

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 February 16, 2009
6:00 PM**

AGENDA

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
 - Minutes to receive:
 - a. Administration Committee, 2/2/09
 - b. Board of Public Works, 2/2/09
 - c. Board of Appeals, 9/24/08
 - d. Committee on Aging, 1/11/09
 - e. Parks and Recreation Board, 2/9/09
 - f. Plan Commission, 2/3/09
 - g. Sustainability Board, 1/20/09
 - h. Water and Light Commission, 1/28/09
 - i. Water and Light Commission, 1/28/09; Closed Session
 - j. Water and Light Commission, 2/3/09; Special Session
 - Communications:
 - k. Menasha Historical Society Newsletter, February 2009
 - l. Ald. Taylor, 2/9/09; Wisconsin Circuit Court Access- Winnebago County Case
 - m. PRD Tungate, 2/4/09; Wisconsin Park & Recreation Association newsletter
 - n. CA/HR Brandt, 2/11/09; HR Director vacancy ad for City of Green Bay
 - o. Representative Kaufert, 1/29/09; receipt of transportation infrastructure system resolution

"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 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 placed immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. Common Council, 2/2/09

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

2. Approval of the proposed parochial school fees for school year 2009-2010
3. Revised Building Inspection Contract – Independent Inspections, Ltd. (IIL)

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

4. Change Order – Insituform Technologies, USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; Time Extension to March 15, 2009 (Change Order No. 1A)
5. Payment - Insituform Technologies, USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; \$61,050.00 (Payment No. 8)
6. Payment - National Power Rodding Corporation - City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01B Sanitary Sewer Rehabilitation; \$6,261.49 (Payment No. 3)
7. Recommendation to Execute Master Agreement with SEH for Stormwater Management Services
8. Recommendation to Execute Service Addendum with SEH for PermiTrack MS4
9. Recommendation to Execute Service Addendum with SEH for PermiTrack ESC

Parks and Recreation Board, 2/9/09 – Recommends Approval of:

10. 2009 Fees for Parks, Recreation, Pool, Marina, Forestry and Cemetery services

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ORDINANCES AND RESOLUTIONS

1. O-9-09 – An ordinance relating to the installation of utility cabinets (Introduced by Ald. Benner and recommended by the Plan Commission)

J. ACTION ITEMS

1. Accounts Payable and Payroll for the term 2/5/09-2/12/09 in the amount of \$3,470,404.44

K. APPOINTMENTS

1. Mayor's Appointments to the Landmark's Commission:
 - a. Reappointment of Kristi Lynch, for the term of March 1, 2009 – March 1, 2012
 - b. Appointment of Bernard Zimmerman, 353 Cleveland St., for the term of March 1, 2009 – March 1, 2012
2. Mayor's Appointments to the Board of Appeals
 1. Ken Kubiak, 1214 Fieldview Dr., for the term of February 1, 2009 – February 1, 2012
3. AD-HOC Cable TV Committee
 - a. LD Tasha Saecker, Nancy Biese, Steve Grenell

L. CLAIMS AGAINST THE CITY

1. A motion is in order for the Common Council to deny the Witthun tax claim.
2. A motion is in order for the Common Council to deny the claim of Wisconsin Housing Preservation Corp. for recovery of unlawful taxes for 1400 Lucerne Dr.
3. A motion is in order for the Common Council to deny the claim of Wisconsin Housing Preservation Corp. for recovery of unlawful taxes for 37 Tayco St.

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, March 2, 2009 - Council Chambers
Common Council – 6:00 p.m.
Administration Committee – to be determined
Board of Public Works – to be determined**

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

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 7:29 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Pamerter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Benner

EXCUSED: Ald. Michalkiewicz

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

C. MINUTES TO APPROVE

1. Administration Committee, 1/19/09

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Approval of the proposed parochial school fees for school year 2009-2010
(Recommendation of Board of Health)

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

Motion carried on voice vote.

2. Revised Building Inspection Contract – Independent Inspections, Ltd. (IIL)

CDD Keil explained Independent Inspections came back with a new fee proposal that is
more acceptable and more in line with other communities.

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

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Taylor to adjourn at 7:31 p.m.

Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, City Clerk

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

A. CALL TO ORDER

Meeting called to order by Chairman Pack at 7:32 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Pamerter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Benner

EXCUSED: Ald. Michalkiewicz

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

C. MINUTES TO APPROVE

1. January 19, 2009

Moved by Ald. Hendricks, seconded by Ald. Wisneski to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Change Order – Insituform Technologies, USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; Time Extension to March 15, 2009 (Change Order No. 1A)

Moved by Ald. Pamerter, seconded by Ald. Wisneski to recommend approval to Common Council

Motion carried on voice vote

2. Payment - Insituform Technologies, USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; \$61,050.00 (Payment No. 8)

Moved by Ald. Wisneski, seconded by Ald. Pamerter to recommend approval to Common Council

Motion carried on voice vote

3. Payment - National Power Rodding Corporation - City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01B Sanitary Sewer Rehabilitation; \$6,261.49 (Payment No. 3)

Moved by Ald. Wisneski, seconded by Ald. Pamerter to recommend approval to Common Council

Motion carried on voice vote

4. Recommendation to Execute Master Agreement with SEH for Stormwater Management Services
5. Recommendation to Execute Service Addendum with SEH for PermiTrack MS4
6. Recommendation to Execute Service Addendum with SEH for PermiTrack ESC

DPW Radtke explained items 4, 5, and 6 are related. These are contracts for the storm water management program in compliance with WisDNR permits. Cost for these programs will be covered by fees paid for permits.

The Master Agreement outlines the provisions for technical support services and specifies the terms of service provision for all applicable contracted services.

The PermiTrack MS4 will allow the City to maintain electronic records of all required WisDNR MS4 permit obligations. It will assist in the preparing of annual reports for the WisDNR.

The PermiTrack ESC will allow the City to administer erosion and sediment control programs online with a map based interface which may be accessible by the public for purposes of viewing project information and generating feedback messages to the City regarding construction site issues.

Moved by Ald. Hendricks, seconded by Ald. Wisneski to recommend approval to Common Council

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Wisneski to adjourn at 7:44 p.m.

Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, City Clerk

**CITY OF MENASHA
BOARD OF APPEALS
Council Chambers, 3rd Floor
140 Main Street, Menasha
September 24, 2008
MINUTES**

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 11:00 a.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Comm. Sanders, Koslowski, Zielinski, Eckstein, Klein

ALSO PRESENT: CA/HRD Brandt, AP Beckendorf, Clerk Galeazzi, Michael Austin

C. MINUTES TO APPROVE

A. Minutes of July 7, 2008

Moved by Comm. Sanders, seconded by Comm. Eckstein to approve minutes.

Discussion:

Motion carried on voice vote

D. ACTION ITEM

A. Request for Variance, Michael Austin – 121 River Street

CA/HRD Brandt swore in AP Beckendorf and Michael Austin.

Mr. Austin explained his need for the variance is to construct a two-car attached garage to the existing duplex. Currently there is no garage on the property. The existing structure does not have a basement and a larger garage would provide more storage for both sides of the duplex. He has checked other options. The garage would be in line with the neighbors.

AP Beckendorf gave a brief background on the property. The property was purchased from the City by Mr. Austin. He had the property rezoned from R-1, Single Family to R-2, Two Family. Staff had been opposed to the rezoning, but the Common Council approved the rezoning. Staff has recommended if he changes the depth of the garage a variance would not be required. Hardship would be hard to prove based on no storage space.

CA/HRD Brandt explained prevailing set back as referred to in the City Code.

Commissioners asked questions.

Moved by Comm. Klein, seconded by Comm. Eckstein to deny the variance as no hardship exists as the property is still functional.

Motion carried on roll call 5-0.

E. ADJOURNMENT

Moved by Comm. Eckstein, seconded by Comm. Sanders to adjourn at 11:20 a.m.

Motion carried on voice vote

Respectfully submitted by Deborah A. Galeazzi, 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
COMMITTEE ON AGING
Menasha Senior Center
116 Main Street, Menasha**

**January 11, 2009
7:45 AM**

MINUTES

A. CALL TO ORDER

1. Meeting called to order at 7:45am

B. ROLL CALL/EXCUSED ABSENCES

Present: Lee Murphy, Joyce Klundt, Bob Jankowski, Roy Rogers, Sue Steffen, Sylvia Bull and Sue Nett; Excused: Mary Lueke; Absent: Jean Wollerman

C. MINUTES TO APPROVE

1. Motion made by S. Steffen, seconded by L. Murphy to approve the December 11, 2008 minutes with date of next meeting changed to January 8, 2009.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Commission on Aging - No meeting was held in December.
2. Financial Report - A financial report was not available
3. Senior Center Supervisor –
 - a. MSC received a \$100.00 anonymous donation.
 - b. Some Dial-a-Ride seniors wait until the last minute to order more tickets. Sylvia created a note that would accompany D.A.R. participants ticket requests stating that they will not always get their ticket the very next day after their request and that they should plan ahead.
 - c. Trips are being planned; one overnight trip is being planned to Michigan by Nationwide Travelers.
 - d. A "winter weather alert" has been created to emphasize to seniors that they should not venture outside on icy and snowy storm conditions and risk falling. It will be posted at the center as well as published in the *Senior Chatter*.
 - e. The Menasha Senior Center and N/M YMCA 2009 senior program directory produced by WomenMagazine will be available in late January.

E. DISCUSSION

1. Sylvia presented committee members with a 2008 review: total visits; overview of the activities that were well attended, those that were short-lived as well as a discussion on why and how activities perform as they do; donations to the center; the balances to the senior's accounts as well as the revenues and expenses to the center's fundraising account.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-3530 24-hours in advance of the meeting for the City to arrange special accommodations."

