting room use in September.
7. Meeting Room Use. Meeting room usage continues to increase. Groups find that it is beneficial to have their rooms set up in advance for their meetings and appreciate not being charged a rental fee. We continue to receive optional donations for meeting room use. Our reputation for providing an excellent facility for meetings appears to be spreading state-wide.
8. Unspent Funds. The handling of unspent library funds at the end of the budget year was addressed. According to a recent opinion from the State's Assistant Attorney General, Library

Boards may not give these funds back to the funding authority as they have always done in the past. Director Saecker will bring this to the attention of our new City Attorney. If we are allowed to retain all funds at the end of the year, the Board will need to review spending and budgeting options. Eisen stated that the Board may want to consider using these unspent funds instead of Endowment funds for certain expenditures.

Discussion/Action Items

9. 2010 Budget. Director Saecker reviewed the proposed 2010 budget. Eisen asked for a breakdown in health insurance costs, which includes health, dental and vision. Board members requested more detailed information in the budget summary. Director Saecker was asked to add the previous year's actual amount, the previous year's budgeted amount and the Library Board's current year proposed budget amount. The Board would also like the total amount spent from the Endowment in the current year to be included as a footnote in the summary. Eisen inquired about the schedule for salary and wage increases for staff in 2010. Differences in scheduled increases for union and non-rep employees and City Department Heads were discussed.

Motion

Motion to approve the 2010 budget as presented by Werley, seconded by Carlson and carried unanimously.

10. Director's Performance Review. Board members reviewed the form intended to be used for evaluating the Director. Discussion ensued. There was a consensus to conduct the evaluation without staff input this year. Werley recommended that staff participate in the process next year and every five years after that. Board members were asked to abstain from answering those questions on the form that pertained to staff's assessment of the Director.
11. Trimming the Tree. Building Services Supervisor Adam Alix reported that it is challenge to decorate our large spruce tree on First Street with Christmas lights. New LED lights do not hold up well to the weather and need to be replaced annually. Board members stated that lighting the tree during the holiday season is a community tradition they would like to see continue.

Motion

Motion to approve continuing to decorate the large spruce tree with holiday lights by Wicihowski, seconded by Derouin and carried unanimously.

12. Robert's Rules of Order. Carlson reviewed parliamentary procedure and distributed copies of the Roberts' Rules of Order motions chart.

Announcements

At the November meeting, Sue Werley will review Trustee Essential #12 "Library Standards."

Adjournment

Motion to adjourn the meeting at 5:25 p.m. by Werley, seconded by Wisneski and carried unanimously.

Future meeting dates

The next regular Board meeting will be held in the Gegan Room on Thursday, November 19, 2009 at 4:00 p.m.

Respectfully submitted,
Paul Eisen, Secretary
Kris Seefeldt, Recording Secretary

Neenah-Menasha Fire-Rescue
Joint Fire Commission Meeting Minutes
Wednesday, October 13, 2009 – 12:15 p.m.
Hauser Room – City of Neenah

Commissioner Mattes called the meeting to order at 12:05 p.m.

Present: Commissioners Jim Liebhauser, Mark Keating, Elizabeth Nevitt, Bill Mattes, and Chris Wales-Magners and Jason Dionne.

Also Present: City Attorney Jim Godlewski.

Approval of Minutes: The Commission reviewed the meeting minutes from September 10, 2009. **MSC Liebhauser/Keating to approve the minutes from September 10, 2009, all voting aye.**

Designation of Fire Chief: Discussion was held on appointment of a Fire Chief until the vacancy for Fire Chief is filled. **MSC Nevitt/Keating to designate Deputy Chief Steve DeLeeuw as Fire Chief until the vacancy is filled, all voting aye.**

MSC Liebhauser/Nevitt convene into Executive Session pursuant to Section 19.85(1)(c), Wis. Stats. for the purpose of interviewing candidates for the Fire Chief position., all voting aye.

The Commission proceeded with interviews of the candidates for Fire Chief of Neenah-Menasha Fire Rescue.

MSC Keating/Liebhauser to re-convene into open session, all voting aye.

The next meeting will be held on October 28, 2009 at Noon. Second interviews will be held with the final two candidates, pending the completion of the background checks.

The Commission adjourned at 4:19 p.m., all voting aye.

Respectfully submitted,

William Mattes

WM/tt

**CITY OF MENASHA
PARKS AND RECREATION BOARD
Council Chambers, City Hall – 140 Main Street
November 11, 2009
DRAFT MINUTES**

A. CALL TO ORDER

Meeting called to order by Vice Chr. T. Konezke at 6:01 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Ron Suttner, George Korth, Nancy Barker, Tom Konezke, Chr. Dick Sturm (arrived later)

MEMBERS EXCUSED: Ald. Joanne Roush

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the October 12, 2009 Park Board Meeting**

Moved by R. Suttner, seconded by G. Korth to approve the minutes of the October 12, 2009 Park Board meeting. Motion carried 4-0.

D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute limit for each person.

1. None

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. **Park Project Update and Vandalism Report – PS Maas**

PS Maas reported on the following items: Smith Pavilion repairs have been completed; hand rails and posts on the gazebo are rotting and will be repaired with weather/water resistant materials; work has begun at the pool to meet new Federal law on pool drains; new Resthaven sign will be made this winter; cemetery software training recently took place; vines and shrubs removed at Memorial Building; brick and mortar problems still have to be addressed.

Vandalism: small fire was set at the Clovis Grove Park girls restroom; very small trash fire at Koslo Park dugouts; two small trees broken in Smith Park and restroom door handles were damaged at Jefferson Park

2. **Memorial Building Landscaping (refer to last months photos) – PS Maas**

Moved by R. Suttner, seconded by N. Barker to support removal of two cedar shrubs in front of the Memorial Building as part of a plan to re-landscape the building and also review the plan prior to planting. The motion carried 4-0.

3. **Regional Park Update – PRD Tungate**

PRD Tungate reported that progress has been made. The three communities have agreed to have an appraisal and wetland review work done on the interested property. Costs will be split three ways. Appleton has agreed to write the DNR grant, which is due by May 1, 2010. As part of the grant process a resolution authorizing the grant will need Common Council approval. If everything goes as planned, the property shall be obtained by the fall of 2010.

4. **Common Council Review of Parks and Recreation Budgets – November 12**

Parks and Recreation budget review by the Common Council is set for Thursday, November 12, 2009. Some Board members expressed a desire to attend the review.

F. DISCUSSION ITEMS

1. **2010 Fees for Parks and Recreation Services**

2010 fees were discussed. Discussion emphasis was on Park User Fees and whether or not they need to be adjusted. Staff will take another look at them for the next meeting. At the request of Harbormaster Schabach, the Board did take action on the Marina fee. Moved by N. Barker,

seconded by T. Konetzke to retain the rate of \$37/foot for seasonal renters for 2010. Board members felt that any increase should wait until all the piers were repaired. The motion carried 5-0.

2. **Holiday Gathering Location**

Board suggested meeting at Naut's Landing after the December meeting.

G. ACTION ITEMS

1. **2010 Fees for Parks and Recreation Services**

See previous action taken on landscaping and Marina fee.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person.

1. Request to have an update on youth involvement on the Board.

2. Skatepark update – invite new CPO was suggested.

I. ADJOURNMENT

Moved by G. Korth, seconded by N. Barker to adjourn at 7:44 PM. Motion carried 5-0.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 20, 2009
MINUTES

A. CALL TO ORDER

The meeting was called was called to order at 3:39 p.m. by Mayor Donald Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Cruickshank and Homan

OTHERS PRESENT: CDD Keil

C. MINTUES TO APPROVE

1. Minutes of the September 29, 2009 Plan Commission Meeting

Moved by Ald. Benner, seconded by DPW Radtke to approve the September 29, 2009 Plan Commission meeting minutes.

The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. Annual Comprehensive Plan Review – Identification of Issues/Opportunities to be Considered

CDD Keil stated that the Community Development Department is preparing for its 2010 Comprehensive Plan Review and would like input from the Commissioners. Commissioners discussed the following subject areas:

Trails:

- Public participation in plan development
- Dealing with public concerns about trails
- Friendship Trail – STH 47
- Trail timing/installation
- Developing a communication plan for introducing trail planning/routes
- Conducting a trail planning workshop
- Revisiting ordinances for sidewalks and trails
- Trail map revisions
- Trail connections to the Island, routes over bridges
- Trail needs/options for Manitowoc Road and Street

Public Input:

- Issues Identification
- Neighborhood vs. community planning
- Compatibility of housing stock
- Investing in place

Future Growth Areas/Redevelopment:

- Need to shift focus from new development to redevelopment

Stormwater Options:

- Need to explore options for small scale/on-site stormwater management

Renewable Resources:

- Need to explore partnering with Menasha Utilities to promote utilization of renewable resources

The discussion of Issues/Operations for the Comprehensive Plan Review is to be continued at the next meeting.

G. ACTION ITEMS

1. None

H. ADJOURNMENT

Moved by DPW Radtke, seconded by Comm. Schmidt to adjourn at 5:40 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
November 3, 2009
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called was called to order at 3:35 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Mayor Don Merkes

OTHERS PRESENT: CDD Keil, Bob Drifka, Corey Simon, Jeff Reidl, Mike King and Cory Reidl

C. MINTUES TO APPROVE

1. **Minutes of the October 20, 2009 Plan Commission Meeting**

Moved by Ald. Benner, seconded by DPW Radtke to approve the October 20, 2009 Plan Commission meeting minutes.

The motion carried.

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

1. Jeff Reidl spoke on the pending comprehensive plan update and urged Commissioners to extend the same levels of land use protection to both existing development and newly developing areas. He also committed that he felt the land use plan was more a reflection of existing land use than a vision for the future.

E. DISCUSSION

1. None

G. ACTION ITEMS

1. **Certified Survey Map – 1427-1429 Province Terrace**

Commissioners discussed the formerly approved site plan for the original parcel and the applicability of current lighting standards and the need for dumpster enclosures to serve both parcels. CDD Keil stated that the real estate brokers and prospective purchasers have been made aware of site improvement requirements.

Moved by DPW Radtke, seconded by Comm. Homan to recommend approval of the Certified Survey Map for 1427-1429 Province Terrace.

The motion carried.

2. **Annual Comprehensive Plan Review – Identification of Issues/Opportunities to be Considered**

- Targeting redevelopment area
- Elimination of incompatible uses
- Buffering
- Jeff Reidl, critique of LU plan as status quo
- Rate of change
- Complete streets
- Public hearing notices
- Potential rezonings in the Province Terrace corridor

- Uniform application of the Government Use zoning designation to government facilities/site
- Future park locations
- Defining neighborhoods
- Retirement of non-viable uses

H. ADJOURNMENT

Moved by Comm. Schmidt, seconded by Comm. Homan to adjourn at 5:55 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director



**City Hall Safety Committee
Minutes
July 9, 2009**

Meeting called to order at 1:20 PM

Present: Todd Drew, Sue Nett, Sylvia Bull, Kate Clausing, Tom Stoffel, .

Absent: Adam Alix, Kristi Heim, Tasha Saecker

A. Motion to approve minutes made by S. Bull and seconded by S. Nett. .

B. Old Business

1. **EOEP – Update/ Review** – postponed until August 6, 2009 Meeting.
2. **Memorial Building Update** – postponed until August 6, 2009 Meeting.
3. **Employee Safety Manual Revisions** – postponed pending grammar and spelling changes.
4. **Senior Center Safety Issues** – postponed until August 6, 2009.

C. New Business

1. **Monthly Safety Topic** – “Have fun in the sun! But be careful to not get overdone” Topic distributed and discussed.
2. **Injury Review** – No injuries reported.
3. **New Safety Issues, Concerns** –
 - K. Clausing cited concerns regarding City Hall main entry doors being unlocked prior to 8:00AM. Issues of people in the building waiting on floors prior to 8:00AM.
 - S. Bull – cited concerns regarding a trip hazard on the path near the bench, citing possible replacement with small stone. S. Nett to discuss issues with A. Alix
 - S. Bull also had safety concerns regarding pavers by the front door near the kitchen. S. Nett to discuss issues with A. Alix.

D. Training

- 1. Harassment Training November 18, 2009 (all staff) 8:30am, 10:15am, 1:15pm.** Sign up should be done by department.
- 2. Additional Items** – Discussion was had regarding follow-up building walk thru – City Hall (August), Senior Center (October), Memorial Building (September). City Hall walk through to be conducted during the August 6, 2009 safety meeting.

E. Meeting adjourned at 2:10 PM – Motion by K. Clausing second T. Stoffel.

**Next meeting August 6, 2009 @ 1:15 PM in the 3rd Floor Conference Room – City Hall.



**Public Works/Parks Safety Committee Meeting
Minutes
September 29, 2009**

Meeting called to order at 9:10 AM.

Present: Jeff Nieland, Adam Alix, Corey Gordon, Todd Drew, Mark Radtke, Bill Basler Sr., Vince Maas

Absent: Jim Julius, Tim Jacobson, Brian Tungate, Sue Nett, Ken Popelka

A. Approval of Minutes – Motion to approve minutes V. Maas second M. Radtke

B. Old Business

1. Tow Motor Ramp – no additional discussion with Utilities regarding cost for ramp use.
2. CVMIC Significant Program Award – T. Drew informed the committee that the City of Menasha was awarded an award based on the submission of the Vehicle Lock out / Tag out Procedures. The award is for \$1000.00 re-imbusement for the purchase of safety equipment/ or safety related items or services.
3. EOEP Maps – Garage (nearly completed) Memorial Building, Pool, Health Department in process.

C. New Business

1. Monthly Safety Topic – Avoid Harm, Obey the Stop Arm! was distributed and discussed regarding safe driving with school in session.
2. Injury Review – No injuries were reported.
3. Additional Discussion – issue raised by C. Gordon about the large back hoe. Operators have been witnessed swinging the arm on the blind side into traffic without a spotter vs. swinging the arm over the terrace and yard away from traffic or at a minimum using a spotter if it is necessary.
4. Question was raised by V. Maas about what the requirements were for back up alarms on Municipal Pick up Trucks. T. Drew to research the requirements and check prices.

D. Training

1. Confined Space Refresher – T. Drew provided a reminder regarding the confined space training being provided on 9/29, 10/14, 10/15 with sessions at 9:00am and 1:00pm on each date. Training scheduled had been provided following the August meeting.
2. Chop Saw Training – T. Drew provided a reminder that Chop Saw Training was on October 6, 2009 at the Library. DPW to provide a section of cement pipe per previous discussion with T. Jacobson. T. Drew registered employees provided for this training.
3. Chain Saw Training – CVMIC will set a training in the spring 2010.
4. Additional Training Suggestions- Inquiry was made regarding Competent Person Training. T. Drew to contact Ben Rank CVMIC regarding the availability of this training in the near future. Needed as a refresher.

E. Motion to adjourn made by B. Basler second C. Gordon Meeting adjourned at 9:50 AM. Next meeting October 20, 2009 @ 9:00am.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

October 27, 2009

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 11:00 A.M., with Commissioners Bob Fahrbach, Joe Guidote, Don Merkes, and Carla Watson present on roll call. Also present were Melanie Krause, Manager of Business Operations; Dick Sturm, Manager of Engineering and Operations; Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Lonnie Pichler, Electric and Water Distribution Supervisor; Jerry Sturm, Water Plant Supervisor; John Teale, Technical Services Engineer; Jim Brown, Energy Services Representative; and the Press.

Item II. People from the Gallery to be heard on any topic of public concern to the Utility.

Richard Loehning, 321 Willow Lane – spoke concerning placing unpaid utility bills on the tax roll and requested billing statements and deferred agreements for the past three years regarding his tenant in question.

Mary Nebel, 713 First Street – commented on the 2003 PCI report, the WPPI agreement of transmission assets, the involvement and authority of the Commission, Steam Plant assets and safe storage of records, and the need for an inventory of Steam Plant items.

Mary Ann Mulvey, 274 Misty Meadows – commented on the need for an inventory of Steam Plant items.

Tony Hoppe, Steam Plant employee – spoke regarding the training and qualifications needed for the Electro-Mechanical Technician position in addition to substation training.

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

- A. Minutes of the Regular Meeting of September 23, 2009.
- B. Approve and warrant payments summarized by checks dated October 1 - 28, 2009, which includes Net Payroll Voucher Checks, Void O & M Check #038692, and Operation and Maintenance Voucher Checks for a total of \$1,269,233.91, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- C. Correspondence, as listed.
 - Copy of news releases from WPPI Energy dated Sept. 18, 2009, re: MU employees recognized for contributions to Utilities and community
 - Copy of Notice to Bondholders dated Sept. 24, 2009
 - Copy of draft minutes from September 25, 2009, MEUW Board of Directors meeting
 - Copy of Summons in a Civil Case dated Sept. 18, 2009, Bondholders vs. City of Menasha, Menasha Utilities, and Menasha Steam Utility

Commission President Allwardt commented on the WPPI Energy awards received by Menasha Utilities employees and congratulated Dick Sturm and Dave Rodriguez on this recognition.

Item IV. September Financial and Operations Statement – Co-General Manager/Business Operations Krause reported both electric and water consumption was down for the month. Steam customers took less steam during the month of September and there were no electric sales to the MISO market.

After discussion, the Commission accepted the September Financial and Operations Statement as presented.

Item V. Claims Against The Utility – Mrs. Krause stated a claim has been served on behalf of the bond holders, and a response will be made jointly with the City of Menasha.

Item VI. There were no Purchase Orders over \$10,000.00 issued since the last Commission meeting.

Item VII. Unfinished Business, Manitowoc Tower Evaluation – Water Plant Supervisor Jerry Sturm gave an update on the Phase I Water System Storage needs evaluation completed in October. The report indicates storage capacity needs are being met at the current time with both the Island and Manitowoc towers. A copy of the report was provided to the Commission and the public.

Mr. Jeff Kellner, McMahon Associates, reviewed the evaluation of the Manitowoc Tower and the three painting and repair options submitted for future consideration. A discussion was held regarding the location of the water tower. A study to evaluate various scenarios regarding maintenance of the tank and construction of a tank on the existing or new location has been included in the 2010 budget.

Comm. Guidote made a motion to address safety concerns in the 2010 budget and to proceed with the next study; the motion was seconded by Comm. Fahrback. After further discussion, the motion was withdrawn and this issue will be addressed as part of the budget meeting on October 28.

Item VIII. New Business, Water Conservation Program – Mrs. Krause and Energy Services Representative Jim Brown gave an update on a water conservation plan that is in the best interest of the utility and the community. The PSC is encouraging utilities to incorporate water savings into the rates, and the plan could be implemented in stages. Funds for this program would be collected from a potential water rate increase, and this item will be discussed further as part of the October 28 budget meeting.

Aerial Lift – Mr. Jerry Sturm reported this item had been included in the 2008 budget, but was inadvertently dropped from the 2009 budget. Because of the need to safely perform maintenance duties in areas of the new and old buildings at the Water Plant, a platform was leased on a month-to-month basis. Funds from the tool budget have been utilized to offset the cost for 2009.

Staff was requested to include this item in the 2010 and 2011 budget, in addition to exploring the buy-out cost.

Replacement of Staff Vehicles – Mrs. Krause reviewed the memorandum included in the packet from Manager of Customer and Utility Services Rodriguez recommending replacement of the administrative van and one meter reading vehicle with one vehicle.

After discussion, the Commission requested information on the yearly usage of the two vehicles and the long-term automatic meter reading plans. This item will be discussed further at the October 28 budget meeting.

EMT Position – Co-General Manager Dick Sturm discussed the requirements of the existing EMT position and the training that has been completed by our current EMTs. Staff was requesting input from the Commission on the transition plan and the potential for adding an EMT to have a journeyman on staff.

Staff was requested to discuss this issue with the labor attorney and bring back a recommendation.

Election of Commission Officers – Comm. Merkes nominated Mark Allwardt for Commission President; Comm. Guidote seconded the nomination. The motion was unanimously approved.

Comm. Allwardt nominated Bob Fahrback for Commission Vice President; Comm. Watson seconded the nomination. The motion was unanimously approved.

Comm. Guidote nominated Carla Watson for Commission Secretary; Comm. Allwardt seconded the nomination. The motion was unanimously approved.

Item IX. Project Reports – there were no Project Reports discussed at this meeting.

Item X. Staff Reports, Manager of Engineering and Operations/Steam Utility – Mr. Sturm reported the Steam Plant is in the decommissioning phase. Project Engineer Grenell added the completion date is still November 20 and overall the hours are on schedule and budget.

Electric and Water Distribution/Safety Report – Electric and Water Distribution Supervisor Pichler stated the crews are finishing the budgeted project for this year. Next month the Water Distribution crew will be focusing on water meters.

Water Plant – Mr. Jerry Sturm added staff is getting ready for winter operations at the plant. Water quality is very good going into the winter season. There has not been any update on the UV certification process.

Project Engineer and Telecommunications & Substations – there were no additional questions to the reports presented.

Business Operations – Mrs. Krause asked Energy Services Representative Jim Brown to comment on the conservation kits given away during Public Power Week.

Customers were able to pick up kits during normal business hours and 1,000 kits were given out during the first two days. Customers seemed very pleased with the product and were also able to register to win electric lawnmowers; three were given away. Based on the kits, 124 kW of energy, 190,000 kilowatt hours, and 9 million gallons of water were saved (this was based on Focus on Energy calculations). If the customers utilize the kits, the conservation value to the utility is over \$24,000.

Customer and Utility Services/Key Accounts – there were no additional questions to the report.

Item XI. People from the Gallery to be heard on any items discussed at this Meeting:

Tim Gosz, 98 Fox Street, and Union President – commented on the proposed water conservation program, the EMT position is being filled by a qualified and capable individual, and that there were unfilled staff positions in the water plant and distribution departments. He requested the Commission take the time in the budget process to review those staffing needs.

Mary Nebel, 713 First Street – spoke regarding the Commission’s involvement and authority in the on-going negotiations to settle all the litigation, and on the water tower evaluation study.

Ricky Socha, Steam Plant decommissioning employee – spoke regarding the EMT position, creating a job description, and following the contract.

Item XII. The motion by Comm. Watson, seconded by Comm. Fahrbach, was unanimously approved on roll call at 12:58 p.m. to convene into Closed Session pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Bargaining Contract Negotiations, Personnel Issues, and Employee Grievances

By: MARK L. ALLWARDT
President

CARLA R. WATSON
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

October 28, 2009

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 7:35 A.M., with Commissioners Bob Fahrbach and Joe Guidote present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Lonnie Pichler, Electric and Water Distribution Supervisor; Jerry Sturm, Water Plant Supervisor; and John Teale, Technical Services Engineer.

In the absence of Commission Secretary Watson, Commission President Allwardt appointed Comm. Guidote as Acting Secretary for this meeting.

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

Comm. Merkes arrived at 7:36 a.m.

Item III. Claims Against The Utility – Co-General Manager/Business Operations Krause reviewed the claim filed by Jeremy and Jamie Olszewski, 1238 Darlene Drive. This claim was held from the September Commission meeting. After investigation of the incident, the Utility is requesting formal disallowance of this claim because there was no negligence on the part of Menasha Utilities.

Mr. & Mrs. Olszewski discussed the claim and responded to questions from the Commission; they were very pleased with the temporary patch that was done, but expressed concern with the response time. Electric and Water Distribution Supervisor Pichler also reviewed the incident that occurred on the weekend of Labor Day, staff response time, and stated contractors were not available to respond.

There was further discussion regarding appropriate response time, possible breach of duty when not responding in a timely manner, and making sure there is coverage during vacations.

The motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved on roll call to settle the claim for a portion of the driveway damage in the amount of \$1,600.00.

Co-General Manager/Engineering and Operations Sturm indicated the PSC guidelines need to be reviewed and a determination made as to the responsibility of response time. It is his opinion that Menasha Utilities response time far exceeds the PSC statute and guidelines. Comm. Guidote recommended obtaining a legal opinion from the City Attorney.

Item VI. New Business, 2010 Budget Review and Approval – Co-General Manager/Business Operations stated the strategic plan was updated based on the Commission meeting in September and on input from staff.

The electric budget makes the assumption of a 2% increase in consumption over 2009, and the PCAC is also projected to increase based on WPPI Energy's purchased power costs.

After review of the capital projects, the Commission requested a fleet list with the age of the vehicle, and hours utilized for the next regular meeting. Mrs. Krause reported on the usage of the administrative van and meter reading vehicle discussed at the October 27 meeting in addition to usage of employee personal vehicles. Because this was a 2009 budgeted item, a purchase order will be included in the November Commission meeting packet for action.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved to move the Phase I electronic storage data system from 2010 to 2011.

The water budget was based on a three year average of consumption and is a 10% reduction in usage from the last rate case. The rate case calculation included 1% for a conservation plan and 2% for a chemical stabilization fund. The chemical stabilization funding also includes the GAC replacement anticipated to happen every five years. When all the information was calculated it is estimated it will result in an 18% water rate increase.

After discussion of the capital projects, the Commission requested information on the buy-out of the Genie Aerial Work Platform for the November meeting and also on quotes for doing the next phase of the water tower study.

The Telecommunications budget includes the addition of a \$20,000 loan to cover the 2009 shortfall. Distances have been corrected for the fiber system and corrections were made for services not previously billed. There were no additional capital items other than a line to the fire station if needed, until the business plan is developed.

The Energy Services budget reflects the Koslo and Jefferson Park lighting. Two of the debts borrowed from the Electric Utility to fund those projects will be completed this year. Lamp replacements will need to be investigated under the ten year replacement schedule.

Comm. Allwardt discussed the impact to the electric budget of adding two operator and two EMT positions versus the use of outside services. Mrs. Krause stated additional justification would be needed for the rate case. The Commission concurred the budget should be revised to add the dollars equivalent to the fourth person, and they would make a decision on whether the position would be filled at a later date.

In the water budget, the Commission approved the 2% Chemical Stabilization Fund contribution, but requested to delay the 1% water conservation program funding until the next rate case.

The motion by Comm. Guidote, seconded by Comm. Fahrbach, was unanimous on roll call to approve the 2010 budget with the amendments discussed.

Comm. President Allwardt thanked staff for providing a viable budget for review; Comm. Vice President Fahrbach also thanked the staff. Co-General Manager/Engineering and Operations

thanked Mrs. Krause and Business Operations Accountant Hubertus for their efforts in meeting the schedule and putting the budget together.

Mayor Merkes requested a contribution toward the services of the City Attorney. After discussion of potential services and time to be utilized, the Commission agreed to contribute \$1,000 per month towards the salary of the City Attorney with the issue being reviewed after the first quarter of 2010. This contribution will be taken from the current amount included in outside legal services.

The motion by Comm. Fahrbach, seconded by Comm. Guidote, was unanimous on roll call to amend the previous motion for approving the 2010 budget to include the services of the City Attorney.

Item V. No one from the Gallery was heard on any items discussed at this Meeting

Item VI. The motion by Comm. Merkes, seconded by Comm. Guidote, was unanimously approved on roll call to adjourn at 11:15 a.m.

By: JOSEPH P GUIDOTE
Acting Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.

Debbie Galeazzi

From: Thomas Stoffel
Sent: Friday, November 06, 2009 10:44 AM
To: Common Council
Subject: City's Valuation

Good morning everyone,

At Monday night's Council meeting, Ald. Zelinski asked Mr. Brown of Associated Appraisal about the decrease in valuation of the City, specifically what had caused the decline. The City did suffer a \$1.2 million loss of value from the 2008 valuation. But the loss was caused not by a reduction in residential values but by the decrease in manufacturing real estate and personal property.

Attached is a breakdown of values for 2009 as prepared by the Wisconsin Department of Revenue. You will note that residential values were almost flat year to year, commercial values showed a small up tick, but manufacturing and personal property both showed 11% declines. What will happen this year is that property taxes will be shifted more to the residential and commercial properties and less will be picked up by local industry.

Thomas Stoffel
Comptroller/Treasurer
City of Menasha
920.967.3630
tstoffel@ci.menasha.wi.us

Statement of Equalized Values for 2008-2009

Update: 11/04/2009

Compiled by: City Comptroller/Treasurer

	<u>2008</u>	<u>2009</u>	<u>DOLLAR</u> <u>CHANGE</u>	<u>PER CENT</u> <u>CHANGE</u>
WINNEBAGO COUNTY				
Residential	\$ 573,245,800	\$ 575,133,400	\$ 1,887,600	0.33%
Commercial	175,061,300	179,066,300	4,005,000	2.29%
Manufacturing	86,645,800	77,273,000	(9,372,800)	-10.82%
Forest	14,300	14,000	(300)	-2.10%
Personal Property	<u>27,222,600</u>	<u>23,694,900</u>	<u>(3,527,700)</u>	<u>-12.96%</u>
TOTAL	\$ 862,189,800	\$ 855,181,600	\$ (7,008,200)	-0.81%
CALUMET COUNTY				
Residential	\$ 151,483,300	\$ 155,144,500	\$ 3,661,200	2.42%
Commercial	23,575,400	25,439,000	1,863,600	7.90%
Manufacturing	70,800	70,800	-	0.00%
Agricultural	20,800	24,900	4,100	19.71%
Undeveloped	17,500	9,500	(8,000)	-45.71%
Forest	77,000	77,000	-	0.00%
Personal Property	<u>1,767,800</u>	<u>2,050,200</u>	<u>282,400</u>	<u>15.97%</u>
TOTAL	\$ 177,012,600	\$ 182,815,900	\$ 5,803,300	3.28%
COMBINED COUNTIES				
Residential	\$ 724,729,100	\$ 730,277,900	\$ 5,548,800	0.77%
Commercial	198,636,700	204,505,300	5,868,600	2.95%
Manufacturing	86,716,600	77,343,800	(9,372,800)	-10.81%
Agricultural	20,800	24,900	4,100	19.71%
Undeveloped	17,500	9,500	(8,000)	-45.71%
Forest	91,300	91,000	(300)	-0.33%
Personal Property	<u>28,990,400</u>	<u>25,745,100</u>	<u>(3,245,300)</u>	<u>-11.19%</u>
TOTAL	\$ 1,039,202,400	\$ 1,037,997,500	\$ (1,204,900)	-0.12%



MENASHA CITY SQUARE 1888

MENASHA HISTORICAL SOCIETY NEWSLETTER NOVEMBER, 2009

LAST MEETING

Our October meeting featured an easy way to digest history. Board members became Clovisses and Groves with their costumes and readings. It was a different way to review the past and learn more about our ancestors. Fall food and decorations completed the evening. Thanks to everyone involved!

NOVEMBER MEETING

November is veterans' month and we will join others in honoring our heroes. On Thursday, November 12, "Tinker" Robertson, President of the VFW, will highlight our Isle of Valor monument. All veterans are especially urged to attend and bring with them their war-time memories. "Lest we forget." See you at the Memorial Building at 7 p.m. on Thursday, November 12.

DECEMBER PARTY

The Board is in the midst of planning for our December activity. It will be our annual Christmas party at Germania Hall on Thursday, December 10 at 6 p.m. Come earlier to meet old friends.

Although further notice will be in the December newsletter, we want to make you aware so you can make plans to attend. The theme this year is "Winter On Lake Winnebago." Does that stir your memory?