F. HELD OVER BUSINESS

1. Sue Nett reviewed the accreditation materials produced thus far. The next Accreditation meeting will be on January 22 at 9:00am.
2. Sylvia stated that either USPS service charge request that is required on all correspondence would produce the same 1st class rate return charge. Members were concerned about the additional charges that we would incur if we continued to receive returned newsletters. After considerable discussion, members agreed that "Current Resident or" be added to the mailing labels, above the subscribers name. The newsletter will be delivered whether the subscriber is there or not.

G. ADJOURNMENT

Motion made by L. Murphy, seconded by S. Steffen to adjourn meeting at 8:58am

Next meeting: Thursday, February 12, 2009

Call 967-3530 if you can not attend

CITY OF MENASHA
Park Board
Council Chambers, City Hall – 140 Main Street
February 9, 2009
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chr. Dick Sturm at 6:06 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Ald. Michael Taylor, Ron Suttner, Chr. Dick Sturm, Tom Konetzke and Nancy Barker

MEMBERS EXCUSED: Mary Francis and George Korth

OTHERS PRESENT: PRD Tungate, Ald. Kevin Benner

C. MINUTES TO APPROVE-MINUTES

1. Minutes to Approve:

Moved by T. Konetzke, seconded by N. Barker to approve the minutes of the meeting. Motion carried 5-0.

D. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Park and Pool Project Update

PRD Tungate reported on a recent meeting with Bill Rollins, a pool engineer/architect that the city has been working with for several years. Much of the meeting was in regard to complying with a new federal law called the Virginia Graham Baker Act (VGBA). This new law mandates that all public pools re-engineer and change its suction outlets (main drains) to meet new federal standards. Revised plans must be submitted to the State for review. Complaint grates and other equipment is not yet available. As soon as they are available (maybe in March) plans will be drafted and submitted by Mr. Rollins. It is expected that work would begin this fall after the pool closes. From what the consultant has heard, public pools must be documenting its progress in a good faith effort to comply. An option which could serve to comply with VGBA and reduce the plunge pool water and chemical needs will also be explored. A report will be made to the Council when more information is available.

The Smith Park Winter Gala held on February 7 was very successful. It was our estimate that over 200 participated throughout the day. Warm weather seemed to positively impact the attendance.

2. Update on Selection Process for New Park Superintendent

PRD Tungate gave a brief update on advertising for a new Park Superintendent. The hope is to have a new person on board by late April.

3. Upcoming Meeting on February 12 with Calumet County Parks Commission – Joint Park Idea

PRD Tungate and CDD Keil will attend the February 12 meeting of the Calumet County Park Commission. They will lobby to have Calumet County participate in a regional park and have them support the Town of Harrison's request to have the County assume maintenance of the proposed Friendship Trail from North Shore Road to Firelane #12.

E. DISCUSSION ITEMS

1. 2009 Fees and Charges for Parks and Recreation, Marina, Forestry and Cemeteries

All proposed fee changes for 2009 were discussed. Emphasis was on the boat launch and swimming pool. Daily rates at the pool are proposed to be reduced to 2005 levels. The Board thought this would be a good way to promote the pool for this year. It was pointed out that this would be reviewed on a year by year basis to gauge its effectiveness and impact on revenues. Transient docking fees were proposed to be raised by \$.10. A new tent permit fee is proposed for

2009. Ald. Benner commented that he would like to make sure that the person making the reservation is not inconvenienced by having to stop at too many city departments. A tent permit would only be required for larger tents, not the typical EZ up tents. The fee would offset Park Employee time when marking irrigation lines, etc.

F. ACTION ITEMS

1. Recommend 2009 Fees and Charges to the Common Council

Motion by T. Konetzke, seconded by N. Barker to recommend approval of the 2009 fees for Parks and Recreation, Pool, Marina, Forestry and Cemeteries as presented. Motion carried 5-0.

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

Five (5) minute time limit for each person

1. Ald. M. Taylor commented on the Winter Gala and suggested the city remove a section of loose shoreline binwall in Jefferson Park while the water was shallow and clear. Repairs to the stage and East Diamond electrical upgrades were also mentioned.
2. T. Konetzke was happy to hear the Winter Gala was a success, likes the fees that were recommended.
3. N. Barker stated the Memorial Building ceiling repair project was completed. PRD Tungate apologized for not informing the entire Board about former Park Superintendent Bob Huss' going away events. Board members did contribute towards the purchase of a nice plaque for him.
4. R. Suttner asked about the status of the Gilbert site.

H. ADJOURNMENT

Moved by T. Konetzke, seconded N. Barker by to adjourn at 7:50PM. Motion carried 5-0.

**CITY OF MENASHA
Plan Commission
Third Floor Council Chambers
140 Main Street, Menasha**

February 2, 2009

3:30 PM

MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by Mayor Donald Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Dick Sturm

OTHERS PRESENT: CDD Keil, AP Beckendorf, and Lonnie Pichler.

C. MINUTES TO APPROVE

1. Minutes of the January 20, 2009 Plan Commission Meeting.

- a. Moved by Comm. Sanders, seconded by Ald. Benner to approve the January 20, 2009 Plan Commission meeting minutes. The motion carried.

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

No one spoke.

E. DISCUSSION

F. ACTION ITEMS

1. Utility Cabinet Ordinance.

- a. CDD Keil described the changes made since the last Plan Commission meeting.
- b. Commissioners discussed the following:
 - I. Minimum and maximum cabinet size.
 - II. Under which circumstances the permits can be denied.
 - III. The possibility of requiring clear distances from curbs.
 - IV. The addition of a notification requirement.
 - V. Landscaping and difficulties of enforcement.
 - VI. Landscape maintenance.
 - VII. Length of time for permit approval.

- c. Moved by DPW Radtke, seconded by Comm. Sanders to recommend approval of the proposed ordinance with the addition of a notification requirement.
- d. Commissioners discussed requiring landscaping for cabinets located in the right-of-way.
- e. Moved by Mayor Merkes, seconded by DPW Radtke to amend the motion to recommend approval of the proposed ordinance with the addition of a notification requirement and screening requirement when the cabinet is located within the right-of-way. The motion carried on a roll call vote of 6-0.

2. Sign Code Amendment.

- a. AP Beckendorf explained the process the Landmarks Commission had participated in when developing the proposed changes to the sign code.
- b. Commissioners discussed the following:
 - I. Requiring revocable occupancy permits for hanging, projecting, canopy signs, and awnings.
- c. CDD Keil described the proposed changes to the electronic message center ordinance.
- d. Commissioners discussed the following:
 - I. The use of static images.
 - II. LED colors, single-color versus multi-color displays.
 - III. Video displays.
 - IV. Requiring the same color be used for both static and changeable displays when located on the same sign.
- e. CDD Keil explained that existing code does not allow for any off-premise signage. Presently, businesses located at Lake Park Square do not have a sign at the entrance because such a sign would not be in conformance with city ordinances.
- f. No action was taken on this item to allow staff time to make modifications.

3. Acquisition of 428 Sixth Street.

- a. CDD Keil described the location and explained the Neighborhood Stabilization Act which provides funds that can be used for acquisition and demolition of blighted properties.
- b. This item was held over to allow time for an analysis of the site condition.

G. ADJOURNMENT

Moved by Comm. Schmidt, seconded by Comm. Sanders to adjourn at 5:38 p.m. The motion carried.

Minutes respectfully submitted by Jessica Beckendorf, Associate Planner

**CITY OF MENASHA
SUSTAINABILITY BOARD
Common Council Chambers
140 Main Street, Menasha**

Tuesday, January 20, 2008

Minutes

A. CALL TO ORDER

Meeting called to order at 6:35 p.m. by Linda Stoll

B. ROLL CALL/EXCUSED ABSENCES

Members Present: Roger Kanitz, Becky Bauer, Linda Stoll, Mike Dillon

Excused: Trevor Frank

Also Present: Sadie Schroeder

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD

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

D. MINUTES TO APPROVE

Moved by Becky Bauer, seconded by Roger Kanitz to approve Sustainability Board Minutes, 12/16/08 with changes to E. 7.

Motion Carried

E. COMMUNICATIONS

1. A brochure listing UW-Extension, 2009 Local Land Use Planning and Zoning WisLine Teleconferences was distributed. The teleconferences are held at the Martenson and Eisele offices on Midway Road.

2. Energy Independent Communities Newsletter

Linda Stoll discussed OEI 2525 grant application. The joint application submitted by the City of Menasha, City of Neenah and Town of Menasha was not funded. Linda Stoll will follow up on grant criteria and selection process. CDD Keil was asked to send the 2525 resolution to Ingrid Kelly.

F. DISCUSSION ITEMS

1. Report on Lt. Governor's Climate Change conference

Linda Stoll reported that the conference presentations are available on-line at www.wi.climatechangesummit.com. The conference was attended by 77 communities and over 275 people. The Lt. Governor will be sponsoring sessions at various professional associations in 2009.

CDD Keil was asked to send the 2525 resolution to Ingrid Kelly.

2. City Department TNS Presentations/Sustainability Policy

Mike Dillon reported on the January Department Head Meeting. The 4 step process was discussed. He is currently waiting for direction and leadership. CDD Keil suggested developing a monthly program for Department Heads. Linda Stoll recommended using the booklet "Towards a Sustainable Community" as a template. Becky Bauer suggested using the city budget as the endpoint for discussion. Linda Stoll commented that successful communities put together a "Green Team" to propel sustainability efforts. Responsibility for implementing "Green Team" concept is to be determined. Focus should be on the first four categories (energy, buildings, transportation/mobility and procurement) before budgeting begins. Mike Dillon suggested a project list be revisited at each meeting of the Sustainability Board as well and a report should then be made to the Common Council.

Moved by Mike Dillon, seconded by Becky Bauer to recommend that the city implement a monthly sustainability training session using the "Towards a Sustainable Community" publication as a template.
Motion carried.

3. Pool Baseline Study- Key Sustainability Principles and Sustainability Assessment
Roger Kanitz reviewed the pool assessment and discussed key sustainability principles.

CDD Keil will follow-up with Brian Tungate to explore the next steps and potential involvement of the Sustainability Board.

4. Demonstration projects - Stormwater/Water quality, natural landscaping
No Report.
5. Walking & Bike Audit
Linda Stoll proposed conduction a bike/pedestrian audit using ASHTO standards. Recommended changes to outcome safety hazards, etc. Linda Stoll will email the criteria to CDD Keil to begin mapping the process. The relationship to Activate Fox Cities should be explored. Roger Kanitz mentioned the existence of the Kimberly Clark bike to work group.
6. Neighborhood Electric Vehicle Ordinance Status Report
CDD Keil reported that connectivity between communities was being explored with the East Central Regional Planning Commission.
7. Sub-committee formation
Possible focus areas include community gardens, Green Scene theme, water resources and management, education/outreach and local foods. CDD Keil will prepare a newsletter article requesting persons interested in sustainability to contact City Hall. Mike Dillon will ask if people are interested in becoming involved with the Sustainability Board at his Natural Step book study at the library on Jan. 29th at 6:30. This book study is scheduled for the next 8 weeks.
8. Roger Kanitz- Roger stated that Valley Transit is interested in meeting with city representatives concerning potential route changes, etc.
9. 2025 Grant Application Status Report
CDD Keil reported that there were 43 applicants representing over 70 communities and 10 communities were funded. The City of Menasha, City of Neenah, Town of Menasha application was not selected.

G. ACTION ITEMS

1. Set next meeting date
The next meeting will be held on February 17, 2009 at 6:30 p.m. in the Council Chambers.
2. Agenda items for the next meeting should include: Green Scene Art Show, Wild Ones conference, WADA Conference, Menasha Farm Fresh Market, C2055 cultural – Hmong, Hispanic.

H. REPORT OF COMMISSIONERS

1. Report on ECOS-FV meeting (Roger Kanitz)

I. ADJOURNMENT

Moved by Becky Bauer, seconded by Roger Kanitz to adjourn at 8:40 p.m.
Motion carried.

Respectfully submitted,
CDD Greg Keil

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

January 28, 2009

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 7:30 A.M., with Commissioners Joe Guidote, Don Merkes, and Carla Watson present on roll call. Also present were Carl Verhagen, Interim General Manager; Melanie Krause, Manager of Business Operations; Dave Rodriguez, Customer and Utility Services Manager; Kristin Schalinski, Business Operations Accountant; John Teale, Technical Services Engineer; and the Press.

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

Mary Ann Mulvey, 274 Misty Meadow Lane, asked about the air permit status.

Mary Nebel, 713 First Street, spoke regarding the year end audit and financial statements for December and January.

David Ristau, 1330 Lucerne, spoke on steam plant issues and the rate structure for electricity in Menasha. According to rates listed with the Public Service Commission, Menasha residents pay 74% of what Wisconsin Electric customers would pay for the same bill, and 70.9% of what a Wisconsin Public Service customer would pay. In light of the current financial crisis, Mr. Ristau stated it would be appropriate to raise the rates close to those of neighboring utilities, and this would better secure the City's bond rating and their ability to borrow.

Comm. President Allwardt asked Interim General Manager Verhagen to give an update on the air permit issue. Mr. Verhagen reported on a meeting held January 20 with the DNR to provide information and investigate what other technologies the DNR may be requiring.

Comm. Allwardt stated December financials were not provided to the Commission for this meeting, and January financials would not have been available at this time. Manager of Business Operations Krause reported year end is still being finalized, and the audit is scheduled for February 12 and 13. There are no year end financials available yet, and that is why they were not included for this meeting. The auditors recommended not including interim financial statements because they could provide misleading information.

Mr. Verhagen commented on the issue of raising rates. When the steam utility was created, it was created with the endorsement of the Public Service Commission to be an unregulated utility. The concern at that time was the PSC did not want to have any financial impact on the electric utility; they wanted the steam utility to stand on its own which is different from the way regulated steam utilities operate.

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

- A. Minutes of the Regular Meeting of December 17, 2008.
- B. Minutes of the Special Meeting of December 29, 2008.

- C. Minutes of the Closed Session (Personnel) of December 29, 2008.
- D. Approve and warrant payments summarized by checks dated Dec. 18, 2008 – Jan. 28, 2009, which includes Net Payroll Voucher Checks, Void O & M Checks 036866, 036795, and 036792, and Operation and Maintenance Voucher Checks for a total of \$1,508,670.66, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- E. Correspondence, as listed.
 - Copy of minutes from Nov. 7, 2008, MEUW Board of Directors meeting
 - Copy of letter dated December 20, 2008, to Project Share/Menasha Utilities, from Jennifer Wanke, Exec. Director, LEAVEN, re: Thank You for Energy Assistance
 - Copy of letter dated December 31, 2008, to Menasha Utilities, from St. Thomas Double Portion Soup Kitchen and Pantry, re: Thank You for Donation
 - Copy of letter dated January 2, 2009, to Menasha Utilities, from Evangel Worship Center Food Pantry, re: Thank You for Donation
 - Copy of January 2009 Menasha Utilities Benefit Bulletin
 - Copy of letter dated January 3, 2009, to Menasha Utilities, from Heckrodt Wetland Reserve, re: Thank You for Donation
 - Copy of letter dated January 5, 2009, to Energy Services Rep. Chris Voigtlander, from Anna Schmidt, ELL Teacher, Menasha Joint School District; re: Thank You for Renewable Energy Scholarship
 - Copy of memorandum dated January 14, 2009, to Member Managers, from Tim Ament, WPPI Energy, re: Member Power Bills
 - Copy of OSHA Form 300A, Summary of Work-Related Injuries and Illnesses for 2008

Item IV. December Financial and Operations Statement – Mrs. Krause stated the December and January financials will be ready for the February meeting, and the audit will be ready in March.

Item V. Claims Against The Utility – there were no claims discussed at this meeting.

Item VI. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Mrs. Krause stated no formal action was taken on the annual chemical purchase orders presented at the December meeting, and because of the budget variance for these purchase orders action should be taken.

The motion by Comm. Guidote, seconded by Comm. Watson, was unanimous on roll call to approve the annual chemical purchase orders.

Mr. Verhagen reported there are no other users of Lake Winnebago water that have any type of chemical adjustment on their utility bills, and they are all experiencing the same major increase in chemical costs and transportation costs. Staff is pursuing the option of submitting a letter to the PSC from all users of Lake Winnebago water to request a potential chemical adjustment fee.

Manager of Steam Production Sturm arrived at 7:40 a.m.

Item VII. Unfinished Business, Update on General Manager Position – Comm. President Allwardt reported there were a total of 33 applications, and the interview committee selected five candidates for telephone interviews. Two candidates will be brought on-site to further interview and tour the utility. The on-site interviews should be completed by the end of February.

Workout Plan – Mrs. Krause gave an update on the Workout Plan included with the packet, and items worked on during the month. The performance test for commissioning of Unit #5 is scheduled for the week of February 22.

Comm. Merkes asked about the warranty issue with Dresser Rand. Manager of Steam Production Sturm stated no official discussion has taken place with Dresser Rand on this issue since the last Commission meeting, but it will be discussed around the time of the performance testing.

Water Plant Supervisor Sturm arrived at 7:55 a.m.

Storm Water Update – Manager of Customer and Utility Services Rodriguez reported there has been no progress on the schedule since the last Commission meeting. Internally staff is still working on setting up the billing system with the proper codes in order to track the dollars billed. Once the list has been received from the City it will take approximately 60 – 90 days to make sure that everything is in place and working before customers can be billed.

Update on Electric Rate Cases – Mrs. Krause stated there has been no change as far as the PCAC roll-in; other options are being reviewed on the Steam Plant side.

2009 Chemical Budget – Comm. President Allwardt asked about the participation of other communities in drafting a letter to the PSC. Water Plant Supervisor Sturm said he has started a draft letter and there has been some discussion with other users of Lake Winnebago water.

Third Street Water Main Project – The timetable to close on the Safe Drinking Water loan for this project was included in the packet. Mrs. Krause stated it is a very tight schedule in order to close by April 22. The bid opening is scheduled for Feb. 17 and a recommendation will be made at the Feb. 25 Commission meeting.

Item VIII. New Business, APPA E & O Conference Travel Request – Technical Services Engineer Teale requested authorization to attend the 2009 conference. Sessions on safety, substations, arc flash, etc. would be beneficial, and this expense was included in the 2009 budget. Comm. Guidote asked if these items were discussed at the state level, and Mr. Teale stated several were discussed at the MEUW Superintendent's Conference in January.

In light of current financial concerns and that Mr. Teale attended the E & O Conference last year, the motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimous to deny the request to attend this conference in 2009.

Recommendation of Investment Banking and Underwriting Services – Comm. Merkes gave an update on the interviews with three investment banking companies on January 19 and 20.

The Selection Committee recommends the firm of Stern Brothers to work with Menasha Utilities and the City of Menasha to develop solutions based on a variety of possible approaches as represented in the firm’s proposal and presentation. Stern Brothers also underwrote the last financing with the Steam Utility and they understand the importance of finding solutions to best meet the City’s and the Utility’s long-term financing needs.

The motion by Comm. Merkes, seconded by Comm. Guidote, was unanimously approved on roll call to recommend Stern Brothers, St. Louis, Missouri, as the Investment Banking and Underwriting Services for the City of Menasha and the Steam Utility. This recommendation will be forwarded to the Common Council.

Item IX. Project Reports – there were no project reports for this meeting.

Item X. Staff Reports, Interim General Manager – Mr. Verhagen stated his efforts have been focused on the Steam Plant and steam customer contract negotiations.

Electric and Water Distribution/Safety Report – Mr. Verhagen reported there have not been as many main breaks this winter as in prior years. There are some issues with frozen water services that are being worked on.