Our menu will consist of chicken and, of course, in keeping with our theme, fish and all the trimmings. The cost is \$15.00 per person. Your check will be your reservation. Please send to Nancy Spindler, 1845 Eagle Drive, Neenah, WI 54956. Early reservations will assure you of another year of Christmas celebration together. Our program will be a surprise we're sure you'll enjoy and, again, we'll raise our voices with joyous Christmas songs. As always we wish to especially invite our Neenah Historical Society friends to join us again. They have certainly been faithful over the years.

DUES

This is the last call for payment for membership dues. If there is a yellow line thru your address on your envelope, it indicates we do not have a record of your paying your \$10.00. Please take care of this.

HELP!

As always we are looking for help with various jobs of the Society. Can you offer an hour or two to lend a hand when needed? Call Katie LaMore at 722-4364 or Jean Chew at 722-7349.

NOTES FROM NANCY BARKER

Now, as the flower beds in Smith Park are being prepared for their winter rest, we want to congratulate Brian Tungate and all the members of the Park Department for another spectacular display. Your hard work is one reason we would find it hard to move from the Island.

A THANKSGIVING ALPHABET

Oh give thanks unto the Lord.

For **A**merica with its plenty and freedom;
For the **B**ible, **B**aseball, and other **B**ooks;
For **C**hrist, the **C**hurch, and **C**hildren who spend money as if
it does *not* grow on trees;
For **D**ads, who provide, protect and prepare us for life;
For **E**aster, **E**yes that see, and **E**ars that hear;
For **F**aith, **F**ood, **F**riends, **F**amily, and even **F**ootball;
For the **G**ood times of the past and the present;
For the **H**ealth of body and the **H**appiness of spirit;
For **I**mmortality, and **I**ce cream;
For **J**esus, **J**oggers, and **J**ingle bells;
For the **K**indness of nurses, doctors, mailmen, clerks,
teachers, and policemen;
For **L**ife with a good night's sleep, a comfortable pair of shoes,
a glass of cold water, and a daily newspaper;
For **M**others with their tender loving care;
For **N**eighbors who return everything they borrow;
For the **O**utdoors with its beauty and splendor;
For **P**eace, **P**arents, **P**icnics, and **P**opcorn;
For **Q**uiet times to rest and relax and reflect;
For **R**ainbows, the **R**ight word at the **R**ight time;
For **S**enior citizens with their wit and wisdom and for **S**ingle
persons with their labor and love;
For **T**eeth to chew and **T**oes to dance;
For the **U**nexpected joys, like a letter from a child away at
college, or a visit from an old friend;
For **V**egetable gardens, **V**ictorious teams, **V**acations;
For tone-deaf **W**orshippers who sing just the same;
For all the **X**tra things we forgot;
For **Y**outh who don't know it all and want to learn;
For **Z**oos and **Z**ippers and **Z**est for living.

For the Lord's blessings endure forever.



MEMORANDUM

To: Mayor and Common Council

From: PRD Tungate

Date: November 12, 2009

RE: 2010 Parks and Recreation Fees

Under the CAP communications section on the agenda you will find a list of all the recommended fee changes for Parks and Recreation services for 2010. The Parks and Recreation Board has discussed the fees during their last two meetings and will make a final recommendation at their December 14, 2009 meeting. This will mean the Common Council will be asked to approve the fees at their December 21, 2009 meeting. Please note that there may be some revisions to the current recommendations that are listed.

	City Current	City Proposed	T/Menasha	Appleton	Neeah	T/Grand Chute	Kaukauna
Smith Park Wedding Setup	100	200*	NA	NA	NA	NA	NA
Smith Park Wedding Setup-NR	145	250*	NA	NA	NA	NA	NA
Kosio Park Baseball**							
Adult Morning Swim Pass	15	25*	NA	NA	NA	NA	NA
Adult Morning Swim Pass-NR	20	30*	NA	NA	NA	NA	NA
Adult Morning Swim Daily	1	2*	NA	NA	NA	NA	NA
Adult Morning Swim Daily-NR	2	3*	NA	NA	NA	NA	NA
Tiny Tots	60	65*	NA	NA	NA	NA	NA
Tiny Tots-NR	115	120*	NA	NA	NA	NA	NA
Grunski Runski	14	15*	NA	NA	NA	NA	NA
Park User Fee (1-20 people)	0	5*	NA	NA	NA	NA	NA
Beer Permit	4	5*	NA	NA	NA	NA	NA
Swim Lessons (M-F)	16	21*	NA	25	27	NA	NA
Swim Lessons (M-F)-NR	24	30*	NA	50	37	NA	NA
Swim Lessons (Sat)	12	17*	NA	NA	NA	NA	NA
Swim Lessons (Sat)-NR	16	22*	NA	NA	NA	NA	NA
Pool Daily Admissions (6-17)	2	2.50*	NA	2.50	2.50	NA	2.00
Pool Daily Admissions (18-54)	3	3.50*	NA	3.50	3.50	NA	3.00
Pool Daily Admissions (55 & up)	2	2.50*	NA	2.50	2.50	NA	3.00
Marina Slip Rental***	37	37	31.50-FDL***	30-HC***	30-Pipe***	50-SB***	

**Sponsorships being pursued

*Recommended Fee Increase

***FDL-Fond du Lac, HC-High Cliff, Pipe-Jake's (private), SB-Skipper Buds (private)



Memorandum

DATE: November 12, 2009

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works
Tim Jacobson, Public Works Superintendent

RE: Public Works Equipment Fund

Attached please find a summary of the City of Menasha's Public Works Fleet Program explaining its origin, operation, benefits and past successes. Please contact either of us if you have any questions regarding this program. We are not in favor of transferring moneys from this fund to the Tax Stabilization Fund at this time. Should the City find itself in a truly dire financial situation in the future we would absolutely not stand in the way of the City's greater needs, as determined by the Council or Mayor.

Menasha's Public Works Fleet Program

A foundation for providing quality services to our residents

How the program works:

The *public works internal service fund* is structured to place costs associated with a particular department within that department's budget. When a police car is serviced, a road is plowed, or a park mowed the equipment and personnel used to provide those services are charged back to the respective department. Each piece of equipment is tracked based on its costs of operation. Funds resulting from the depreciation of all equipment are used to replace equipment at the end of its useful life. The Public Works Facility has a CIP showing the expected life and replacement schedule of its equipment that is used to set the rates it charges for its services.

Events leading to the formation of the program and the changeover:

For many years the replacement of essential Public Works equipment was handled in a political fashion rather than evaluating ROI or expected life cycles. In 1991 the city experienced an engine failure in one of its graders and had to fund this large unbudgeted expense immediately. Not only was the replacement a drain on finances, there was also a \$20,000 increase in price the city incurred due to the timeframe to secure the funding. In 1992 the *public works internal service fund* was established with a small amount of seed money. In 1993 the fund assumed control of the park fleet as well, this time with no seed money directly from the levy.

More recently the fund has allowed the replacement of both an engine and transmission in 2007 & 2008 without impact to the levy. It also funded the study of replacement of our Public Works Facility which would have normally been funded by the capitol facilities fund. This year we were able to revise our equipment replacement schedule to facilitate the purchase of a truck before emissions standards changes saving the city at least \$12,000. We also will be funding the change over to automated recycling pickup in 2010 thanks to the reserves in this fund.

Benefits to the community:

- Provides more accurate accounting by department of the actual cost of providing a particular service
- Allows the replacement of high cost equipment without spikes in the tax rate or bonding
- Allows emergency replacement of equipment without seeking additional tax funds outside of the budget
- Provides for a timely reasoned ROI approach to equipment retention and replacement rather than a political approach

Transferring funds from the public works internal service fund to another fund would eliminate the benefits that this program was originally set to provide. We would no longer be able to have planned replacement of equipment not knowing when funds would be transferred in or out of the fund. Public Works would likely have to come to the taxpayers for funding of major equipment in the near future and we will likely have no capacity for bonding resulting in unreliable equipment or spikes in the tax levy. We also would no longer be able to track the true costs of the services provided by the Public Works Facility as charges labeled as such would actually be subsidizing other city operations.

The past two winters have been especially severe leading to a small surplus in the fund, which has traditionally ran a small deficit or broke even. A mild winter could quickly consume reserves leading to the necessity of a direct subsidy of the fund from property taxes should funds be transferred out of the account.

The benefits of the current system certainly support maintaining the *Public Works Internal Service fund* as a stand alone fund as it has been since 1992.

September/October 2009 Disposal Violations

Date	Address	QTY	Comment
09/01/09	Unknown		illegal drop off of grill, 5 stereo components, vacuum, grill, microwave (\$15.00, permit #6392), lawn seeder, electric heater at the temporary dumpster on Manitowoc St. for the 3rd Street residents. \$60.00 - pic
09/04/09	Unknown		illegal drop in scrap metal 3 microwaves, 1 a/c compressor \$60.00, permit #6396, #6397, #6398, #6399
09/08/09	Unknown		5 kitchen chairs in recycling center
09/10/09	Unknown		partial roll of insulation in the recycling center & approx 1/2 dumpster load of vinyl siding in scrap metal site
09/11/09	Unknown		microwave in appliance area with permit \$15.00, permit #6411
09/14/09	Unknown		tv and misc items in recycling center from weekend
09/22/09	Unknown		3 dehumidifiers in scrap metal \$45.00, permits #6424, 6425, 6426
09/22/09	Unknown		table and chair in recycling center
09/24/09	Unknown		2 bubblers illegal drop at 3rd & Milwaukee dumpster site \$30.00, permit #6432 & 6433
09/24/09	Unknown		microwave in scrap metal \$15.00, permits #6434
9/23-10/5	Unknown		misc refuse daily in recycling center: baskets, tables, bags of refuse, rugs, vacuums, lumber, etc
10/07/09	Unknown		dehumidifiers in scrap metal \$15.00, permits #6448
10/07/09	Unknown		microwave at Broad St. alley \$15.00, permit #6449
10/09/09	Unknown		microwave in appliance area \$15.00, permit #6453
10/14/09	Unknown		2 bags of yardwaste in cardboard collection area & half pickup load of yardwaste in rear yard-during regular hours
10/16/09	Unknown		microwave illegal drop in scrap metal area \$15.00, permit #6462
10/19/09	Unknown		propane tank and TV in scrap metal area - tank is hazardous material, TV must be recycled
10/26/09	Unknown		propane tank scrap metal area - tank is hazardous material
10/26/09	Unknown		a pile of approx 3 baskets of clothing in recycling center from weekend
10/27/09	Unknown		microwave & dehumidifier in scrap metal \$30.00, permits #6478 & #6479
10/28/09	Unknown		report from resident that yardwaste deposited in collection site from another vehicle was full of recyclable bottles
			***FREON APPLIANCES, MICROWAVES, BALLASTS, and PROPANE TANKS IN SCRAP METAL THAT ARE NOT CAUGHT GO TO PROCESSING AT SADOFF. IF DISCHARGED AT THEIR FACILITY WE RISK NOT HAVING SCRAP METAL COLLECTED IN THE FUTURE BY SADOFF OR ANY OTHER METAL VENDOR. WE HAVE BEEN CONTACT AGAIN RECENTLY BY SADOFF IN REGARDS TO ILLEGAL ITEMS BEING INCLUDED IN OUR SCRAP METAL.
		14	Number of Issues
		3	***ELECTRONICS MUST BE RECYCLED BY US WHEN DROPPED OFF AT OUR FACILITY (CURRENTLY APPROXIMATELY \$0.35 PER POUND) - average weight of each electronic 10#
			Clear fill (concrete, sod, etc) dumping violations - we must transport to Badger Hwys for disposal (Badger charges \$)
		2	Hazardous material disposal violations - cost to remove unk - removed twice each year approx cost \$1000/year
		15	Bulky item disposal (\$10.00 each)
		\$150.00	
		\$270.00	Freon or Microwave Disposal Permits (\$15.00 each)
		\$9.00	LP Tank disposal (\$4.50 each)
			Tire disposal \$3.00, \$5.00, or \$7.00 each
		\$70.00	Refuse disposal violations (\$35/2 yard dumpster rental)
		\$70.00	Yardwaste disposal violations (\$35/min pickup charge)
		\$329.80	Total disposal violations-cleanup (15 minutes/cleanup X \$32.98/hr wage + benefits)
		\$898.80	SEP/OCT 2009 TOTALS

Not included: gas cans () & compressed gas cylinders () will be disposed of with other hazardous waste left here illegally.

Incident like those listed above are reasons other communities have closed their drop off sites.

Don Merkes

-----Original Message-----

From: miketiffchristensen@yahoo.com [mailto:miketiffchristensen@yahoo.com]

Sent: Thursday, November 05, 2009 1:34 PM

To: Kristin Sewall

Subject: Question, Comment, or Request from Website Visitor

Name: Tiffany Christensen

Company:

Phone:

EmailConfirm: miketiffchristensen@yahoo.com

Method: Email

Comments: Just a quick comment about the health department:

I left a message for Polly this morning regarding a vaccine for my 3-year old daughter. I have never called the city for anything and I was sure everyone was calling about H1N1 vaccines, so I didn't think I'd hear back too quickly, or at all. I went to a meeting at work and got back to my desk with a message from Polly, not too long after I had left her one! She answered my question and got my daughter in to get her vaccine today. I work in a company that prides itself on service and I want you to know today's service to me has not gone unnoticed. Polly was very understanding and helpful and I'm so thankful I called today; today's call could help my daughter from potentially getting very ill. Thanks Polly--you put my mind at ease!

**Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, October 12, 2009**

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and Commission members present were President Tews, Commissioners Gerhart, Hanson, Ziegler and Youngquist. Staff present was Administrator Sturgell, Accts. Mgr/Deputy Treas. Pagel, Com. Dev. Dir. Dearborn, Wastewater Supt. Laabs, Water Supt. Roth, Engineer Werner. Finance Dir. Piergrossi was excused. Others present were Paul Eisen, and Jason Barnum of Layne-Northwest.

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - September 28, 2009

MOTION: Youngquist/Gerhart to dispense with reading the minutes and approve as submitted. Motion carried.

4. Minutes and Correspondence to Receive

Minutes - none

Correspondence

a) Water Main Breaks report - August and September, 2009

b) Water Pumpage Report - September 2009

MOTION: Gerhart/Hanson to accept the correspondence for filing. Motion carried.

5. Public forum on any matters of concern to the Town. The public may comment however, no action can be taken. Five minute time limit per person on non-repetitive matters.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 091012-1:UD Bid Award - Pumping Equipment for Well No. 8, American Drive

MOTION: Ziegler/Youngquist to approve. Project Engr. Jason Barnum of Layne-Northwest questioned choosing Water Well Solutions when bidding on the pumping equipment with Layne having the lowest base bid, though WWS had the lowest overall bid package. Water Supt. Roth explained awarding the higher quality pump system for Well #8 on the west side which has the best water quality, and how the lesser quality pump chosen for Well #7 (east side) sufficed due to being strictly a backup well.

After discussion, Motion carried 4-1. Comm. Gerhart voted NO.

b) 091012 -2:UD Expenditures

MOTION: Youngquist/Hanson to approve the expenditures in the amount of \$140,692.92 without exception. Motion carried.

9. Reports

a) Water Superintendent Roth - *Capital Projects Update*: Asphalt repairs and turf restoration completed on Valley Rd.; Manitowoc Rd. project began Monday, 1000 ft. installed so far; Well #7 is DNR approved and awaiting equipment to be delivered.

b) Wastewater Superintendent Laabs - *2009 Wastewater Achievements*: Supt. Laabs gave updates on various projects including sewer cleaning, lateral repairs, Glenview Dr. sanitary sewer replacement, Ehlers Rd./Haase St. slip-lining, and employees' completion of confined space entry classes and other training.

10. Motions by Commissioners

11. Adjourn

At 5:22 p.m., MOTION: Hanson/Youngquist to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

Note: These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.

**Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, October 26, 2009**

Minutes

1. Call to Order, Pledge of Allegiance and Roll Call

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and Commission members present were President Tews, Commissioners Gerhart, Hanson, Ziegler and Youngquist. Staff present was Administrator Sturgell, Finance Dir. Piergrossi, Accts. Mgr/Deputy Treas. Pagel, Com. Dev. Dir. Dearborn, Wastewater Supt. Laabs, Water Supt. Roth, Engineer Werner. Reporter Mike King was also present. Residents present: Barb Knaack

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - October 12, 2009

MOTION: Hanson/Youngquist to approve the minutes as submitted. Motion carried.

4. Minutes and Correspondence to Receive

Minutes

a) Grand Chute-Menasha West Sewerage Commission - August 5, 2009

b) Neenah-Menasha Sewerage commission - August 25, 2009

Correspondence - none

MOTION: Gerhart/Youngquist to accept the minutes for filing. Motion carried.

5. Public forum on any matters of concern to the Town. The public may comment however, no action can be taken. Five minute time limit per person on non-repetitive matters.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 091026-1:UD Change Order #1, 2009 Glenview Drive Sanitary Sewer Reconstruction Final Cost and Quantities Adjustments

MOTION: Youngquist/Ziegler to approve the change order. Motion carried.

b) 091026-2:UD Resolution Authorizing the Issuance and Sale of \$2,363,300 General Obligation Promissory Notes

MOTION: Youngquist/Ziegler to approve the notes with a 2.60% interest rate and a term maturing on February 1, 2011.

Pres. Tews explained the purpose of the borrowing; to pay for water main replacements, completion of two wells, and fiber optic connections. He noted the lowest competitive bidder was First National Bank-Fox Valley.

On the main motion to approve, motion carried.

On roll call, Commissioners Hanson, Ziegler, Youngquist, Gerhart and President Tews voted YES. Motion carried 5-0.

c) 091026-3:UD Set 2010 and 2011 Sewer Rates

MOTION: Youngquist/Ziegler to authorize a 5% increase in sewer rates effective January 1, 2010, and a 7.5% increase effective January 1, 2011. Fin. Dir. Piergrossi explained the need for the rate increases due to the required expansion of the Grand Chute-Menasha West Sewerage Treatment Plant which increased rates 19% in 2009 and 2010.

On the main motion, motion carried. On roll call, Commissioners Gerhart, Hanson, Ziegler, Youngquist and President Tews voted YES. Motion carried 5-0.

d) 091026-4:UD Expenditures

MOTION: Youngquist/Ziegler to approve the expenditures as submitted in the amount of \$555,359.79 without exception. Motion carried.

9. Reports

a) Water Superintendent Roth - *Capital Projects Update*: The Manitowoc Rd. water main project is on-going however some work days were lost due to rain. The portion from Stead Dr. going east to Harold Dr. has been completed, and the crew is now working on the portion west of Stead Dr. toward Traders Rd. Two more water breaks occurred last week.

10. Motions by Commissioners

11. Adjourn

At 5:18 p.m., MOTION: Gerhart/Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

Note: These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.

- PROPOSED MINUTES -

WAVERLY SANITARY DISTRICT

October 13, 2009

District Office - N8722 County Rd. LP

The meeting was called to order at 8:30 a.m. by Commissioner Helein.

Present: Commissioner Helein (WCH)	System Operator Krueger (RWK)
Commissioner Fulcer (LJF)	System Operator VanZeeland (TGV)
Commissioner Sams (MLS)	System Operator Dornfeld (DWD)
Engineer Martenson (SCM)	Office Mgr. Girdley (CMG)
Resident Jerry Lopas	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 9/15/09 Meeting Minutes was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the September 2009 Financial and Budget Comparison Reports was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Invoices were approved for payment and checks were signed prior to the meeting.

COMMUNITIES/CUSTOMERS/SERVICE CONCERNS

Kimberly-Clark Additional Building Water/Sanitary Service – Project status report

SCM reported the sanitary sewer has been installed and anticipates the water main installation will occur within the next week now that the soybean harvest has occurred.

Acct. #943 (N9157 Jordan St.) Fence Installation – Final Utility Easement Amendment master form (Fence on existing sewer easement)

CMG reviewed the Final Utility Easement Amendment master form received from CJH that was provided to the Commission prior to the 10/13/09 meeting. The last sentence was changed to state: If Grantor elects to plant trees and/or shrubs over the utility easement area, the Grantor will be responsible for landscape restoration if it becomes necessary for WSD to access the easement for future utility repair.

RWK will obtain the required signature on the Utility Easement Amendment relating to the above property and will contact WSD residents where fences already exist over easements to present the Utility Easement Amendment for residents' signatures. Recording will occur after RWK obtains the required signatures.

Rock II LLC (Waverly Beach Sports Bar) Road Reservation – Utility easement receipt status

SCM contacted Attorney Frassetto after WSD's 9/15/09 meeting and was informed the utility easement has been provided to Rock II LLC for signatures. Frassetto will provide the signed easement to CJH when the easement is returned to Frassetto. SCM will contact Frassetto again to question the easement status. The utility easement is a separate issue from the TOH's Road Reservation Discontinuance issue and can be addressed separately.

WAVERLY SANITARY DISTRICT

October 13, 2009

Page 2

OLD BUSINESS**- Water Sample Tests' Results**

RWK reported all five tests, three taken 9/8/09 and two taken 9/22//09, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

- VHE II-5 (Warehouse Specialists) – Receipt status of required project acceptance items

– VHE II-5's CSM – Discussion on included information

– Water main oversizing (\$10,460.65) payment to VHE II-5

SCM stated the formal water main easement from VHE II-5 to WSD remains outstanding.

The CSM creates WSD's lot, dedicates the road out to Midway Rd. and provides WSD's easements through the site. The CSM was provided to the TOH and was approved contingent on road dedication approval by Calumet Co. WSD's water main over sizing payment will be made to VHE II-5 prior to the meter station land purchase closing.

- Water Metering Station – Current project schedule discussion

SCM reported the project has been placed for bids with bid opening scheduled for 10:00 a.m. on 10/29/09. Blacktopping was not included in the bid due to late season project construction. A gravel parking lot will be installed with the blacktopping to be addressed separately during 2010. A special meeting will be scheduled after the bid opening to award the contract.

- Water Supply Connection (2nd) to Appleton:**** Quit Claim Deed from WSD to VHE II-5 (Appleton's land) – Motion/second required**

CMG provided the Quit Claim Deed provided by CJH for Commission approval/required signatures. MLS/LJF motioned/seconded Deed approval as presented. Motion carried 3-0. Required document signatures were obtained at the 10/13/09 meeting. CJH will authenticate the signatures and record the Deed.

**** Quit Claim Deed (amended) from VHE II-5 to WSD receipt status**

The amended Quit Claim Deed was provided to SCM by Ben Haupt on 10/9/09 which will be used as Exhibit A in the final purchase agreement.

**** Agreement For The Sale And Purchase Of Vacant Real Estate – Content review and Commission approval (Motion/second required)**

SCM reviewed the agreement stating WSD to pay \$23,000 for the lot. The cost reduction is due to property WSD received form COA which reduced the amount of property for the meter site. The main upsizing reimbursement from WSD to VHE II-5 increased from \$10,000.00 to \$10,460.65. Each party will pay its own closing costs. Documents will be in the form of Quit Claim Deeds because Quit Claim Deeds have been utilized thus far for land transfers.

WAVERLY SANITARY DISTRICT

October 13, 2009

Page 3

OLD BUSINESS - CONTINUED

- ** Agreement For The Sale And Purchase Of Vacant Real Estate – Content review and Commission approval (Motion/second required) Continued**

WSD will pay \$2000 for all Certified Survey Map related costs. WSD will plow and maintain the road for WSD access. The road will not be extended until Uitenbrock develops or until VHE II-5 needs it. CJH will prepare the title search letter for approximately \$150-\$200. Title insurance will not be required per CJH.

MLS motioned/LJF seconded WSD approve CJH to perform the title search and Sales and Purchase Agreement approval. Motion carried 3-0.

GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)

- **Woodland Hills Heights – Project status report**
SCM stated Hagens planned to start this project during October 2009. However, a DNR wet land issue is delaying this project. The executed Waiver of Assessment was received on 2/9/09.
- **Birling Court Extension (Andrysczyk) – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 9/15/09 meeting. SCM anticipates this project will not proceed until the housing market improves. The executed Waiver of Assessment was received from SCM on 12/13/07.
- **Lake Park Condominiums – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 9/15/09 meeting. SCM anticipates this project will not proceed until the housing market improves. The executed Waiver of Assessment was received from SCM on 9/12/06.
- **Outagamie LLC Future Development – Project status report (18 acres)**
Location: North of Woodland Terrace and south of Manitowoc Rd.
SCM reported Van's Realty & Const. is reviewing a concept plan based on 7500 ft. lots created to accommodate Habitat for Humanity houses. Calumet County has approved the reduced lot sizes. The signed Waiver of Assessment was received 1/24/06.

NEW BUSINESS

- **Establish the November Meeting Date – Tuesday, November 10, 2009 (8:30 a.m.) District Office**
Tuesday, November 10, 2009 at 8:30 a.m. was established as the November meeting date/time. The meeting will be held at the District's office.

WAVERLY SANITARY DISTRICT

October 13, 2009

Page 4

NEW BUSINESS- CONTINUED

- **Hydro Designs Inc. Cross Connection Control Program – Proposal discussion/related cost**
RWK reviewed the information provided to the Commission before the 10/13/09 meeting. Backflow testing is now a DNR requirement. Hydro Designs Inc. will establish a Cross Connection Control program for WSD and perform 31 annual inspections – 62 total inspections. The annual cost is \$4440. The two-year contract cost is \$8880. RWK is scheduled to meet with Hydro Designs Inc. representative Gary Melaren on 10/15/09 to discuss the proposal further. Darboy provided WSD an example of the form Darboy utilizes for its backflow testing.

MLS motioned/LJF seconded WSD enter into a two-year contract with Hydro Designs, Inc. Motion carried 3-0.

- **US EPA Administrative Order – Federal Drinking Water Regulation Violation (Nov. 2008) and Public Notification Requirements Discussion**
RWK reported as of November 2008 WSD's water was required to be tested for total trihalomethanes (TTHM) and Haloacetic Acids (HAA5). For an unknown reason, Clean Water Testing failed to conduct these tests on the water samples submitted from WSD for testing during November 2008. RWK is hoping these tests can be done during November 2009. RWK is in the process of investigating this situation and is waiting for contact from Jennifer Kurtz Crooks. Public notification to all WSD customers is required by 10/31/09.

OFFICE REPORT (Attachment #2, pp. 1-12)

CMG reviewed the Office Report for those in attendance. All items reviewed are included in the attached Office Report.

- **Jury Duty Compensation – Establish District procedure for civil service/leave requirement (Tabled at 9/15/09 meeting for additional review)**
The Commission agreed WSD employees will be paid their regular wage for Jury Duty compensation and that WSD will establish a formal policy at a later date. CMG provided TOM/TOH/Darboys' civil service/leave policies for Commission review at WSD's 9/15/09 meeting.
- **Annexation Status Report: Brian Wruck – N8526 North Shore Rd // Menasha, WI 54952
Wendy Bennett – W7096 Plank Rd // Menasha, WI 54952**
CMG reported Wruck paid his assessment reimbursement to WSD and developer reimbursement has occurred. WSD will retain the assessment reimbursement from Bennett because WSD funded the facilities extensions in that area during the 1992 Stacker Plat project.

WAVERLY SANITARY DISTRICT

October 13, 2009

Page 5

FIELD REPORT (Attachment #3A, pp. 1-5 & Attachment #3B)

A Field Report was not submitted for meeting minutes' attachment.

RWK reported Hietpas has completed the manhole repairs on FL #2, 3, 7, and 8. RWK is unsure if the related asphalt work is complete.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

Lift Station #4 Upgrade – RWK to report status Crane Engineering's progress

**RWK to report status on the installation of two separate lines into
LS #4's wet well**

RWK reported Crane will install the mixer during the week of October 19, 2009. The access door and the conduit for the mixer have been installed. Crane will also abandon the electrical wiring for WSD's existing sign. The two separate lines into LS#4's wet well have been installed by Hietpas.

**Waverly Sanitary District's Rezone Issue – CMG to report current status of rezoning process
– Anticipated installation and completion date of
WSD's new facility sign**

CMG reported WSD's rezoning request has been approved by the Town Board/Planning Commission/Calumet Co. CMG issued a 50% down payment to Jones Sign 9/25/09. WSD will pay an additional \$1000 for a sign upgrade that will include backed letters to eliminate wildlife problems. CMG anticipates WSD's sign will be installed before Thanksgiving. WSD personnel will remove WSD's existing sign within the next week.

**WSD Facility's Parking Lot – RWK to report current status/situation of Valley Seal Coat
asphalt crack repair/seal coating of facility's lot**

RWK reported Valley Seal Coat will invoice WSD for the crack cutting/filling and paint striping at this time and will invoice WSD separately for the seal coating after the seal coating that was washed away due to rain is reapplied during spring 2010.

Since there wasn't any other business to legally come before the Commission, LJJ motioned/MLS seconded meeting adjournment.

Meeting adjourned at 9:25 a.m.

Submitted by Susan A. Hallock

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 2, 2009
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Roush, Taylor, Wisneski, Pack, Hendricks, Zelinski, Englebert
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, Acting FC DeLeeuw, DPW Radtke,
CDD Keil, C/T Stoffel, PHD Nett, PRD Tungate, Clerk Galeazzi, and the Press

D. PUBLIC HEARING

None

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY (five (5) minute time limit for each person)

None

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Mayor Merkes & Gold Cross – Special Recognition of Library Staff

Steve Krantz from Gold Cross Ambulance Service reported on a recent incident at the Library. Library Board member John Nebel suffered a heart attack while at a meeting at the Library. Mr. Krantz commended the Library staff and other board members for the quick response that saved Mr. Nebel's life. He also commended EMT and Gold Cross staff for the outstanding work.

John Nebel thanked the Council for the installation of the AED at the Library. He thanked the Library staff and the others that helped save his life.

Mayor Merkes presented Certificate of Heroism to Tasha Saecker, Kris Seefeldt, and Kathy Hanna (Library staff); Rick Carlson and Paul Eisner (Library Board members).

LD Tasha Saecker thanked Library patron Amanda Jeszke for her assistance. Amanda was not able to attend the presentation.

2. Mark Brown, Associated Appraisal – Presentation on Property Assessment Procedure

Mark Brown from Associated Appraisal spoke on the property assessment procedures used by Associated Appraisal. He explained the proper owners options if they do not agree with the assessed value of their property. Property assessment request forms are available in the office and on the website. Other than a total reevaluation year, they evaluate 25% of City properties each year. Included in the 25% are properties that have a change in property characteristics or conditions, i.e. sale of property, issuance of building, plumbing or electrical permit.

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

Minutes to receive:

- a. Administration Committee, 10/19/09
- b. Board of Public Works, 10/19/09
- c. Committee on Aging, 7/9/09, 8/13/09, 9/10/09
- d. Landmarks Commission, 9/16/09, 10/14/09
- e. NM Fire Rescue, Joint Finance & Personnel Committee, 10/27/09
- f. NM Sewerage Commission, 9/22/09
- g. NM Sewerage Commission, 9/22/09, 9/25/09; Closed Session
- h. Parks & Recreation Board, 10/12/09
- i. Personnel Committee, 10/19/09
- j. Sustainability Board, 9/15/09
- k. Water & Light Commission, 9/23/09

DRAFT

3. Clerk Galeazzi - the following minutes and communications have been received and placed on file: cont'd.

Communications:

- l. Theadacare press release, 10/7/09; Thedacare behavioral health renovating clinic
- m. Theadacare press release, 10/26/09; New state-of-the-art thedastar arrives
- n. U.S. EPA, 9/28/09; Federal Administrative Order to Waverly Sanitary District
- o. The Wire newsletter, 10/09; Customers First! Publication
- p. WPPI energy Press Release, 9/18/09; Menasha Utilities employee Dick Sturm recognized for community service
- q. WPPI energy Press Release, 9/18/09; Dave Rodriguez receives recognition for outstanding contributions to benefit municipal utilities

Ald. Wisneski: Minutes K (Water & Light Comm.), only 3 members were in attendance, would like to add an Alderman and one more citizen representative to Commission; Comm. N (Letter from U.S. EPA), questioned how City water system is affected. Mayor Merkes explained a recent water test by Waverly Sanitary was done incorrectly; has no impact on City.

Ald. Hendricks: Minutes J (Sustainability Board), questioned where are funds budgeted for projects recommended by the board. CDD Keil explained the funds are part of Community Development budget.

Ald. Zelinski: Minutes J (Sustainability Board), questioned how requests of City staff are made for projects recommended by Board. CDD Keil explained requests are made through Community Development Dept.

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 in the "Items removed from the Consent Agenda" section. 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, 10/19/09
- 2. Special Common Council, 10/22/09

Administration Committee, 10/19/09 – Recommends Approval of:

- 3. Accept 2008 City of Menasha Audit Report

Board of Public Works, 10/19/09 – Recommends Approval of:

- 4. Payment – Vinton Construction Company; Contract Unit No. 2009-01; Midway Business Park Concrete Street and Walk Construction; \$19,293.47 (Payment No. 4)

NM Fire Rescue Joint Finance & Personnel Committee, 10/27/09 – Recommends Approval of:

- 5. The purchase of the Drager Thermal Imaging Camera for a total of \$8,850.00 and the purchase of a Panasonic Toughbook for a total of \$4,240.00.
- 6. The FEMA Firefighter Assistance construction grant for a total of \$1,208,522.00 with the City of Menasha's matching funds of \$132,452.00 plus decorative landscaping
- 7. The RFP for 2010 physicals for a total cost of \$29,907.90 with the City of Neenah's portion being \$ 17,863.99 and the City of Menasha's portion being \$12,043.91

Ald. Taylor requested items 5 & 7 be removed from Consent Agenda.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to approve items 1-4, and 6 of Consent Agenda
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Wisneski, seconded by Ald. Pack to approve item 5 of Consent Agenda.

Discussion: Acting FC DeLeeuw explained a Toughbook is a computer program. It is a replacement to a current program.

Motion carried on roll call 8-0.

Moved by Ald. Wisneski, seconded by Ald. Benner to approve item 7 of Consent Agenda.

Discussion: FC DeLeeuw explained the union contract allows for annual physicals for fire dept. staff.

Discussion ensued on approving 2010 expenditures in 2009. The budget has not been approved.

Motion carried on roll call 7-1. Ald. Hendricks – no

DRAFT

I. ACTION ITEMS

1. Accounts payable and payroll for the term 10/20/09-10/29/09 in the amount of \$829,062.75

Moved by Ald. Wisneski, seconded by Ald. Pack to approve accounts payable and payroll.

Discussion: Questions and explanation on certain expenditures.

Motion carried on roll call 8-0.

2. "Class A" Liquor License Application, Walgreen Co., Mike Jacklin, Agent for the premises at 305 Racine Street, Menasha, for the 2009-2010 licensing year.

Moved by Ald. Pack, seconded by Ald. Wisneski to approve "Class A" liquor license.

Motion carried on roll call 8-0.

3. Amendment #1 to Agreement with Menasha Joint School District (School Health Aides)

Moved by Ald. Englebert, seconded by Ald. Pack to approve Amendment #1 to Agreement.

Discussion: PHD Nett explained the current contract does not include a health aide at the high school level and there is now a need for one.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. O-19-09 – An Ordinance Relating to All Night Parking Regulated, Prohibited Parking and Two Hour Parking Regulated. (Introduced by Ald. Wisneski)

Moved by Ald. Wisneski, seconded by Ald. Pack to adopt O-19-09.

Motion carried on roll call 8-0.

2. R-25-09 – A Resolution Adopting a Natural Hazards Mitigation Plan (Introduced by Mayor Merkes)

Moved by Ald. Hendricks, seconded by Ald. Englebert to adopt R-25-09.

Motion carried on roll call 8-0.

3. R-27-09 – Resolution Authorizing Redemption of a Portion of the Taxable General Obligation Promissory Notes (Steam Utility Project), dated August 22, 2007 (Introduced by Mayor Merkes)

Moved by Ald. Taylor, seconded by Ald. Wisneski to adopt R-27-09.

Motion carried on roll call 8-0.

K. APPOINTMENTS

1. Mayor's Appointments to the Ad-Hoc Sustainability Board

- a. Jill Enos, 732 Nicolet Blvd, Menasha

Moved by Ald. Wisneski, seconded by Ald. Pack to approve appointment.

Motion carried on voice vote.

L. CLAIMS AGAINST THE CITY

1. A motion is in order for the Common Council to issue a formal notice of disallowance for the claim for the following and that they be advised of their statutory rights pursuant to Wis. Statute § 893.80

- a. Ron Vander Zanden

- b. Lucille Edwards

- c. David Birling

- d. Leah Williams

CA/HRD Captain explained the claim of Ron Vander Zanden. In investigating the claim no evidence was found of wrong doing on the part of the City. Staff is recommending denying the claim.

Moved by Ald. Pack, seconded by Ald. Englebert to deny claim of Ron Vander Zanden.

Discussion

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

CA/HRD Captain explained the claims filed by Lucille Edwards, David Birling and Leah Williams are from the Third Street construction project. The Wis. Dept. of Transportation is the responsible party. The complainants have been notified.

Moved by Ald. Wisneski, seconded by Ald. Benner to deny claims of Lucille Edwards, David Birling and Leah Williams.

Discussion

Motion carried on roll call 8-0.

DRAFT

M. HELD OVER BUSINESS

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

O. ADJOURNMENT

Moved by Ald. Wisneski, seconded by Ald. Hendricks to adjourn at 7:19 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Special Joint Common Council and
Menasha Electric and Water Utility Commission
Third Floor Council Chambers
140 Main Street, Menasha
November 9, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 5:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Taylor, Wisneski, Pack, Hendricks, Zelinski, Englebert, Benner, Roush, Mayor Merkes, Comm. Allwardt, Fahrbach, Watson, Guidote (5:05pm)

ALSO PRESENT: CA/HRD Captain, C/T Stoffel, MUGM Sturm and Krause, Roy Thilly (WPPI), Clerk Galeazzi, and the Press

D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Jeff Riedl, 408 Appleton St. Council needs to explore all options available for Utilities.

Mary Nebel, 713 First St. Public needs time to review proposal from WPPI and give their input.

E. DISCUSSION/ACTION ITEMS

1. Purchase/Lease of Electric Utility Distribution Assets by Wisconsin Public Power Inc. (WPPI)
(Partial Debt Workout Plan for Steam Utility)

Mayor Merkes commented on the proposal from WPPI. He feels it is a good proposal. Public will have opportunities to comment on the proposal. This will be discussed at the Nov. 16 and Dec. 7 Council meetings. The Public Service Commission (PSC) will need to approve the transaction as well as Menasha residents. There will be a referendum on the April 2010 ballot. Staff is looking for authorization from Council to negotiate with WPPI on the proposal.

CA/HRD Captain distributed copies of the proposal from WPPI. She explained the proposal. This will be a sale and lease back agreement.

Roy Thilly from WPPI gave a brief history on how WPPI was created. City of Menasha was a charter member and is the seconded largest member of WPPI. The purchase price is based on net book value. WPPI will have no management involvement in the day to day operations of the Utilities. They will have a voice if a new General Manager is hired. The proposal is contingent on the City continuing to receive a PILOT from the Electric Utility.

Mr. Thilly answered questions from the Council.

Moved by Ald. Roush, seconded by Ald. Englebert to authorize the Mayor to pursue negotiations with WPPI Energy for the sale/lease back of Menasha Utilities Electric Utility Distribution Assets and bring back to the Nov. 16, 2009 meeting and hire consultants to provide professional service related to the transaction.

Motion carried on roll call 8-0.

Moved by Comm. Fahrbach, seconded by Comm. Merkes to authorize the Mayor to pursue negotiations with WPPI Energy for the sale/lease back of Menasha Utilities Electric Utility Distribution Assets and bring back to the Nov. 16, 2009 meeting and hire consultants to provide professional service related to the transaction.

Motion carried on roll call 5-0

- F. Possible Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e)&(g):
Deliberating or negotiating the purchasing of public properties, the investing of public funds, or
conducting other specified public business, whenever competitive or bargaining reasons require a
closed session; and Conferring with legal counsel for the governmental body who is rendering
oral or written advice concerning strategy to be adopted by the body with respect to litigation in
which it is or is likely to become involved.

(Negotiate Wisconsin Public Power Inc. Proposal)

Not necessary.

- G. Return into Open Session

Not necessary.

- H. Actions if any needed as a result of the Closed Sessions Discussion

Not necessary.

- I. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Pack to adjourn at 6:10 p.m.

Motion carried on voice vote.

Moved by Comm. Fahrback, seconded by Comm. Watson to adjourn at 6:10 p.m.

Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

Certified Survey Map

Part of Lot 2 of Certified Survey Map 1875 being part of the fractional Northwest 1/4 of the Northwest 1/4, Section 2, T80N, R18E, City of Menasha, Calumet County, Wisconsin

From Assessor's Records:
 The above described parcels of
 interest in the above lot 2 and the
 balance of the lot 2 are the right of owner
 as per plan 1875.

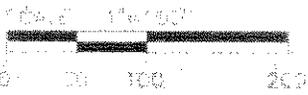
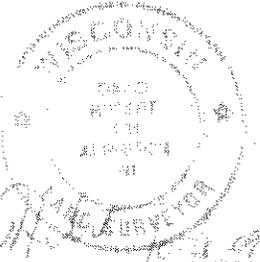
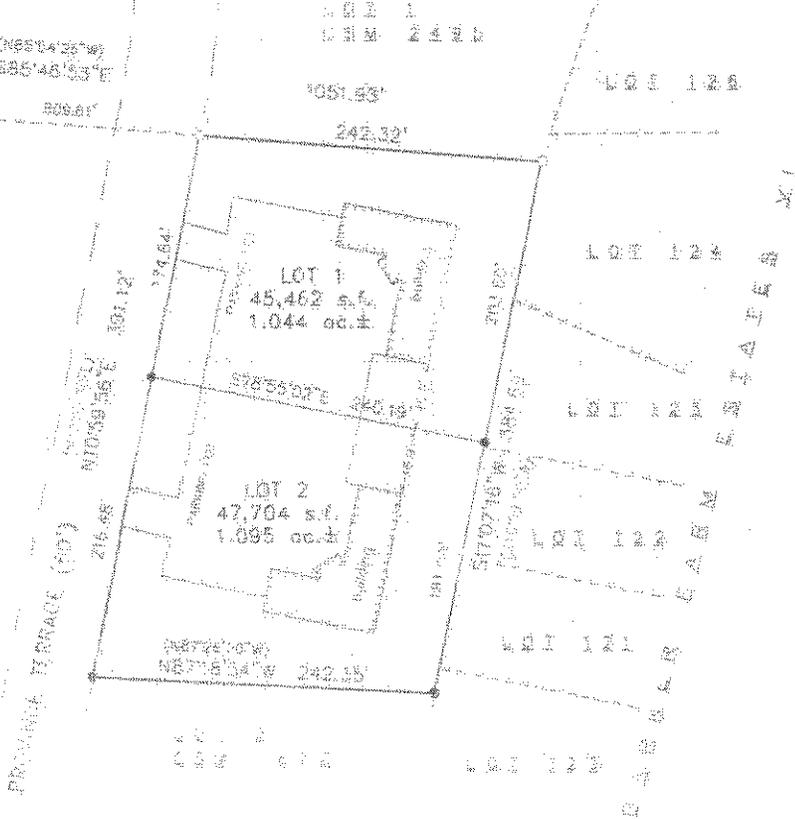
- LEGEND
- ⊙ = Monument corner
 - = 1/4" x 1/4" x 1/4" iron rod
 - = 1/4" x 1/4" x 1/4" iron rod
 - = 1/4" x 1/4" x 1/4" iron rod
 - () = Recorded as

WEST 1/4
 SECTION 2
 T80N
 R18E

West 1/4, Section 2, T80N, R18E
 1937.27
 710.84'

West 1/4
 Section 2, T80N, R18E
 Hertzler registered

This is returned to the Wisconsin
 County Circuit Court, Calumet
 County, at the Menasha, Wis.
 Courthouse, Menasha, Wis.



Hebert Associates, Inc.
 Land Surveying • Soil Testing
 110 W. Wisconsin Ave. Appleton, WI 54914
 920-734-8273 Fax: 920-734-3968

David Robert RLS

PAGE 1 OF 2

08076M01

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN
WINNEBAGO COUNTY

I, David Herbert, Registered Wisconsin Land Surveyor, do hereby certify that I have surveyed, divided and mapped all that part of Lot 2 of Certified Survey Map 4879 being part of the fractional Northwest 1/4 of the Northwest 1/4, Section 7, T20N, R18E, City of Menasha, Calumet County, Wisconsin which is more fully described as follows:

Commencing at the Northwest Corner of said Section 7; thence S01°31'17"W, 710.74 feet; thence S85°46'52"E, 309.61 feet to the point of beginning; thence continuing S85°46'52"E, 711.22 feet; thence S10°07'54"W, 314.69 feet; thence N87°18'17"W, 342.28 feet; thence S10°07'54"W, 291.12 feet to the point of beginning.

I and my party were duly sworn and sworn to by order and under the seal of said lands and that I have fully complied with the provisions of ordinances of the City of Menasha, Wisconsin, and with Chapter 210.24 of the Wisconsin Statutes in surveying, dividing and mapping the same.

David Herbert
David Herbert
Date: 10-27-09



OWNER'S CERTIFICATE

I (We), as owner(s) do hereby certify that I (we) cause the lands described on this Certified Survey Map to be surveyed, divided, and mapped as represented on this map. I (We) further acknowledge that this Map is to be approved by the City of Menasha.

John Debra Wilson 10-27-09
Owner Dated Address: 46464 Mandowoc Rd, Appleton WI

Owner Dated Address

STATE OF WISCONSIN
WINNEBAGO COUNTY

Personally came before me on this 27 day of October, 2009, the above named owner(s) and acknowledged to be the persons who executed the foregoing instrument and acknowledge the same.

David Herbert
Notary Public, State of Wisconsin My commission expires



CITY PLANNING COMMISSION CERTIFICATE

Pursuant to the Land Subdivision Regulations of the City of Menasha, Wisconsin, all requirements for approval have been fulfilled. This Certified Survey Map was approved by

the City of Menasha on this 27 day of October, 2009.