Steam Utility – Mr. Dick Sturm stated we have been out of the MISO market with generation since the holidays due to soft market conditions. He also commented that Dresser Rand has agreed to replace oil filter vessels, and this is an example of the type of cooperation that we are getting from Dresser Rand. They have responded to each individual problem in a positive way.

Water Plant – Mr. Jerry Sturm added the water temperature in the mains is colder this year and that does contributed to the water service freezing problems.

Telecommunications & Substations – Mr. Teale reported on one of the two transmission line outages. ATC is running a new static wire from the Butte des Morts substation to the Northside Substation, which allows for faster communication with the substations and better reliability. The second outage will occur from March 20 to April 30.

Business Operations – there were no additional questions to the report presented.

Customer and Utility Services – Mr. Rodriguez stated information was included as part of the report on web payments and EFT payments received.

Energy Services Representative/Key Accounts – there were no additional questions to the report presented.

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

Mary Ann Mulvey, 274 Misty Meadow Lane, inquired about the origin of chemicals for the Water Plant. Mr. Jerry Sturm replied they are obtained wherever we can get the best price; some come from out of the country and others are obtained in the US.

Mary Nebel, 713 First Street, asked about other methods of purifying water that wouldn't require obtaining chemicals from around the world. Mr. Sturm stated the chemicals are not unusual, it's the cost. The alternative to using chemicals is to install membranes similar to the ones at the Appleton Water Plant.

Ken Syring, 955 Woodland Drive, asked about the timetable for the debt reduction, and the cost to add service for another steam customer. Mr. Verhagen stated approximately \$3 – 5 million would be the cost to do the distribution from the steam plant to the customer facility. The matter of who would pay what portion of those costs has not been determined yet.

Mr. Verhagen stated the original plan was the 20 contract with the steam customers would have covered the debt. The Sargent and Lundy report identified the need to renegotiate the steam contracts to create rates that will sustain the operation of the Steam Plant and to insure the ability to pay our debt. This is the process we are in right now. Staff is currently working with the steam customers to come to a mutual understanding and a beneficial rate for both parties. The investment team and consultants are working on the ability to refinance, and on options to add to the profitability of this operation.

Item XII. The motion by Comm. Watson, seconded by Comm. Guidote, was unanimously approved on roll call at 8:35 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of 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, and (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. RE: Potential Litigation and Steam Customer Contracts

And pursuant to Section 19.85 (1) (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Personnel and Memo of Understanding

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.

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

January 28, 2009

Draft

Commission President Mark Allwardt called the Closed Session to order at 10:25 a.m., upon the unanimously approved motion by Comm. Merkes, and seconded by Comm. Watson, pursuant to Section 19.85 (1) (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Personnel and Memo of Understanding

Commissioners Merkes and Watson were present on roll call by Commission President Allwardt. Also present were Interim General Manager Verhagen, Manager of Business Operations Krause, and Manager of Steam Production Sturm.

The purpose of the Closed Session was to discuss personnel issues.

The motion by Comm. Merkes, seconded by Comm. Watson, was unanimously approved to adjourn from Closed Session at 10:30 a.m. and to reconvene into Open Session of the Water and Light Commission.

The motion by Comm. Merkes, seconded by Comm. Watson, was unanimous to approve the Memo of Understanding for Gregg Peterson.

The motion by Comm. Merkes, seconded by Comm. Watson, was unanimous to approve Carl Verhagen remain on as Interim General Manager up to 30 days after a new General Manager starts with an option for the Commission to extend this agreement.

There being no further business, the motion by Comm. Merkes, seconded by Comm. Watson, was unanimously approved to adjourn at 10:35 a.m.

BY: 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

February 3, 2009

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 6:50 A.M., with Commissioners Bob Fahrback, Joe Guidote, Don Merkes, and Carla Watson present on roll call. Also present were Carl Verhagen, Interim General Manager; and Melanie Krause, Manager of Business Operations.

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

Item III. The motion by Comm. Fahrback, seconded by Comm. Merkes, was unanimously approved on roll call at 6:50 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (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: General Manager Candidate Interview

The motion by Comm. Fahrback, seconded by Comm. Merkes, was unanimously approved at 9:35 a.m. to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Watson, was unanimously approved to adjourn at 9:35 a.m.

By: 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.

To: Council
From: Ald. Taylor

Wisconsin Circuit Court Access (WCCA)
North Shore Bank, FSB vs. Headwaters Condominium LLC et al

Winnebago County Case Number 2009CV000149

What is RSS? 

Filing Date	Case Type	Case Status
01-26-2009	Civil	Open
Class Code Description	Responsible Official	
Money Judgment	Woldt, Scott C	
Branch Id		
2		

Parties

Party Type	Party Name	Party Status
Plaintiff	North Shore Bank, FSB	
Defendant	Headwaters Condominium LLC	
Defendant	Laeyendecker, Gary J	
Defendant	Olsen, James F	
Defendant	Sunset Bank & Savings	

Future Court Activity

Date	Time	Location	Description	Type ²	Court Official
02-19-2009	02:30 pm	Branch 2, Room 410, 4th Floor	Hearing	Court	Woldt, Scott C

Party Details

North Shore Bank, FSB - Plaintiff

Date of Birth	Sex	Race¹
Address	Address Updated On	
15700 West Bluemound Rd, Brookfield, WI 53005	01-26-2009	

Party Attorney(s)

Attorney Name	GAL Entered
Schreiber, Christopher J	No 01-26-2009

Headwaters Condominium LLC - Defendant

Date of Birth	Sex	Race¹
Address	Address Updated On	
130 Main St Suite 204, Menasha, WI 54952	01-26-2009	

Laeyendecker, Gary J - Defendant

Date of Birth	Sex	Race¹
Address	Address Updated On	
648 Lakecrest Dr, Menasha, WI 54952	01-26-2009	

Olsen, James F - Defendant

Date of Birth

Sex

Race¹

Address

1043 S. Van Buren Street, Green Bay, WI 54301

Address Updated On

01-26-2009

Sunset Bank & Savings - Defendant

Date of Birth

Sex

Race¹

Address

521 W. Sunset Drive, Waukesha, WI 53189

Address Updated On

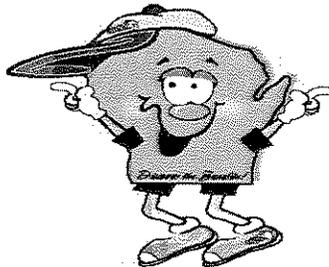
01-26-2009

¹ The designation listed in the Race field is subjective. It is provided to the court by the agency that filed the case.

² Non-Court activities do not require personal court appearances. For questions regarding which court type activities require court appearances, please contact the Clerk of Circuit Court in the county where the case originated.

Wisconsin Park & Recreation Association

“Ben E. Fit” Says: Parks & Recreation Are Essential!



Parks and recreation is an essential part of a healthy community. It positively impacts health, crime prevention, the environment, the economy, and the quality of life. A benefit is anything that is for the good of a person or thing. There are many well-researched and quantifiable benefits of having parks and recreation in our community.

This information is a compilation of benefits statements and research information from the National Recreation and Park Association and the Wisconsin Park & Recreation Association.

Personal Benefits

- Physical recreation and fitness activities contribute to a full and meaningful life
- Balance between work and play
- Life satisfaction
- Quality of life
- Personal development and growth
- Physical activity reduces the risk of stress-related disease and helps a person live longer

Social Benefits

- Connected families. Recreating together builds strong families, the foundation of a stronger community
- Supports youth, provides outlets for conflict resolution
- Reduces crime and delinquency. Recreation - or incarceration? We want kids in our courts - the basketball court, tennis court, volleyball court - not in the juvenile court system!
- Meaningful recreation activities help reduce the high cost of vandalism and criminal activity. It gives kids a safe place to go and channel their energy in positive directions.
- Integrated and accessible recreational services and facilities are critical to the quality of life for people with a disability and disadvantaged individuals.
- Recreational opportunities, facilities and beauty of the local environment are an essential foundation of community pride.
- Community recreation enhances ethnic and cultural understanding, harmony and tolerance.

Economic Benefits

- Pay now, or pay more later! Investment in parks and recreation as a preventative health service makes sense.
- Reduced health care costs and productive workforce
- Recreation, sports and fitness improves work performance, increases productivity, and decreases absenteeism and staff turnover.
- Parks and recreation services help motivate relocation and expansion in our community.
- Parks and recreation facilities are catalysts for tourism.
- Enhanced land and property values

Environmental Benefits

- Clean water, clean air
- Preserves wildlife
- Reduces pollution
- Protection of the eco system
- Provides places to enjoy nature's beauty
- Source of community pride
- Preservation of open space

These are just some of the ways that park and recreation services benefit you, the community, and your neighbors.

The Benefits of Parks and Recreation to the Economy in Wisconsin

Parks, recreation, and open space are not mere expenditures, but an investment in the future well-being of individuals and groups, our future, as well as the continued viability of communities and the world.

Parks, open spaces, the arts and recreation:

- * Attract new businesses
- * Increase tourism
- * Boost the economy
- * Lower health care costs
- * Decrease Insurance premiums
- * Reduce unemployment
- * Boost employee productivity
- * Curb employee absenteeism
- * Generate revenue

Just the Facts:

A Brown University study reported that the United States could save \$20 billion per year in healthcare costs if every American walked for an hour a day. (As reported in "One Small Step for Mankind," in the Hartford Advocate, 10/12/95. p.23)

EDITOR'S NOTE

WPRA is a statewide, non-profit service organization dedicated to extending the social, health, cultural and economic benefits of parks and recreation through its network of recreation/park professionals and civic leaders. There are approximately 2,500 WPRA members who include state and local experts on recreation, urban planning, aquatics, at-risk-youth, therapeutic recreation services, and parkland development and services. For more information contact Steve Thompson, Executive Director at 414.423.1210 or sthompson@wpraweb.org



MENASHA CITY SQUARE 1888

MENASHA HISTORICAL SOCIETY NEWSLETTER FEBRUARY, 2009

Welcome to the new year 2009. It seems like a long way to look back to the Christmas party, but we must comment on that, hoping you all enjoyed it and thanking all those who made it possible and successful.