Chairman, City of Menasha Planning Commission

COMMON COUNCIL RESOLUTION

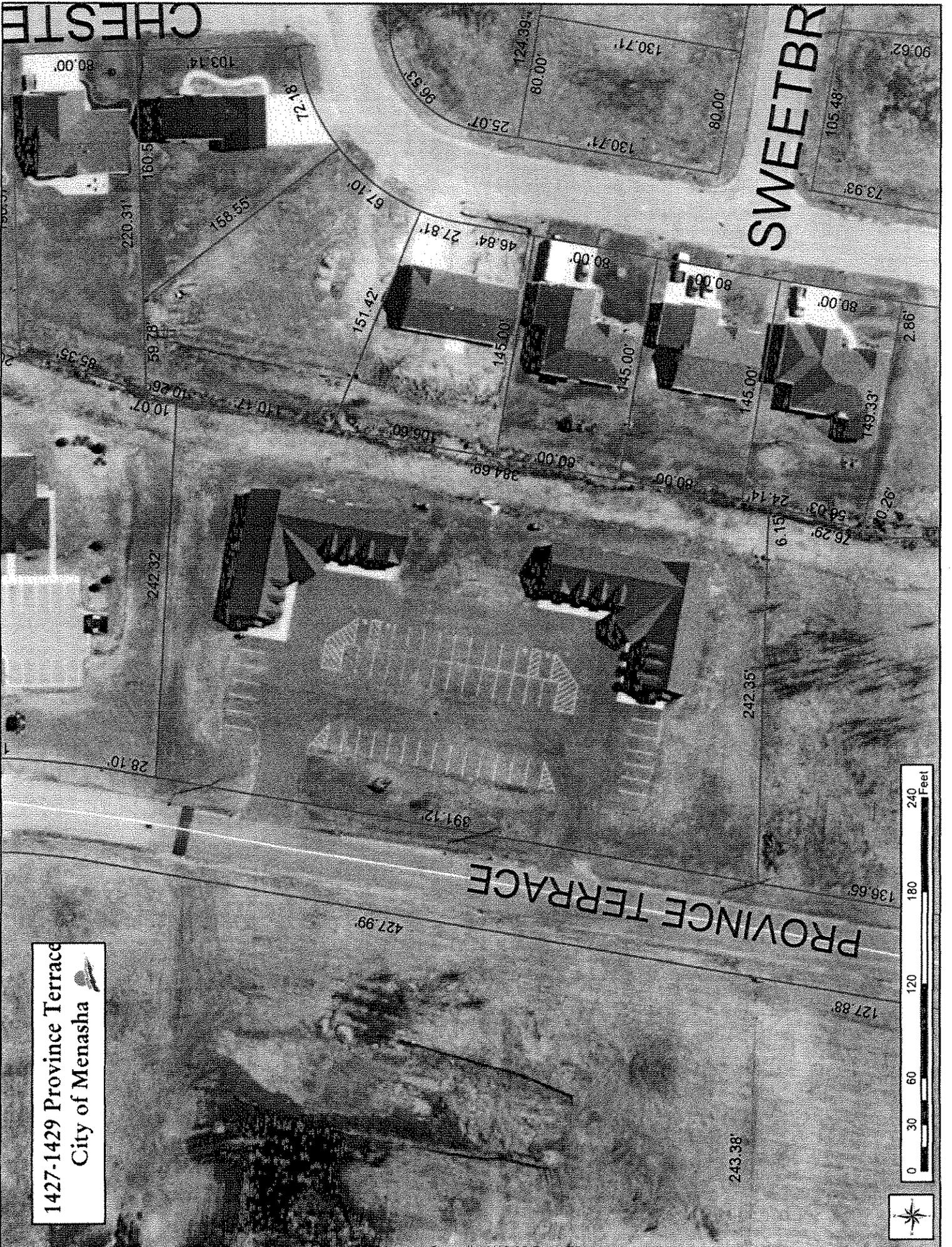
This Certified Survey Map was approved by the Common Council of the City of Menasha on this 27 day of October, 2009.

Mayor City Clerk

TREASURER'S CERTIFICATE

We hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands included in this Certified Survey Map.

City Treasurer Dated County Treasurer Dated



1427-1429 Province Terrace
 City of Menasha



MEMORANDUM

To: Mayor and Common Council
From: PRD Tungate BT
Date: November 10, 2009
RE: 2010 Marina Slip Rental Rates

At the request of Harbormaster Schabach, the Parks and Recreation Board took action on November 9 to recommend a seasonal slip rental for 2010. The Harbormaster typically includes next years rates in a correspondence to past renters she sends out in November. The Board voted unanimously to retain the rate of \$37.00 per foot. The Board felt that rates could possibly be adjusted in 2010 after the final pier is rehabilitated which is scheduled to occur in the fall of 2010.

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 11/5/09-11/12/09 \$ 396,769.28
Checks # 23320-23450

Payroll Checks for 11/5/09-11/12/09 155,790.52

Total \$ 552,559.80

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

**A gap in check numbers is due to more invoices being paid than fits on one check stub. In that case the last check stub used for that vendor is the check number that will show on the check register.

AP Check Register
Check Date: 11/5/2009

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AAA SANITATION INC	23320	11/5/2009	161545	100-0703-553.20-09	168.30	PORTABLE TOILET BOAT LANDING
				Total for check: 23320	168.30	
ACCURATE SUSPENSION WAREHOUSE	23321	11/5/2009	9016479	731-1022-541.30-15	179.40	SHOP TOOLS
			9016512	731-1022-541.30-18	148.89	BRAKLEEN/ULTRA SEAL
				731-1022-541.38-03	428.22	WINTER BLADES STROBE LIGHT
			Total for check: 23321	756.51		
ADAMSON INDUSTRIES CORP	23322	11/5/2009	90485	100-0901-521.29-05	209.80	DOME LIGHT/FLASHER
			Total for check: 23322	209.80		
AIRGAS NORTH CENTRAL	23323	11/5/2009	105942136	731-1022-541.30-18	125.33	ARGON CYLINDERS
			Total for check: 23323	125.33		
POLLY ANDERSON	23324	11/5/2009	OCT2009	100-0903-531.33-01	12.65	MILEAGE
				100-0903-531.34-01	11.28	MILEAGE
				100-0903-531.34-02	50.00	CONFERENCE REGISTRATION
			Total for check: 23324	73.93		
ATLAS TAG & LABEL INC	23325	11/5/2009	59527	100-1016-543.29-01	863.26	OVERFLOW/BULKY ITEM TAGS
			Total for check: 23325	863.26		
BADGER HIGHWAYS CO INC	23326	11/5/2009	147656	625-0304-562.30-18	147.08	SAND/SCREENINGS GILBERT WATER GARDEN
				100-1003-541.30-18	1,849.43	HOTMIX ASPHALT COURSE
			Total for check: 23326	1,996.51		
BADGER LAB & ENGINEERING INC	23327	11/5/2009	INV000039091	601-1020-543.21-02	710.00	WASTEWATER SAMPLING WHITING PAPER
			Total for check: 23327	710.00		

AP Check Register
Check Date: 11/5/2009

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAYCOM INC	23328	11/5/2009	119823	100-0801-521.24-04	445.91	MOTOROLA RADIO REPAIR
				Total for check: 23328	445.91	
BECK ELECTRIC INC	23329	11/5/2009	F222	100-0703-553.24-04	69.69	REPAIR CORD/POWER PANEL
				Total for check: 23329	69.69	
BERGSTROM	23330	11/5/2009	241386-1	731-1022-541.38-03	77.64	ARM WSW STOCK
				Total for check: 23330	77.64	
BRAZEE ACE HARDWARE	23331	11/5/2009	006817	100-0703-553.30-18	20.49	DECK SCREWS
				Total for check: 23331	20.49	
BRIAN COLE	23332	11/5/2009	COLE	601-1020-543.21-02	675.00	REIMBURSE SUMP PUMP/PIT
				Total for check: 23332	675.00	
BRICK & SUPPLY COMPANY	23333	11/5/2009	150737	100-1008-541.30-18	26.40	EASY MOLDS
				Total for check: 23333	26.40	
BUBRICK'S	23334	11/5/2009	268582	266-1027-543.30-18	9.50	PAPER
				731-1022-541.30-10	15.63	PAPER
				100-0703-553.30-10	15.62	PAPER
				Total for check: 23334	40.75	
CAREW CONCRETE & SUPPLY CO INC	23335	11/5/2009	825105	100-1003-541.30-18	61.60	RIGHT POINT CRETE SPEED
				100-1011-541.30-18	378.00	TAYCO & KAUKAUNA
				100-1009-541.30-18	262.00	TAYCO & KAUKAUNA
				100-1011-541.30-18	222.38	RACINE ST
Total for check: 23335	923.98					

AP Check Register
Check Date: 11/5/2009

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
COMMUNITY HOUSING COORDINATOR	23336	11/5/2009	126	100-0304-562.21-06	1,800.00	HOUSING PLAN OCTOBER 2009
				Total for check: 23336	1,800.00	
DAVEL ENGINEERING	23337	11/5/2009	5393	625-0304-562.21-02	250.00	STORM WATER PLAN REVIEW
				Total for check: 23337	250.00	
DAVIS & KUELTHAU SC	23338	11/5/2009	313469	100-0202-512.21-01	6,339.09	PROFESSIONAL SERVICES UNION NEGOTIATIONS
				Total for check: 23338	6,339.09	
VALERIE DAVIS	23339	11/5/2009	110209	100-0905-531.30-18	31.70	SNACKS/WEELLNESS SCREENING
				Total for check: 23339	31.70	
TODD DREW	23340	11/5/2009	102709	100-0904-531.33-01	30.80	MILEAGE
				100-0913-531.34-03	9.74	MEAL
				Total for check: 23340	40.54	
EZ GLIDE GARAGE DOORS AND OPENERS	23341	11/5/2009	0113197-IN	100-0501-522.24-03	756.00	REPAIR DOOR STATION 35
				Total for check: 23341	756.00	
FASTENAL COMPANY	23342	11/5/2009	WINEE48187	100-0703-553.30-18	694.64	STOCK
				Total for check: 23342	694.64	
FAULKS BROS CONSTRUCTION INC	23343	11/5/2009	00154779	100-0703-553.30-18	464.54	SUR-HOP INFIELD MIX
				Total for check: 23343	464.54	
FOX EXCAVATING LLC	23344	11/5/2009	1122	485-1003-541.82-02	2,419.00	GRADING/DITCH RESTORATIONNATURE'S WAY
				Total for check: 23344	2,419.00	

AP Check Register
Check Date: 11/5/2009

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FOX VALLEY HUMANE ASSOCIATION	23345	11/5/2009	101509	100-0806-532.25-01	1,602.57	26 ANIMALS HANDLED SEPT 2009
			Total for check: 23345			<u>1,602.57</u>
GUNDERSON UNIFORM & LINEN RENTAL	23346	11/5/2009	1327093	100-0801-521.30-13	32.44	TOWEL/MAT SERVICE
			1328054	100-1001-514.20-01	16.31	MOP/MAT SERVICE
				100-0920-531.30-13	3.48	MOP/MAT SERVICE
				100-0703-553.30-13	3.47	MOP/MAT SERVICE
				100-1001-514.24-03	395.10	MOPS/MAT BRUSHES
Total for check: 23346			<u>450.80</u>			
HOME DEPOT CREDIT SERVICES	23347	11/5/2009	3993554	100-0903-531.24-03	10.39	DRAWER LOCK
			7990315	100-0903-531.24-03	5.94	CORNER EDGES
			Total for check: 23347			<u>16.33</u>
INTERSTATE BATTERY OF GREEN BAY	23348	11/5/2009	90055587	731-1022-541.38-03	78.95	MT-78
			Total for check: 23348			<u>78.95</u>
KAEMPFER & ASSOCIATES INC	23349	11/5/2009	15128	601-1020-543.21-02	256.98	IND DISC REG PROGRAM
			15129	601-1020-543.21-02	1,199.29	IND DISC REG PROGRAM
			15130	601-0000-196.00-00	128.49	WW COLL SYS REHAB IMPROV
			15131	601-1020-543.21-02	728.13	WET WEATHER FLOW BYPASS
			15132	601-1020-543.21-02	406.22	NINTH ST LIFT STATION IMPROVEMENTS
			15133	601-1020-543.21-02	1,718.37	WW COLLECTION SYS IMPROV
			15134	601-1020-543.21-02	299.82	SSES PROJECT MANAGEMENT
			15135	601-1020-543.21-02	203.98	SSES REPORT PREPARATION
Total for check: 23349			<u>4,941.28</u>			
KJ WASTE SYSTEMS INC	23350	11/5/2009	110109	266-1027-543.21-06	1,245.00	CORRUGATE/CO MINGLE RECYCLING
			Total for check: 23350			<u>1,245.00</u>
KRUEGER TRUE VALUE	23351	11/5/2009	268585	100-0703-553.24-03	1.20	FINANCE CHARGE
			Total for check: 23351			<u>1.20</u>

AP Check Register
Check Date: 11/5/2009

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description		
KRUEGER TRUE VALUE...	23351...	11/5/2009	914135	100-0703-553.24-03	120.00	SCREWJACK 10 TON		
				Total for check: 23351	121.20			
LAKE PARK VILLAS HOMEOWNERS ASSN	23352	11/5/2009	103109	100-0703-553.21-06	786.75	LAWN MAINTENANCE		
				100-0703-553.22-03	1,195.13	UTILITIES		
				100-1012-541.22-03	32.69	UTILITIES		
			Total for check: 23352		2,014.57			
LINCOLN CONTRACTORS SUPPLY INC	23353	11/5/2009	5917260	731-1022-541.30-18	43.68	THERMAL GLOVES		
				Total for check: 23353	43.68			
MATTHEWS TIRE & SERVICE CENTER	23354	11/5/2009	31370	731-1022-541.38-02	31.98	TIRE SERVICE		
				Total for check: 23354	31.98			
MCMAHON	23355	11/5/2009	67651	100-0703-553.21-02	1,320.00	VGBA DRAIN COMPLIANCE		
				Total for check: 23355	1,320.00			
MENARDS-APPLETON EAST	23356	11/5/2009	21643	100-0703-553.24-03	33.94	8" CAP STRIP/RIVETS		
				11/5/2009	23888	100-0703-553.24-03	54.94	INTERIOR/EXT 12" TURBINES
				11/5/2009	23889	100-0703-553.24-03	(5.00)	INTERIOR/EXT 12" TURBINESCREDIT ADJUSTMENT
				11/5/2009	25641	100-0703-553.30-18	71.96	TAP-DIE SET/DRILL BITS
				100-0704-552.30-18	14.94	PRO BASIC 16X25X2		
				207-0707-552.24-03	23.94	FAMILY PROTECTION 20X20X1		
			Total for check: 23356		194.72			
MENASHA EMPLOYEES CREDIT UNION	23357	11/5/2009	20091105	100-0000-202.05-00	18,785.00	PAYROLL SUMMARY		
				Total for check: 23357	18,785.00			

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MENASHA EMPLOYEES CREDIT UNION	23358	11/5/2009	20091105	100-0000-202.10-00	92.30	PAYROLL SUMMARY
	Total for check: 23358				<u>92.30</u>	
MENASHA EMPLOYEES LOCAL 1035	23359	11/5/2009	20091105	100-0000-202.06-00	310.00	PAYROLL SUMMARY
	Total for check: 23359				<u>310.00</u>	
MENASHA EMPLOYEES LOCAL 1035B	23360	11/5/2009	20091105	100-0000-202.07-00	260.13	PAYROLL SUMMARY
	Total for check: 23360				<u>260.13</u>	
POSTMASTER	23361	11/5/2009	NEWSLETTER	100-0920-531.30-11	50.00	POSTAGE DECEMBER NEWSLETTER
	Total for check: 23361				<u>50.00</u>	
POSTMASTER	23362	11/5/2009	PI/39	100-1001-514.30-11	185.00	FIRST CLASS PRESORT FEE RENEWAL
	Total for check: 23362				<u>185.00</u>	
ELISHA D SMITH PUBLIC LIBRARY	23363	11/5/2009	PETTY	100-0601-551.30-11	56.72	PETTY CASH
				100-0601-551.30-13	14.68	PETTY CASH
				100-0601-551.30-16	49.44	PETTY CASH
				100-0601-551.30-18	2.59	PETTY CASH
Total for check: 23363				<u>123.43</u>		
MENASHA TREASURER	23364	11/5/2009		100-0000-103.04-00	50.00	DRAWER START UP CASH ENGINEERING/PW
	Total for check: 23364				<u>50.00</u>	
MODERN BUSINESS MACHINES	23365	11/5/2009	26200564	100-0801-521.24-02	220.72	CONTRACT MAINTENANCE COPIER
				100-1001-514.24-01	112.47	CONTRACT MAINTENANCE COPIER
	Total for check: 23365				<u>333.19</u>	