LOOKING AHEAD

Thursday, February 12 at 10 a.m. the Menasha Historical Society will meet at the Neenah Historical Society's Octagon House at 343 Smith Street under the Main Street overpass. Dave Dexter, the keeper of the treasures, will answer our questions and show us this unique home.

After our tour we will have lunch down the street at Under the Dome Tavern at 116 Main Street. Built in 1882 by C. F. Martins, the establishment was run as a grocery store and sample room. Later, for many years, it was known as the Owl Tavern. It is now Under the Dome and is operated by State Representative Dean Kaufert. This is a typical old time saloon with a private, smoke-free dining room. Food served is typical of food you might have found in the 1880's, steak sandwiches, hamburgers, brats, hot ham and cheese or chicken. Please join us.

IRISHFEST

Keep Saturday, March 21, on your calendar free. Menasha Library, Menasha Action Council and Germania are putting together an Irishfest. There will be Irish food, dancers and band music for dancing, plus door prizes and stories. Watch for more information.

SPECIAL THANKS

We give a big hand to Katie LaMore, Jack Hammett, Jim and Jean Chew. The city repaired the ceiling in our quarters. With one day notice our group, with help from city workers, moved everything out so that plasterers could come in. Our rooms looked like Hurricane Katrina had come through. I would imagine a lot of Ben Gay was used after their whirl-wind days. Hip, Hip Hooray for Katie, Jean, Jim and Jack.

MARCH MEETING

Thursday, March 12 there will be a visit to the Menasha Fire Station followed by lunch at a local restaurant. More details later.

DUES

This will be the last newsletter you will receive if there is a yellow line through your name on the envelope. Please send your annual dues (\$10.00) to Nancy Spindler, 1845 Eagle Drive, Neenah 54956.

MEMORIES FROM NANCY BARKER

The sights and sounds of Christmas seemed to come and go in a flash this year. Now it is time to decorate the windows with hearts and cupids for Valentine's Day.

Back in the 1940's, Valentine's Day at St. Mary's grade school meant a big grocery box covered with construction paper, hearts, flowers and paper doilies. For weeks our art class would discuss how to decorate "THE BOX." After voting on all the ideas, we would get busy with the actual work. That beautiful box would sit on a side table in our classroom for at least two weeks before the big day.

A trip to Schultz Bros. 5 and 10 cent store on Main Street was absolutely necessary. There you would always find the biggest selection of valentines. Some came in boxes; others came in books and had to be cut or punched out. Often it would take more than one trip before we made up our minds on which ones to purchase. (As they would say today - decisions, decisions, decisions.) We always were mindful of how many classmates we had as we were told we must have a card for each student in our class. This meant fifty or more cards because we had big classes in those days. It was everyone or no one. We couldn't pick and choose to whom we wanted to send a card.

My friends and I signed our valentines at someone's dining room table. We wanted to make sure we didn't send the same card to the same person. Excitement ran high the week before the big day as the box filled. On the afternoon of Valentine's Day, cookies baked by our mothers and little cartons of WHITE MILK were served. (Chocolate milk wasn't good for us.) The valentines were passed out by one of the class monitors and a great time was had by all. When I got home, I arranged mine on the window sill in the dining room where they stayed until Easter.

When my children were in grade school, many things were still done the same way. Having six children in school made picking out and signing cards rather hectic. It seemed our kitchen table and living room floor were covered with cards for weeks. I made cookies by the carload. There were candy hearts with witty sayings all over the house. The dog loved them. Finally, I was able to send everyone off to school with shoe boxes of cookies, candy hearts and bags of cards. I had no more than breathed a giant sigh of relief when the children returned home from school - bringing with them the cookies, candy, and the TONS of valentines they had received. These were immediately dumped in the middle of the living room floor to be admired and traded. Our dog was ecstatic. This utter confusion seemed to LAST until Easter.

Today, Valentine's Day is much simpler. I send a few cards to friends and grandchildren and put a few paper hearts on the front door and window. There are no cookies, candy hearts or valentines on the living room floor. I prefer it this way but I'm not so sure about the dog.

HUMAN RESOURCES DIRECTOR

City of Green Bay

Directs all Human Resources and labor relations functions of the City including recruitment/selection, employee and leadership training and development, benefit administration, policy and salary administration, labor negotiations and other labor relations activities, management of the City's self-funded health and dental insurance plans and ensuring compliance with State and Federal regulations relating to HR functions. Juris Doctorate degree from an accredited law school or Master's degree in Business, Public or Personnel Administration, Industrial Relations or related field, and 5-7 years of related experience (with a minimum of 2 years of experience with collective bargaining) is required; or the equivalent. Juris Doctorate candidates must possess license to practice law in the State of Wisconsin and admission to practice law in Federal Courts. Residency within the Green Bay corporate city limits is required within one year of hire. Salary: \$80,771 - \$100,874, commensurate with experience, plus excellent benefits. Application Deadline: 3/13/09 at 4:30 p.m. Obtain and submit an employment application:

City of Green Bay
Human Resources Department
100 N. Jefferson St., Room 500
Green Bay, WI 54301
(920) 448-3147
An Equal Opportunity Employer

"Managerial"

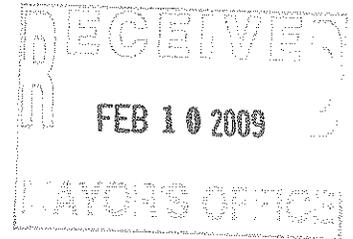
One example of local, but larger community,
compensation for HR Director.

Jeff Brandt
2/11/09



DEAN R. KAUFERT

WISCONSIN STATE REPRESENTATIVE



January 29, 2009

Donald Merkes, Mayor
City of Menasha
140 Main St.
Menasha, WI 54952

Dear Don,

Thank you for a copy of the recent resolution regarding the transportation infrastructure system in Wisconsin.

The resolution identifies many good points. Our transportation infrastructure system in Wisconsin is in need of repair and upgrading in many communities across the state, such as Menasha. I would also like to see a more formal process put in place to prioritize areas of greatest need and make sure that the necessary resources are put there.

I support reforming this process on the state level by preventing raids on the State Transportation Fund. In past budget cycles, the last one in particular, more than \$500 million was raided from the transportation fund and used for spending in unrelated programs. I opposed the raids because these are valuable funds that could have and should have gone toward needed road, bridge, and other infrastructure upgrades in our local communities.

I will remember this resolution as transportation issues are debated in the Assembly. Please contact me anytime if you would like to discuss this issue further.

Sincerely,

Dean Kaufert
State Representative
55th Assembly District

Member, Joint Committee on Finance

P.O. Box 8952 • State Capitol • Madison, WI 53708-8952 • Telephone: (608) 266-5719
Toll-Free Legislative Hotline: (800) 362-9472 • Rep.Kaufert@legis.state.wi.us

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

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:10 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Pamerter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Benner

EXCUSED: Ald. Michalkiewicz

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, PHD Nett, PWS Jacobson, Carol Wirth (WPPF), 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)

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. PWD Radtke-Snowplowing in the city (Ald. Wisneski)

Director Radtke and Superintendent Jacobson explained the City's snow plow policy and how the decision when to plow streets after a snow fall is made. They stressed the importance of following the policy to keep the City's exposure to liability low.

2. CDD Keil-Update on planning grant for Gilbert Site (Ald. Taylor)

CDD Keil reported the City received a planning grant from the Dept. of Commerce, but was less than the amount applied for. The site developer and City agreed to make up the difference. Vierbicher and Associates have been hired to prepare a redevelopment site and shoreline park master plan. They have been working with City staff and the site developer. CDD Keil explained the plan and use of the site. The whitewater park is in a preliminary stage. They are working on the hydraulic data and the overall site layout. Staff, consultant and developer are working on making application to Dept. of Commerce for Brownfield grants to complete the demolishing of buildings on the site to make it a functional area. A new budget will need to be prepared for the project as some changes to the site have occurred. A final recommendation will be brought back to the Council.

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

Minutes to receive:

- a. Administration Committee, 1/19/09
- b. Board of Public Works, 1/19/09
- c. Board of Health, 12/10/08, 1/28/09
- d. IT Steering Committee, 1/21/09, 1/28/09
- e. NM Fire Rescue, 1/28/09; Joint Fire Commission
- f. NM Fire Rescue, 1/27/09; Finance & Personnel Committee
- g. NM Sewerage Commission, 12/23/08
- h. Personnel Committee, 1/19/09
- i. Police Commission, 1/15/09
- j. Safety Committee, 11/5/08; City Hall
- k. Safety Committee, 11/20/08; Police
- l. Safety Committee, 1/20/09; Public Works and Parks

- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS, cont'd
3. Clerk Galeazzi - the following minutes and communications have been received and placed on file: cont'd.

Communications:

- m. WI DNR, 1/16/09; Air pollution control permit, 206 Garfield Ave.
- n. State of WI, 1/21/09; Notice of Entry of Judgement and Judgement
- o. State of WI, 1/22/09; Notice of Foreclosure Sale
- p. Employment Ad for City Attorney
- q. Park Supt. Bob Huss, 1/9/09; Notice of Resignation
- r. AP Jessica Beckendorf, 1/27/09; Notice of Resignation
- s. PWD Radtke, 1/16/09; Sewer System Evaluation Survey (SSES) foundation drain and sump pump inspections
- t. NM News Record article, 1/28/09; Student's tribute to King gets rave reviews

Ald. Wisneski – Minutes H, Personnel Committee, are draft minutes

Ald. Taylor – Comm. P, Employment Ad for City Attorney, salary range rather steep; should have City residency requirement.

Ald. Pamenter – Comm. P, Employment Ad for City Attorney, how was salary range determined. CA/HRD Brandt explained the current salary range is the one established by the Council.