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MORTON PHARMACY	23366	11/5/2009	03951480	100-0910-531.30-18	28.01	EPENEPHRINE
			Total for check: 23366		<u>28.01</u>	
NEENAH-MENASHA MUNICIPAL COURT	23367	11/5/2009		100-0000-201.03-00	260.00	BOND
				100-0000-201.03-00	197.00	BOND
				100-0000-201.03-00	134.00	BOND
				100-0000-201.03-00	197.00	BOND
				100-0000-201.03-00	885.00	BOND
				100-0000-201.03-00	197.00	BOND
				100-0000-201.03-00	323.00	BOND
			Total for check: 23367		<u>2,193.00</u>	
NEENAH-MENASHA SEWERAGE COMMISSION	23368	11/5/2009	2009-187	601-1021-543.25-01	66,832.64	WASTEWATER TREATMENT NOV 1, 2009
		11/5/2009	2009-193	601-1021-543.25-01	15,011.00	BOND ISSUE CHARGES NOV 2009
			Total for check: 23368		<u>81,843.64</u>	
NETWORK HEALTH PLAN	23369	11/5/2009	00408138	100-0000-204.08-00	123,742.10	EMPLOYEES
				100-0000-204.11-00	8,511.46	RETIRES/COBRA
			Total for check: 23369		<u>132,253.56</u>	
NOFFKE LUMBER INC	23370	11/5/2009	091020819715	100-0703-553.30-18	20.95	LUMBER
			Total for check: 23370		<u>20.95</u>	
NWCJMC	23371	11/5/2009		100-0000-201.03-00	104.00	BOND
			Total for check: 23371		<u>104.00</u>	
OSHKOSH FIRE & POLICE EQUIPMENT INC	23372	11/5/2009	134100	100-0801-521.29-05	33.00	SWITCH & WIRE ASSY
			Total for check: 23372		<u>33.00</u>	

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PACKER CITY INTERNATIONAL	23373	11/5/2009	3292870057	731-1022-541.38-03	24.80	AIR FILT
	Total for check: 23373				<u>24.80</u>	
POSTAL ANNEX	23374	11/5/2009	153612	100-0801-521.30-11	7.32	POSTAGE
		11/5/2009	153644	100-0801-521.30-11	6.94	POSTAGE
		11/5/2009	153677	100-0801-521.30-11	6.94	POSTAGE
		11/5/2009	153761	100-0801-521.30-11	6.94	POSTAGE
		11/5/2009	153803	100-0801-521.30-11	7.05	POSTAGE
		11/5/2009	153981	100-0801-521.30-11	7.50	POSTAGE
		11/5/2009	154072	100-0801-521.30-11	6.94	POSTAGE
	Total for check: 23374				<u>49.63</u>	
REGISTRATION FEE TRUST TVRP	23375	11/5/2009	70ME	100-0000-454.00-00	500.00	PARKING TICK PROCESS FEE
	Total for check: 23375				<u>500.00</u>	
RICK'S AUTO GLASS INC	23376	11/5/2009	1102758	731-1022-541.29-04	25.00	SIDE VIEW MIRROR
		11/5/2009	1102759	731-1022-541.29-04	25.00	SIDE VIEW MIRROR
	Total for check: 23376				<u>50.00</u>	
KRISTIN SEWALL	23377	11/5/2009	102909	100-0000-201.15-00	91.19	CANDY FOR DOWNTOWN TRICK OR TREAT
	Total for check: 23377				<u>91.19</u>	
SPORTS GRAPHICS	23378	11/5/2009	100909-1	100-1002-541.30-18	240.00	SAFETY CLOTHING
	Total for check: 23378				<u>240.00</u>	
STAPLES BUSINESS ADVANTAGE	23379	11/5/2009	3125606651	100-0702-552.30-10	39.82	OFFICE SUPPLIES
				100-0702-552.30-10	54.03	OFFICE SUPPLIES
				100-0304-562.30-10	10.61	OFFICE SUPPLIES

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STAPLES BUSINESS ADVANTAGE...	23379...	11/5/2009	3126436150	100-0702-552.30-10	(49.99)	OFFICE SUPPLY CREDIT
			Total for check: 23379		54.47	
STONE TOAD BAR-GRILL	23380	11/5/2009	590	100-0408-552.20-02	1,055.70	25 YR DINNER
			Total for check: 23380		1,055.70	
STUMPF CREATIVE LANDSCAPES	23381	11/5/2009	4657	826-0706-561.30-18	1,647.00	LANDSCAPE WORK STATE 114 & THIRD
			Total for check: 23381		1,647.00	
UNIFIRST CORPORATION	23382	11/5/2009	097 0055203	731-1022-541.20-01	100.68	MAT/MOP/CLOTHING SERVICE
			Total for check: 23382		100.68	
UNITED WAY FOX CITIES	23383	11/5/2009	20091105	100-0000-202.09-00	76.00	PAYROLL SUMMARY
			Total for check: 23383		76.00	
US CELLULAR	23384	11/5/2009	200267787-068	100-0101-511.22-01	63.10	CELL PHONE MERKES
				100-0201-512.22-01	60.90	CELL PHONE BRANDT/CAPTAIN
				100-0401-513.22-01	7.79	CELL PHONE STOFFEL
				100-1019-552.22-01	43.98	CELL PHONE RACINE/TAYCO BRIDGES
				100-0403-513.22-01	112.10	CELL PHONE JAMES/LACEY
				601-1020-543.22-01	4.80	CELL PHONE CONFINED SPACE
				100-1001-514.22-01	46.97	CELL PHONE ALIX/QUICK
				100-0601-551.22-01	6.61	CELL PHONE POWELL
				100-0801-521.22-01	512.79	CELL PHONE STANKE/POLICE
				100-0919-531.22-01	45.53	CELL PHONE NETT/NURSES
				100-0904-531.22-01	32.73	CELL PHONE T DREW
				100-1002-541.22-01	110.17	CELL PHONE RADTKE/ENG
				100-0702-552.22-01	29.44	CELL PHONE TUNGATE
				100-0703-553.22-01	129.48	CELL PHONE MAAS/PARK
				100-0304-562.22-01	28.61	CELL PHONE KEIL
				731-1022-541.22-01	133.26	CELL PHONE JACOBSON/PWF

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US CELLULAR...	23384...	11/5/2009...	200267787-068...	100-1008-541.22-01	10.83	CELL PHONE CARD
				601-1020-543.22-01	13.00	CELL PHONE SEWER TRUCK
				Total for check: 23384		1,392.09
US OIL CO INC	23385	11/5/2009	M10700	731-1022-541.30-18	395.81	10W30
				Total for check: 23385		395.81
VINTON CONSTRUCTION COMPANY	23386	11/5/2009	2009-01(4)	457-1003-541.82-02	9,728.04	CONCRETE STREET & WALK MIDWAY BUSINESS PARK
				457-0000-201.04-00	9,565.43	CONCRETE STREET & WALK MIDWAY BUSINESS PARK
				Total for check: 23386		19,293.47
WAUSAU EQUIPMENT COMPANY INC	23387	11/5/2009	136491	100-1006-541.30-18	2,857.53	STOCK PLASTIC BUSHINGS/BEARINGS
				Total for check: 23387		2,857.53
WC INDUSTRIAL SUPPLY COMPANY	23388	11/5/2009	0006291-IN	731-1022-541.38-03	266.67	CUP/CONE/BEARING
				0006348-IN	52.98	FLANGE BLOCK
				Total for check: 23388		319.65
WE ENERGIES	23389	11/5/2009	102009	100-1012-541.22-03	2,058.87	STREET LIGHTS
				102109	35.86	CONSERVANCY 10 & 114
				Total for check: 23389		2,094.73
WE ENERGIES	23390	11/5/2009	2728337	100-0000-201.03-00	1,219.57	RAZE ORDER 878 ROOSEVELT ST
				Total for check: 23390		1,219.57
WIL-KIL PEST CONTROL	23391	11/5/2009	1555977	731-1022-541.20-07	63.00	COMMERCIAL CONTRACT
				Total for check: 23391		63.00
WINNEBAGO COUNTY CLERK OF COURTS	23392	11/5/2009	BOND	100-0000-201.03-00	535.00	BOND

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WINNEBAGO COUNTY CLERK OF COURTS...	23392...	11/5/2009...	BOND...	100-0000-201.03-00	150.00	BOND
			Total for check: 23392		685.00	
WISCONSIN DEPT OF ADMINISTRATION	23393	11/5/2009	110409	100-0301-523.30-18	753.00	BUILDING PERMIT SEALS
			Total for check: 23393		753.00	
DEPARTMENT OF COMMERCE	23394	11/5/2009	221691	100-1001-514.20-04	35.00	PERMIT TO OPERATE ELEVATORS
				100-0801-521.24-03	35.00	PERMIT TO OPERATE ELEVATORS
			Total for check: 23394		70.00	
WISCONSIN SUPPORT COLLECTIONS	23395	11/5/2009	20091105	100-0000-202.03-00	1,152.15	PAYROLL SUMMARY
			Total for check: 23395		1,152.15	
					302,890.77	

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ACCURATE SUSPENSION WAREHOUSE	23396	11/12/2009	9016516	731-1022-541.38-03	9.60	MINI LAMP STOCK	
	Total for check: 23396					9.60	
	23397	11/12/2009	105957182	731-1022-541.30-18	52.38	OXYGEN CYLINDERS	
Total for check: 23397					52.38		
BADGER HIGHWAYS CO INC	23398	11/12/2009	147689	731-1022-541.24-03	874.77	HOTMIX ASPHALT COURSE	
			147717	100-1003-541.30-18	908.79	HOTMIX ASPHALT COURSE	
				100-1003-541.30-18	50.37	HOTMIX ASPHALT COURSE	
				100-0601-551.24-03	175.21	HOTMIX ASPHALT COURSE	
				100-0703-553.82-02	3,896.89	HOTMIX ASPHALT COURSE	
				100-0601-551.24-03	375.82	HOTMIX ASPHALT COURSE	
Total for check: 23398					6,281.85		
BAYCOM INC	23399	11/12/2009	120382	100-0801-521.29-05	37.50	REPAIR GUN LOCK	
			120383	100-0801-521.29-05	75.00	REPLACE/INSTALL LIGHTS	
			120512	100-0801-521.29-05	27.50	PROGRAMMED EQUIPMENT	
			120735	100-0801-521.29-05	804.98	INSTALL LIGHTBAR	
			120736	100-0801-521.29-05	638.73	INSTALL SQUAD LIGHTS	
	Total for check: 23399					1,583.71	
LARRY BONNEVILLE	23400	11/12/2009	102209	100-0801-521.19-03	47.23	UNIFORM ALLOWANCE	
	Total for check: 23400					47.23	
BRAZEE ACE HARDWARE	23401	11/12/2009	006881	100-0703-553.24-03	38.32	CAULK	
			006887	100-0703-553.24-03	7.52	BULB/PAINTBRUSH	
	Total for check: 23401					45.84	

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CDW GOVERNMENT INC	23402	11/12/2009	QPB3009	100-0403-513.30-15	65.43	WIRELESS ROUTER
				Total for check: 23402	65.43	
VALERIE DAVIS	23403	11/12/2009	100109	100-0903-531.33-01	30.47	MILEAGE
				100-0905-531.33-01	5.45	MILEAGE
				Total for check: 23403	35.92	
DIGICORPORATION	23404	11/12/2009	94874	100-1002-541.29-01	150.75	IMPRINT ENVELOPES
				100-0000-134.00-00	(74.75)	IMPRINT ENVELOPES
				100-0201-512.29-01	62.16	BUSINESS CARDS
				100-0000-134.00-00	(13.16)	BUSINESS CARDS
				100-0405-513.29-01	50.58	BUSINESS CARDS
				100-0000-134.00-00	(6.58)	BUSINESS CARDS
11/12/2009	95171	100-0903-531.29-01	150.75	IMPRINT ENVELOPES		
		100-0000-134.00-00	(74.75)	IMPRINT ENVELOPES		
		Total for check: 23404	245.00			
GOLD CROSS AMBULANCE SERVICE INC	23405	11/12/2009	0026742-IN	100-0000-132.00-00	99.98	PHILLIPS PATCHES
				Total for check: 23405	99.98	
GUNDERSON UNIFORM & LINEN RENTAL	23406	11/12/2009	1331123	100-0801-521.30-13	32.44	TOWEL/MAT SERVICE
				Total for check: 23406	32.44	
INDEPENDENT INSPECTIONS LTD	23407	11/12/2009	303161	100-0301-523.21-06	14,659.08	PERMITS/LICENSES OCT 2009
				Total for check: 23407	14,659.08	
JX ENTERPRISES INC	23408	11/12/2009	D292750012	731-1022-541.38-03	96.31	DOOR STOP STRAP/MUDFLAP
				Total for check: 23408	96.31	
KITZ & PFEIL INC	23410	11/12/2009	092114-0009	207-0707-552.24-03	15.26	TAPE KNIFE/PUTTY KNIFE
						MARINA BLDG REPAIR

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KITZ & PFEIL INC...	23410...	11/12/2009	092114-0116	100-0703-553.24-02	14.71	CHR REFLECTOR BOWLS JEFFERSON
		11/12/2009	092214-0047	100-0501-522.24-03	2.99	WHI FLUO TUBE STATION 36 OFFICE LIGHT
		11/12/2009	092214-0052	100-1011-541.30-18	25.98	CLR SHEETING
		11/12/2009	092314-0021	100-0703-553.30-15	19.99	KEY/RATCH TIE DOWN
		11/12/2009	092314-0031	100-1008-541.30-18	21.58	HARDWRE MISC/FLT WASHER
		11/12/2009	092409-0019	100-1001-514.30-18	4.94	PLAS WELDER
		11/12/2009	092514-0085	100-0801-521.24-03	5.11	PIPE HANGERS
		11/12/2009	092514-0087	100-0703-553.30-18	24.29	GLS ENAMEL
		11/12/2009	092814-0084	100-0703-553.30-15	2.24	RECESS BIT TIP
		11/12/2009	092814-0086	100-0801-521.24-03	(2.69)	PIPE HANGERS
		11/12/2009	100114-0003	100-0903-531.24-03	10.23	DRAWER LOCK
		11/12/2009	100114-0062	100-0703-553.30-18	13.64	SPRAY PAINT
		11/12/2009	100114-0149	100-1003-541.30-18	2.06	FEM COUPLER
		11/12/2009	100214-0005	100-0703-553.30-18	11.12	HARDWARE MISC
		11/12/2009	100214-0072	207-0707-552.24-03	15.39	PAINT SUPPLIES
		11/12/2009	100214-0304	100-0920-531.24-03	33.40	EXTERIOR LIGHTS
		11/12/2009	100514-0018	100-0803-521.29-05	14.88	HARDWARE CEO CAGE INSTALL
		11/12/2009	100514-0075	731-1022-541.30-18	1.79	FPT ADAPTER
		11/12/2009	100714-0020	100-1001-514.30-13	5.94	MINI FLUO BULB CITY HALL
		11/12/2009	100814-0029	100-0801-521.24-03	6.29	SWITCH WOMEN'S RESTROOM PD
		11/12/2009	100914-0013	100-0801-521.30-13	14.32	GLADE DISINFECTANT
		11/12/2009	100914-0058	100-1008-541.30-18	6.87	RECIPRO BLADE
		11/12/2009	101214-0122	731-1022-541.30-18	16.44	BRUSHES/ROD
		11/12/2009	101409-0002	100-0801-521.30-18	25.16	CW FLUO BULB
		11/12/2009	101414-0050	100-1016-543.30-18	12.58	NYL TWINE
		11/12/2009	101514-0098	100-0703-553.30-15	5.39	COUPLING
		11/12/2009	101614-0084	731-1022-541.24-03	11.69	PAINT GARAGE DOOR
		11/12/2009	101914-0203	100-0703-553.30-18	4.50	SPARE KEYS
		11/12/2009		100-1003-541.30-18	15.28	GAS CYLINDERS
		11/12/2009		100-0703-553.30-15	9.50	SNAP KNIVES/UTIL BLADES
					370.87	