Mayor Merkes asked if no objection would like to skip to Item J2
No objection.

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

- 1. Common Council, 1/19/09

Administration Committee, 1/19/09 – Recommends Approval of:

- 2. Grant Agreements between Winnebago County and City of Menasha for the term January 1, 2009 to December 31, 2009 for:
 - a) Senior Center Supervisor
 - b) Senior Center Activity Coordinator
 - c) Older Adult health Screening Program

Board of Public Works, 1/19/09 – Recommends Approval of:

- 3. Change Order – Coenen Mechanical, LLC; Water Treatment Plant Modifications; Contract Unit No. M002-940266.02; ADD: \$9,157.65 (Recommended by Utilities Commission 12/17/08) (Held 1/5/09)
- 4. Change Order – Insituform Technologies USA, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Sewer Lining; 38-Day Time Extension (Change Order No. 1)
- 5. Payment – Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3, Contract No. E145-07-01D; Sanitary Manhole Lining; \$15,819.12 (Payment No. 10 and Final)

IT Steering Committee, 1/28/09 – Recommends Approval of:

- 6. Entering into an agreement with Menasha Utilities for increased bandwidth

Ald. Hendricks requested item 4 be removed.

Moved by Ald. Hendricks, seconded by Ald. Wisneski to approve items 1-3, 5 and 6.
Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Hendricks, seconded by Ald. Pack to table item 4
Discussion
Motion carried on roll call 7-0.

I. ORDINANCES AND RESOLUTIONS

1. O-2-09 An Ordinance Relating to Unpaid Utility Bills (Recommended by Board of Public Works, introduced by Alderman Zelinski)

Moved by Ald. Zelinski, seconded by Ald. Wisneski to adopt O-2-09

Discussion

Motion carried on roll call 7-0.

2. O-4-09 A Charter Ordinance Relating to Appointment of the City Assessor (Recommended by Personnel Committee, Introduced by Alderman Pack)

Ald. Taylor requested a Public Hearing for items 2, 3, and 4 (O-4-09, O-5-09, O-6-09)

A Public Hearing will be set.

3. O-5-09 A Charter Ordinance Relating to Appointment of the City Clerk (Recommended by Personnel Committee, Introduced by Alderman Pack)

4. O-6-09 A Charter Ordinance Relating to Appointment of the City Attorney (Recommended by Personnel Committee, introduced by Alderman Pack)

5. O-8-09 – An Ordinance Relating to Appointment of Department Heads (Recommended by the Personnel Committee and introduced by Alderman Pack)

Moved by Ald. Taylor, seconded by Ald. Zelinski to table O-8-09

Motion carried on roll call 6-1. Ald. Wisneski-no.

6. R-2-09 Resolution Relating to Reduction of Poll Worker (Recommended by Administration Committee and introduced by Mayor Merkes)

Moved by Ald. Pack, seconded by Ald. Wisneski to adopt R-2-09

Motion carried on voice vote.

7. R-3-09 Application and Resolution Authorizing the Borrowing from the State Trust Fund Loan Program not to exceed \$7,000,000.00 (Recommended by the Utilities Commission and introduced by Mayor Merkes)

Moved by Ald. Pack, seconded by Ald. Wisneski to adopt R-3-09

Motion carried on roll call 7-0.

J. ACTION ITEMS

1. Accounts Payable and Payroll for the term 1/16/09-1/29/09 in the amount of \$8,132,977.27

Moved by Ald. Wisneski, seconded by Ald. Pack to approve Accounts Payable and Payroll.

Discussion

Motion carried on roll call 7-0.

2. Water & Light Commission, 1/28/09 – Recommends approval of

a. State Trust Fund Loan Application

Carol Wirth from Wisconsin Public Finance Professionals reported the City applied for funds from the State Trust Fund Loan program. The request was for \$21,000,000. The Board of Commissioners of Public Lands approved \$7,000,000 based on availability of funds. This is a financing option for the steam utility debt refinance which will be coming due in Sept. 2009. The State will hold these funds for up to one year.

b. Selection of Stern Brothers & Co. for Investment Banking and Underwriting Services for the City of Menasha and the Steam Utility

Carol Wirth reported four Request for Proposals for Investment Banking and Underwriting Services were received. A selection committee consisting of representatives of Utilities Commission, City staff, Quarles & Brady, Boardman Law Firm and Wisconsin Public Finance Professionals interviews three of the companies and unanimously recommended Stern Brothers & Co. based on a variety of possible approaches as represented in the firms proposal and presentation. The committee felt the personal experience of Stern Brothers was the key factor in the final decision. Stern Brothers has done some underwriting for the City and Utilities in the past.

Moved by Ald Pack, seconded by Ald. Pamerter to approve

Motion carried on roll call 7-0

K. APPOINTMENTS

None

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 of Jo Ellen Jahnke and that she be advised of her statutory rights pursuant to Wis. Stats. 893.80

Moved by Ald. Pack, seconded by Ald. Wisneski to disallow claim

Discussion

Motion carried on roll call 7-0.

2. A motion is in order for the Common Council to issue a formal notice of disallowance for the claim of Jeralin Sedlock and that she be advised of her statutory rights pursuant to Wis. Stats. 893.80

Moved by Ald. Pack, seconded by Ald. Hendricks to disallow claim

Discussion

Motion carried on roll call 7-0.

M. HELD OVER BUSINESS

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke

O. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Pack to adjourn at 7:25 p.m.

Motion carried on voice vote

Respectfully submitted by
Deborah A. Galeazzi, City Clerk

DRAFT

**Parochial School Fees
Proposed 2009-2010 School Year**

	<u>2008-09</u>	<u>2009-10</u>
Vision/Hearing Screenings	\$9.25/hr	\$9.25/hr
Public Health Nurse	\$37/hr	\$37/hr
Public Health Aide	\$26/hr	\$26/hr
Dental Hygienist	\$32/hr	\$34/hr
Registered Sanitarian	\$37/hr	\$37/hr



Independent Inspections, Ltd.

W241 S4135 Pine Hollow Court
Waukesha, WI 53189

January 28, 2009

Mr. Greg Keil, Director of Community Development
City of Menasha
140 Main Street
Menasha, WI 54952

Re: Revised Building Inspection Contract, City of Menasha

Dear Mr. Keil:

Attached is the revised building inspection contract for the February 2nd meeting as we discussed. I have added the inspector office hours of Monday through Friday 8:00-10:00 a.m. and 12:00 to 1:00 p.m. to the contract language. The HVAC residential fee for square footage has been changed to \$0.025 per s.f., item twelve; \$40.00 other fee has been deleted from the residential fees and the erosion control fee has been removed from the commercial fees.

Upon City approval, please have the contracts executed and forward one back to my attention.

Feel free to call me with any questions.

Sincerely,

Connie L. Watt, Vice President
INDEPENDENT INSPECTIONS, LTD.

Enclosures:

c: Thomas DeLacy, President, IIL
File

TDL/gg



Independent Inspections, Ltd.

W241 S4135 Pine Hollow Court
Waukesha, WI 53189

CONTRACT FOR SERVICES

WHEREAS, the City of Menasha (Municipality), Calumet/Winnebago Counties, Wisconsin requires high quality professional building and mechanical inspection services sensitive to community needs, and,

WHEREAS, Independent Inspections, Ltd., a Wisconsin Corporation (Agency), proposes to provide inspection services for the Municipality including inspectors and meeting the Municipality's needs for such inspection services,

NOW THEREFORE, the parties agree as follows:

1. The Agency will provide for the Municipality inspectors whose duties shall include building and mechanical field inspections, necessary services related to contacts with residents and Municipal Officials, and all associated tasks necessary to meet the inspection needs of the Municipality.
2. The Inspectors shall be certified in UDC Construction, HVAC, Electrical, Plumbing, Commercial Construction and HVAC, Commercial Plumbing and Commercial Electrical as defined in COMM 5 of the Wisconsin Administrative Code.
3. The Agency shall provide:
 - A. Salary of the inspectors
 - B. Field communication equipment
 - C. Vehicle or mileage/allowance for the inspectors
 - D. Supplemental systems and support and administrative coordination
 - E. Regular municipal office availability for meeting the public Monday through Friday from 8:00 – 10:00 a.m. and 12:00 – 1:00 p.m.
 - F. A staff of specialists available to assist in building code enforcement activities and available for backup inspection purposes when the primary inspector is unavailable.
 - G. Wisconsin license fees for the Agency and inspectors
 - H. Certificate of insurance showing all coverages with a minimum of \$1 million of general liability and errors and omissions coverage.

4. During the term of this Contract, and for a period of 12 months after termination of this Contract, the Municipality shall not negotiate with, employ/hire any inspector/employee who provided inspection services of twenty-five (25) inspections or more during the twelve (12) month period prior to termination of employment with Agency and who is employed with the Agency at the termination of this Contract to provide Building, Electric, Plumbing or HVAC inspection services. The Municipality shall not negotiate with, employ/hire any inspector/employee for at least 12 months after termination of the employee's employment with the Agency who provided inspection services of twenty-five (25) inspections or more during the twelve (12) month period prior to termination of employment with Agency and who was employed by the Agency during the term of this Contract. The term "employ/hire" shall extend to the above referenced inspector/ employee forming a corporation, partnership, limited liability company, other business entity, working for a competing company or by working as an in-house building inspector/employee for the Municipality. The rights and obligations under this paragraph shall survive any expiration or earlier termination of this Contract.
5. Either the Municipality or the Agency may terminate this Contract upon 60 days written notice to the other party of the intention to terminate. At the end of the termination notice, any permits received prior to the last day shall have the fees paid to the Agency as provided in the Contract and the inspections relating to those fees shall be performed by the Agency. Permits received after the last day shall be the responsibility of the Municipality and no payment shall be made to the Agency for those permits. Any notice to the Municipality shall be sent to the Municipal authority directly in charge of inspection procedures. Any notice to the Agency shall be sent to Independent Inspections, Ltd., W241 S4135 Pine Hollow Court, Waukesha, WI 53189.
6. The Agency is the exclusive provider of the services listed, described and provided by this Contract for the entire area of the Municipality during the term of this Contract. Any other provider of building, HVAC, electrical, plumbing, mechanical, plan reviews and inspection services to the Municipality during the term of this Contract will be considered a violation of this Contract and the Municipality shall pay the Agency the fees for all permit applications submitted for the duration of the contract as prescribed herein.
7. The Agency agrees to indemnify the Municipality, its employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of the Agency, and causing injury to any person or persons or property, whomsoever and whatsoever. Correspondingly, the Municipality agrees to indemnify, the Agency its employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of the Municipality, and causing injury to any person or persons or property, whomsoever and whatsoever. Each party hereto agrees to carry comprehensive general liability insurance and to provide each other with evidence of such coverage upon request.
8. The Municipality agrees to pay the Agency the sum equal to 90% of the permit fees as collected by the Agency. These fees shall be based on the attached exhibit 1. All permit fees shall be turned over to the Municipality as directed.