Total for check: 23410

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KUNDINGER FLUID POWER INC	23411	11/12/2009	50071467	731-1022-541.38-03	52.96	HOSE ASSY
	Total for check: 23411				<u>52.96</u>	
KWIK TRIP INC	23412	11/12/2009	1895032	100-0801-521.29-05	38.39	FUEL
	Total for check: 23412				<u>38.39</u>	
MANAWA TELEPHONE CO	23413	11/12/2009	NOV2009	100-0403-513.22-01	39.95	INTERNET SERVICE NOV 2009
	Total for check: 23413				<u>39.95</u>	
MAPLEWOOD MIDDLE SCHOOL	23414	11/12/2009	110409	100-0910-531.30-11	335.40	POSTAGE H1N1 LETTER
				100-0910-531.30-10	93.60	PREPRINTED ENVELOPES
Total for check: 23414				<u>429.00</u>		
MARSHALL & ILSLEY TRUST COMPANY NA	23415	11/12/2009	5129235	100-0202-512.21-06	260.00	MONTHLY FEES
	Total for check: 23415				<u>260.00</u>	
MATTHEWS TIRE & SERVICE CENTER	23416	11/12/2009	31455	731-1022-541.38-02	454.79	TIRE SERVICE
		11/12/2009	31542	731-1022-541.38-02	454.79	TIRE SERVICE
		11/12/2009	31543	731-1022-541.38-02	127.65	TIRE SERVICE
Total for check: 23416				<u>1,037.23</u>		
MENASHA EMPLOYEES CREDIT UNION	23417	11/12/2009	20091112	100-0000-202.05-00	2,112.00	PAYROLL SUMMARY
	Total for check: 23417				<u>2,112.00</u>	
MENASHA EMPLOYEES LOCAL 1035	23418	11/12/2009	20091112	100-0000-202.06-00	270.00	PAYROLL SUMMARY
	Total for check: 23418				<u>270.00</u>	
MENASHA POLICE DEPARTMENT	23419	11/12/2009	PETTY	100-0801-521.30-11	22.61	POSTAGE

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MENASHA POLICE DEPARTMENT...	23419...	11/12/2009...	PETTY...	100-0801-521.34-03	57.71	TRAINING MEALS/LODGING
				Total for check: 23419	80.32	
MENASHA TREASURER	23420	11/12/2009	PETTY	100-0000-201.15-00	12.60	PETTY CASH PUMPKIN BASKETS
				100-0202-512.30-11	30.55	PETTY CASH POSTAGE
				100-0304-562.30-10	13.88	PETTY CASH LAMINATING PAGES
				100-0304-562.30-11	0.34	PETTY CASH POSTAGE
				100-0401-513.30-11	19.80	PETTY CASH POSTAGE
				100-0702-552.30-11	0.88	PETTY CASH POSTAGE
				100-0903-531.33-01	40.87	PETTY CASH MILEAGE/HEALTH DEPT
				100-0909-531.30-18	7.77	PETTY CASH DENTAL PROGRAM SUPPLIES
				100-0910-531.30-18	5.45	PETTY CASH PART FOR VACCINE REFRIG
				Total for check: 23420	132.14	
MENASHA UTILITIES	23421	11/12/2009	103109	100-1012-541.22-03	15,758.86	PUBLIC STREET LIGHTING
				100-1008-541.22-03	144.91	ELECTRIC OR WATER SERVICE
				100-0703-553.22-03	482.60	ELECTRIC OR WATER SERVICE
				100-0703-553.22-05	197.58	ELECTRIC OR WATER SERVICE
				100-0000-123.00-00	6.88	ELECTRIC OR WATER SERVICE
				100-0903-531.22-03	127.84	ELECTRIC OR WATER SERVICE
				100-0903-531.22-05	42.20	ELECTRIC OR WATER SERVICE
				601-1020-543.22-03	51.47	ELECTRIC OR WATER SERVICE
				100-0703-553.22-03	13.21	ELECTRIC OR WATER SERVICE
				Total for check: 23421	16,825.55	
MENASHA UTILITIES	23422	11/12/2009	111109	100-0000-221.00-00	20,000.00	RETURN MONEY HELD UTILITY A/P & PAYROLL
				Total for check: 23422	20,000.00	
MINNESOTA LIFE INSURANCE COMPANY	23423	11/12/2009	DEC2009	100-0000-204.07-00	2,732.01	PREMIUM DEC 2009
				Total for check: 23423	2,732.01	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MONOPRICE INC	23424	11/12/2009	2297287	100-1008-541.30-18	25.17	INKJET CARTRIDGES
				Total for check: 23424		25.17
NEENAH-MENASHA MUNICIPAL COURT	23425	11/12/2009	BOND	100-0000-201.03-00	134.00	BOND
				Total for check: 23425		134.00
SUSAN NETT	23426	11/12/2009	103009	100-0903-531.33-01	26.35	MILEAGE AUG-OCT 2009
				Total for check: 23426		26.35
ORIENTAL TRADING CO INC	23427	11/12/2009	63448223-01	100-0000-201.15-00	52.56	FARM MARKET
				Total for check: 23427		52.56
PACKER CITY INTERNATIONAL	23428	11/12/2009	3292940061	731-1022-541.38-03	36.14	AIR FILT
				Total for check: 23428		36.14
PSS-CHICAGO	23429	11/12/2009	55491724	100-0910-531.30-18	46.13	MEDICAL SUPPLIES
				11/12/2009	55815748	100-0910-531.30-18
			Total for check: 23429		176.10	
REDI-WELDING CO	23430	11/12/2009	13937	731-1022-541.30-18	116.44	STOCK
				11/12/2009	13938	731-1022-541.30-18
		11/12/2009	13941	731-1022-541.30-18	225.92	STOCK
			Total for check: 23430		527.68	
SEH	23431	11/12/2009	223782	625-1010-541.30-12	336.00	PERMITRACK MS4
				Total for check: 23431		336.00
SERVICEMASTER BUILDING MAINTENANCE	23432	11/12/2009	125145	100-0801-521.20-01	1,395.00	CONTRACT JANITORIAL

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SERVICEMASTER BUILDING MAINTENANCE...	23432...	11/12/2009	125208	100-0801-521.20-01	50.00	CONTRACT JANITORIAL CLEAN GARAGE
				Total for check: 23432	1,445.00	
STAPLES BUSINESS ADVANTAGE	23433	11/12/2009	8013757534	100-1001-514.30-10	510.00	COPY PAPER
				Total for check: 23433	510.00	
THEDACARE	23434	11/12/2009	9200130765	100-0801-521.21-05	110.40	VENIPUNCTURE
		11/12/2009	9200131962	100-0801-521.21-05	441.60	VENIPUNCTURE
		11/12/2009	9200137982	100-0801-521.21-05	55.20	VENIPUNCTURE
				Total for check: 23434	607.20	
THEDACARE LABORATORIES	23435	11/12/2009	200910-0	100-0000-201.03-00	1,038.80	
				Total for check: 23435	1,038.80	
UNIFIRST CORPORATION	23436	11/12/2009	097 0055496	731-1022-541.20-01	100.68	MAT/MOP/CLOTHING SERVICE
				Total for check: 23436	100.68	
US CHARMMADE ACCESSORIES	23437	11/12/2009	1610	100-0801-521.30-18	205.42	MOUHPieces FOR PBTS
				Total for check: 23437	205.42	
US OIL CO INC	23438	11/12/2009	L37766	731-1022-541.21-06	50.00	SERVICE OIL
				Total for check: 23438	50.00	
UW FOX VALLEY	23439	11/12/2009	10-22039	100-0405-513.21-08	722.50	VIDEOTAPING CITY COUNCIL
				Total for check: 23439	722.50	
WAVERLY SANITARY DISTRICT	23440	11/12/2009	102809	100-0703-553.22-05	41.49	BARKER FARM PK PAVILION
				Total for check: 23440	41.49	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WBAY	23441	11/12/2009	265149	100-0000-201.15-00	470.00	FARM MARKET ADVERTISING
				Total for check: 23441	470.00	
WC INDUSTRIAL SUPPLY COMPANY	23442	11/12/2009	0006376-IN	731-1022-541.38-03	291.97	BEARINGS/FLANGE UNIT
				Total for check: 23442	291.97	
WCTC	23443	11/12/2009	S0418363	100-0801-521.34-02	320.00	SNIPER TACTICAL SEMINAR
				Total for check: 23443	320.00	
WE ENERGIES	23444	11/12/2009	102709	100-0701-533.22-03	8.50	NORTH ST
				100-0701-533.22-03	7.47	NORTH ST
				100-0903-531.22-04	10.90	316 RACINE ST
Total for check: 23444	26.87					
WINNEBAGO COUNTY CLERK OF COURTS	23445	11/12/2009	BOND	100-0000-201.03-00	285.00	BOND
				Total for check: 23445	285.00	
WINNEBAGO COUNTY TREASURER	23446	11/12/2009	LF115391	100-1016-543.25-01	11,678.78	LANDFILL FACILITY
				100-1017-543.25-01	4,257.83	LANDFILL FACILITY
				266-1027-543.25-01	1,199.55	LANDFILL FACILITY
Total for check: 23446	17,136.16					
WISCONSIN CHIEFS OF POLICE ASSN INC	23447	11/12/2009	110309	100-0801-521.21-06	483.00	SUPERVISOR EXAMS
				Total for check: 23447	483.00	
DEPT OF COMMERCE	23448	11/12/2009	110609	100-0000-422.06-00	185.00	REIMBURSE STATE FEES
				Total for check: 23448	185.00	

AP Check Register
Check Date: 11/12/2009

<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>
WISCONSIN DEPT OF JUSTICE-TIME	23449	11/12/2009	18073	100-0801-521.22-01	570.00	TERMINAL MAINTENANCE TIME SYSTEM ACCESS
			Total for check: 23449		570.00	
WISCONSIN SUPPORT COLLECTIONS	23450	11/12/2009	20091112	100-0000-202.03-00	440.23	PAYROLL SUMMARY
			Total for check: 23450		440.23	
					93,878.51	

**JOINT POWERS AGREEMENT
WINNEBAGO COUNTY 911 EMERGENCY SYSTEM**

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 146.70, Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the City of Menasha, municipality", as follows:

1. That effective **December 1, 2009**, this Agreement shall, thereafter, be applicable on a daily basis from said date through **November 30, 2010**.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may develop special ad-hoc, advisory task forces to research regional communication

RESOLUTION R – 28 – 09

RESOLUTION REMOVING GE CAPITOL PUBLIC FINANCE, INC. LEASE PAYMENT FROM THE 2010 CITY OF MENASHA BUDGET

INTRODUCED BY ALDERMAN PACK

WHEREAS, The City of Menasha proposed 2010 Budget includes a budget request for Steam Utility Operations for lease payments to GE Capital Public Finance, Inc. in the amount of \$349,992, and

WHEREAS, The lease payment arises out of a December 19, 2005 Resolution, R-49-05, adopted by the Common Council of the City of Menasha, approving execution of a master lease agreement and related escrow agreement dated as of December 13, 2005 with GE Capital Public Finance, Inc. for water treatment equipment for the Steam Utility in the principal amount of \$2,404,403 (the "Lease"), and

WHEREAS, In accordance with Resolution R-21-09, the Steam Utility plant facility ceased operations, effective October 9, 2009.

NOW THEREFORE BE IT RESOLVED, The Common Council hereby finds and determines that given that the Steam Utility plant has ceased operations that an appropriation for the Lease with GE Capital Public Finance, Inc. for water treatment equipment should be removed, and that funds for payment of rental payments due under the Lease in fiscal year 2010 shall not be appropriated.

BE IT FURTHER RESOLVED, The Comptroller is directed to remove the budget request for Steam Utility Operations, account number 100-0102-581.20-04, Mechanical Systems (page 142), in the amount of \$349, 992.00 from the 2010 Proposed Budget.

BE IT FURTHER RESOLVED, The City and its officers and staff are specifically prohibited from performing any of the City's obligations under the Lease for fiscal year 2010 and thereafter, and from using any moneys to pay any rental payments due there under for fiscal year 2010 and all subsequent fiscal years.

BE IT FURTHER RESOLVED, The City Clerk is directed to send written notice of non-appropriation to GE Capital Public Finance, Inc. as soon as practicable.

Adopted this day of , 2009

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

RESOLUTION R-29-09

RESOLUTION LEVYING TAXES FOR THE PURPOSE OF PAYING THE
OPERATING EXPENSES FOR THE YEAR 2010 FOR THE CITY OF MENASHA

BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF MENASHA,
WISCONSIN, RESOLVED:

That for the purpose of paying the City of Menasha and Waverly Sanitary District operating expenses for the year 2010, there is hereby levied on all taxable property of the City of Menasha the amount of \$9,726,840.11 which includes \$602,039.46 in Tax Incremental Financing District Funds.

That for the purpose of paying the Menasha Joint School District and Appleton Area School District tax as certified, there is hereby levied on all taxable property of the City of Menasha the amount of \$9,619,566.89 which includes \$596,267.58 in Tax Incremental Financing District Funds.

That for the purpose of paying the Fox Valley Technical College District tax as certified, there is hereby levied on all taxable property of the City of Menasha the amount of \$1,780,600.64 which includes \$110,708.92 in Tax Incremental Financing District Funds.

That for the purpose of paying the State of Wisconsin and Calumet County tax as certified, there is hereby levied on all taxable property of the City of Menasha the amount of \$793,412.79 which includes \$61,641.64 in Tax Incremental Financing District Funds.

AND IT IS FURTHER RESOLVED that the total of the above four levies in the amount of \$21,920,420.43 plus the levy yet to be determined by Winnebago County, the State of Wisconsin and the Winnebago County portion of the Tax Incremental Financing District Fund, shall be the 2009 tax levy on all real and personal property in the City of Menasha.

AND IT IS FURTHER RESOLVED that a property tax mill rate for each taxing entity will be established when the assessed valuation for each taxing entity has been properly certified.

AND BE IT FURTHER RESOLVED that the City Comptroller/Treasurer be, and hereby is, authorized to prepare a tax roll for the City of Menasha for the year 2009 and spread the above stated tax and State Lottery Credits, School Tax Credits and First Dollar Credits upon said roll and the City Clerk is directed to sign a warrant for the collection of said tax.

Passed and approved this 16th day of November, 2009.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

Don Merkes

From: Michael & Lisa Hopwood [mlhopwood@new.rr.com]
Sent: Wednesday, November 11, 2009 10:15 PM
To: Don Merkes
Cc: Brian Tungate
Subject: Canidate for Parks & Rec Board

Dear Mayor Merkes,

I would ask to be considered for a position on the Parks and Recreation Board. My family and I are strong supporters of "green space" and programs that enhance our community. I would be honored to be part of a group that welcomes fresh ideas and programs that enrich our community.

My family and I have lived in the City of Menasha approximately 5 years and in the Fox Valley for over 30 years, and I have a deep attachment to this area.

I have had the opportunity to participate in a variety of wonderful Parks and Recreation Programs. Tiny Tots was my introduction into the programs offered here in Menasha. My son, Joshua, enjoyed the program so much that we signed up our youngest, Joseph, a year later. I became acquainted with Ms. Sandy during this time, and I occasionally aided in the classroom for her when needed. Along with the Tiny Tots, my family and I have enjoyed many seasonal programs and special events. This summer my 3 boys were enrolled in kickball, tennis, archery, and a skateboard class.

I have also actively participated in City Meetings and shown support in favor of projects like the Friendship-Trestle Trail and Community Parks.

Thank you for your consideration.

Lisa Hopwood
1028 Manitoba St
Menasha, WI 54952
920-594-9858