9. Refund procedure for permits: The Agency will retain the fee for plan review (\$.03/s.f. residential and \$.04/s.f. commercial) and for any inspection work performed plus \$50.00 for administrative processing of which \$25.00 will be credited to the Municipality. Minimum permit fees will not be eligible for a refund. The Agency will credit the Municipality on their next available monthly invoice. This does not include the percentage retained by the Municipality, only the fees the Agency is paid.
10. The Agency shall perform property maintenance and complaint inspections for which no permit fee is generated, at the direction of the Municipal Administrator and forward those reports to the appropriate person(s) with the findings. The Municipality shall compensate the Agency for any activities and meetings related to the duties noted herein where a permit fee is not generated, at the rate of \$38.00 per hour for all such duties and meetings performed during the business hours of 8:00 a.m. to 5:00 p.m. The Municipality shall compensate the Agency for all such duties and meetings occurring other than normal business hours at the rate of \$49.00 for each hour including travel time for meetings. There will be a one hour minimum per inspection trip or meeting. No additional time shall be compensated by the Municipality unless approved by the Municipal Administrator.
11. The Agency will administer the Electrical and HVAC licensing according to City Ordinance. The City will pay the Agency 90% of the licensing fees shown on Exhibit 1.

12. The Agency shall provide a statement for services rendered, and a recap of permits issued for each month. The Municipality shall compensate the Agency by the 15th of the month following the period services were rendered.
13. The Agency agrees to provide these services commencing March 1, 2009 or as mutually agreeable.
14. If any provision of this Contract is held to be invalid or unenforceable for any reason, this Contract shall remain in full force and effect in accordance with its terms, disregarding such unenforceable or invalid provision.
15. This Contract contains the entire understanding of the parties as to the matters contained herein, and it shall not be altered, amended or modified except by a writing executed by the duly authorized agents of both the Municipality and the Agency.
16. The Municipality shall provide for the Agency office space, desk, desk chair, file cabinet, use of a photocopier and fax machine and local and long distance phone service for municipal related projects during the term of this Contract. The Agency shall be responsible for its long distance phone charges not related to municipal work and office supplies necessary for the performance of its responsibilities. The location and size of the Agency's office area shall be determined as mutually agreeable between the Municipal Administrator and the Agency.

17. This Contract supersedes all previous building inspection service contracts and contract amendments between the parties.

Thomas DeLacy, President
INDEPENDENT INSPECTIONS, LTD. (AGENCY)

DATE

Donald Merkes, Mayor
CITY OF MENASHA (MUNICIPALITY)
acknowledged and accepted

DATE

Effective Date: March 1, 2009

CITY OF MENASHA
Proposed **FEE SCHEDULE**

A. RESIDENTIAL - 1 & 2 Family

Numbers in () are existing Fees

1. New Structure ** Addition *(.11)* - .12 per sq. foot all floor area
(75.00) - \$75.00 minimum
- Erosion Control *(75.00)* - \$75.00 (Full excavation for crawl space or basements)
2. Remodel *(6.00)* - \$7.00 per thousand of valuation
(40.00) - \$40.00 minimum
3. Accessory Structure, Decks *(.11)* - .12 per sq. foot all areas
(40.00) - \$40.00 minimum
4. Occupancy Permit *(30.00)* - \$35.00 per dwelling unit
5. Temporary Occupancy Permit *(50.00)* - \$50.00
6. Pools (includes electric) *(40.00)* - \$50.00
7. Early Start Permit *(50.00)* - \$50.00 (Footings and Foundations)
8. Plumbing *(35.00)* *(0.035)*
 1 & 2 Family New Building/Addition/Alteration - \$35.00 base fee plus \$0.035 per sq. ft. all areas
 (Alterations based on sq. ft. of alteration area) *(30.00)* - \$40.00 minimum
(Based on fixture count - see attached)
 Replacement & Misc. Items - \$10.00 per thousand of plumbing project valuation
(30.00) - \$40.00 minimum
9. Electrical *(35.00)* *(0.035)*
 1 & 2 Family New Building/Addition/Alteration - \$35.00 base fee plus \$0.035 per sq. ft. all areas
 (Alterations based on sq. ft. of alteration area) *(30.00)* - \$40.00 minimum
(Based on Electrical Device - see attached)
 Replacement & Misc. Items - \$10.00 per thousand of electrical project valuation
(30.00) - \$40.00 minimum
10. HVAC *(35.00)* *(0.025)*
 1 & 2 Family New Building/Addition/Alteration - \$35.00 base fee plus \$0.025 per sq. ft. all areas
 (Alterations based on sq. ft. of alteration area) *(30.00)* - \$40.00 minimum
(Based on HVAC component - see attached)
 Replacement & Misc. Items - \$10.00 per thousand of HVAC project valuation
(30.00) - \$40.00 minimum
11. Razing Fee - \$50.00 for the first 1000 sq. ft. of floor area and \$25.00 per 1000 sq. ft. of floor area thereafter
(30.00 Minimum Permit Fee)

B. COMMERCIAL

1. New Structure ** Addition

- a. Multi-Family (3 family or more), Motels, CBRF - \$.13/s.f. (.12)
- b. Mercantile, Restaurants, Taverns, Assembly Halls, Offices - \$.13/s.f. (.12)
- c. Schools, Institutional, Hospitals - \$.14/s.f. (.13)
- d. Manufacturing and Industrial - \$.12/s.f. (Office area to follow fees in b.) (.11)
- e. Vehicle Repair and Vehicle Storage - \$.14/s.f. (.13)
- f. Warehouse, Mini Warehouse, Building Shells* for Multi-Tenant Buildings - \$.08/s.f. (.07)
(Office area to follow fees in b.)
- g. Build-Out* - See above New Structure fees a-e
- h. Special Occupancies (Outdoor Pools, Towers, Tents, etc.) - \$.10/s.f. (.08)
- i. The above referenced permits (a-h) have a \$100.00 minimum permit fee

Erosion control to be issued and enforced by City or Engineering Firm appointed by City.

- 2. Remodel - \$8.00 per thousand of valuation
- \$75.00 minimum
- 3. Occupancy, Temporary Occupancy, Change Of Use Permit - \$50.00 per unit
- 4. Plumbing
 - New Building/Addition/Alteration - \$45.00 base fee plus \$0.04 per sq. ft. all areas
(Alterations based on sq. ft. of alteration area) - \$50.00 minimum
 - Replacement & Misc. Items - \$10.00 per thousand of plumbing project valuation
- \$50.00 minimum
- 5. Electrical
 - New Building/Addition/Alteration - \$45.00 base fee plus \$0.04 per sq. ft. all areas
(Alterations based on sq. ft. of alteration area) - \$50.00 minimum
 - Replacement & Misc. Items - \$10.00 per thousand of electrical project valuation
- \$50.00 minimum
- 6. HVAC
 - New Building/Addition/Alteration - \$45.00 base fee plus \$0.04 per sq. ft. all areas
(Alterations based on sq. ft. of alteration area) - \$50.00 minimum
 - Replacement & Misc. Items - \$10.00 per thousand of HVAC project valuation
- \$50.00 minimum

7. Early Start Permit - \$100.00 (Footings and Foundations per COMM 61.32) ^(75.00)
8. Razing Fee - \$100.00 for the first 1000 sq. ft. of floor area and \$50.00 per 1000 sq. ft. of floor area thereafter ^(75.00 minimum permit fee)
9. Reroof/Residing - \$75.00 minimum ^(75.00)
10. Other - \$75.00 minimum ^(75.00)

C. AGRICULTURAL BUILDINGS (unheated)

1. New Buildings -\$.04 per sq. ft. all floor areas
2. Remodel -\$5.00 per thousand of valuation
-\$40.00 minimum
3. Other ^(30.00) -\$40.00 minimum

D. MISCELLANEOUS

1. Electrical and HVAC Licensing
New License - \$45.00 ^(40.00)
License Renewal - \$30.00 ^(25.00)
2. Re-inspection Fee - \$35.00 each ^(30.00)
Failure to call for inspection - \$35.00 each ^(30.00)
Double Fees are due if work is started before the permit is issued.
3. State Seal - \$30.00

UNIFORM HEATING, VENTILATING & AIR CONDITIONING PERMIT APPLICATION

Call (262) 544-8280 or 1-800-422-5220
INDEPENDENT INSPECTIONS, LTD.

PERMIT NO. _____
TAX KEY # _____

ISSUING MUNICIPALITY

TOWN VILLAGE CITY
OF _____
COUNTY _____

PROJECT LOCATION
(Building Address)

PROJECT DESCRIPTION

COMMERCIAL ONE & TWO FAMILY

Owner's Name _____ Mailing Address - Include City & Zip _____ Telephone, Include Area Code _____

Contractor's Name (Lic. No.) _____ Mailing Address - Include City & Zip _____ Telephone - Include Area Code _____

License Number _____ List Electrical Contractor for all HVAC Replacements _____ Telephone - Include Area Code _____ Estimated Cost _____

SCHEDULE OF INSPECTION FEES

1 & 2 FAMILY - NEW BUILDING/ADDITION			
Base Fee	EACH	COUNT	FEE
	\$35.00		
Plus	\$.025/Sq. Ft. For All Areas	Sq. Ft.	

COMMERCIAL - NEW BUILDING/ADDITION			
Base Fee	EACH	COUNT	FEE
	\$35.00		
Plus	\$.035/Sq. Ft. For All Areas	Sq. Ft.	

REPLACEMENT, MODIFICATIONS AND MISC. ITEMS - BOTH 1 & 2 FAMILY AND COMMERCIAL			
Gas, Oil or Alternative Fuel Furnace and Boiler - 1st 150,000 BTU	\$30.00		
Each additional 50,000 BTU or fraction thereof	\$10.00		
Air Conditioning - 1st 3 Tons	\$30.00		
Each additional Ton or fraction thereof	\$10.00		
Heating and A/C Distribution Systems (Ductwork) or Alteration	\$2 per 100 sq. ft. of area of conditioned space	Sq. Ft.	
Fireplace and Wood Burning Stove	\$30.00		
Commercial Exhaust Hoods and Exhaust Systems	\$50.00 per unit		
Commercial Permanently Installed Wall Units	\$30.00		
Other			

Minimum Permit Fee.....\$30.00 Reinspection Fee.....\$30.00 each Failure to call for inspection.....\$30.00 each DOUBLE FEES WILL BE CHARGED IF WORK IS STARTED BEFORE PERMIT IS ISSUED	INSPECTIONS NEEDED <input type="checkbox"/> Rough <input type="checkbox"/> Final Municipality No. - - - -
---	--

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, of the Department, Municipality, Agency or Inspector; and certifies that all the above information is accurate. Have Permit/Application number and address when requesting inspections. Call (262) 544-8280 or 1-800-422-5220. Give at least 24 hours notice on all inspections.

SIGNATURE OF APPLICANT _____ **DATE** _____

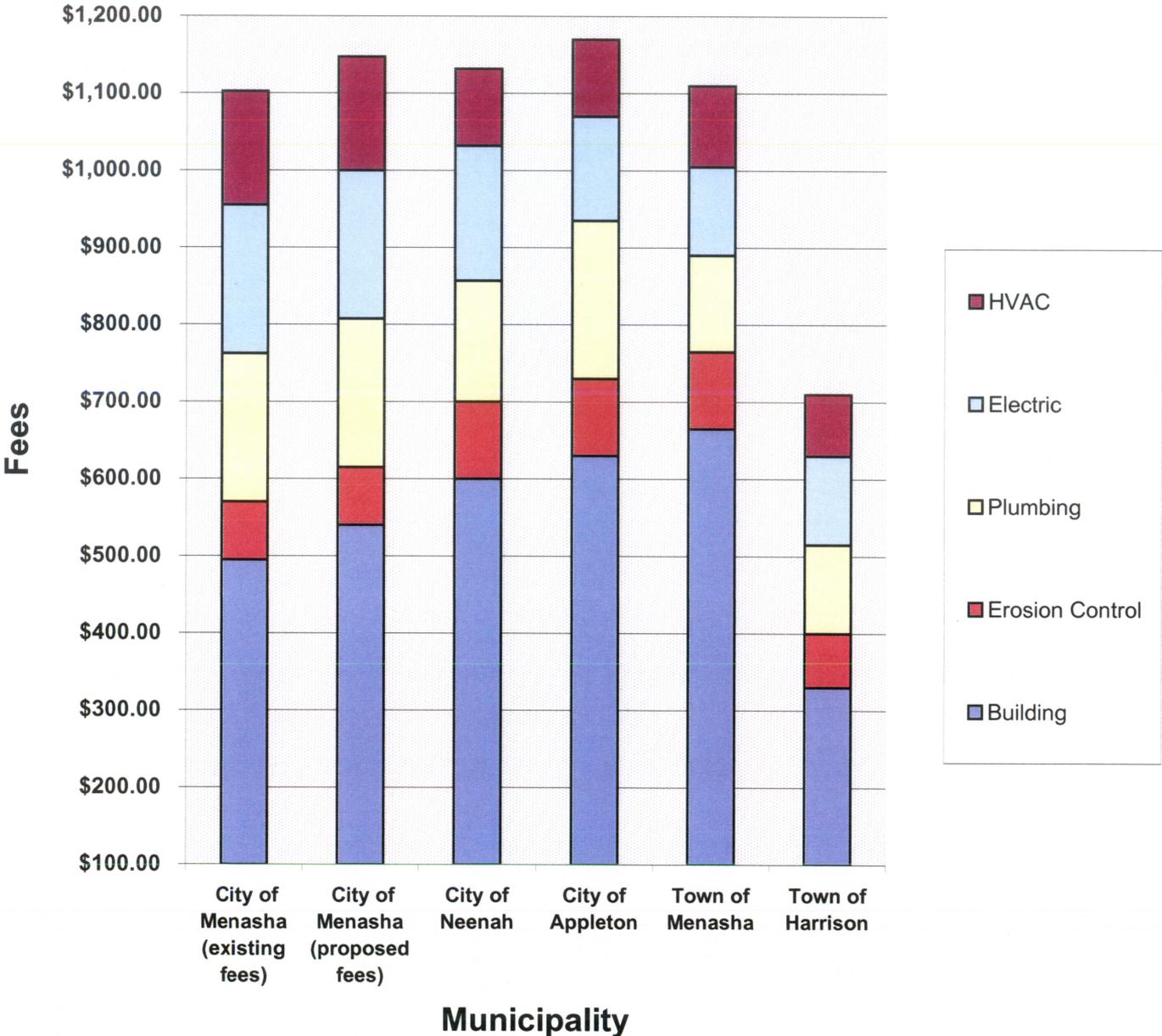
CONDITIONS OF APPROVAL This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. Commercial, and buildings housing over two families shall have STATE APPROVED heating plans with this application. Residential heating plans, heat loss calculations and specifications of the equipment to be installed with this application.

FEES:	RECEIPT	PERMIT EXPIRATION;	PERMIT ISSUED BY MUNICIPAL AGENT:
Inspection Fee _____	CK # _____	Permit expires two years from date issued unless municipal ordinance is more restrictive.	Name _____
Administration Fee _____	Date _____		Date _____
Other _____	Amt _____		Certification No. _____
Total _____	From _____		
	Rec. By _____		

	City of Menasha (existing fees)	City of Menasha (proposed fees)	City of Neenah	City of Appleton	Town of Menasha	Town of Harrison
Building	\$ 495.00	\$ 540.00	\$ 600.00	\$ 630.00	\$ 665.00	\$ 330.00
Erosion Control	\$ 75.00	\$ 75.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 70.00
Plumbing	\$ 192.50	\$ 192.50	\$ 157.00	\$ 205.00	\$ 125.00	\$ 115.00
Electric	\$ 192.50	\$ 192.50	\$ 175.00	\$ 135.00	\$ 115.00	\$ 115.00
HVAC	\$ 147.50	\$ 147.50	\$ 100.00	\$ 100.00	\$ 105.00	\$ 80.00
Total:	\$ 1,102.50	\$ 1,147.50	\$ 1,132.00	\$ 1,170.00	\$ 1,110.00	\$ 710.00

Building Permit Fees

2,500 Square Foot Home Valued at \$200,000*



* Assumptions 2,500 sq ft Home, 1,200 sq ft Basement, 800 sq ft Attached Garage, \$200,000 Value



Memorandum

DATE: January 28, 2009

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Change Order No. 1A – Insituform Technologies, USA, Inc.; 97 Day Time Extension to March 15, 2009

Attached is a copy of proposed Change Order No. 1A for Contract E145-07-01A, Sanitary Sewer Lining. At the January 19, 2009 Board of Public Works meeting, a change order extending the contract time by 38 days was recommended to the Common Council for approval. Due to some questions at the Board meeting from Ald. Taylor about work being done on Broad Street, I checked with our consultant who informed me there was still remaining work to be done on this contract. Therefore, the 38 day contract extension change order should be tabled, and the Board should consider Change Order No. 1A extending the contract time by 97 days.

The remaining work on this contract involves sanitary sewer lateral sealing at the connection to the main sewer. This work should only be done when the air temperature exceeds 10 degrees. Because of the below normal temperatures generally experienced during December and January, the contractor's work was limited during this period. The 97 day extension provides sufficient time to complete the lateral sealing work as well as any remaining punch list items and closeout documentation for this Clean Water Fund project.

There are no monetary consequences to this change order. It is my recommendation that this be advanced to the Council for approval.

CHANGE ORDER NO. CO-1450701A-01 DATE December 8, 2008

KAEMPFER & ASSOCIATES, INC. PROJECT: WASTEWATER COLLECTION SYSTEM
Consulting Engineers REHABILITATION IMPROVEMENTS PHASE 3
Post Office Box 150 OWNER: CITY OF MENASHA
650 East Jackson Street 140 Main Street
Oconto Falls, WI 54154 Menasha, WI 54952

OWNER'S PROJECT NO.: _____ ENGINEER'S PROJECT NO.: E145-05.11

CONTRACTOR: INSITUFORM TECHNOLOGIES CONTRACT DATE: November 14, 2007
USA, INC. COMPLETION DATE: December 8, 2008
REVISED COMPLETION DATE: March 15, 2009

ADDRESS: 12897 Main Street
Lemont, Illinois 60439

CONTRACT: E145-07-01A, Sanitary Sewer Lining

You are directed to make the changes noted below in the above contract and this Change Order becomes a part of your contract, subject to all the conditions thereof;

NATURE OF CHANGE: The Contractor is granted a ⁹⁷~~30~~ day time extension to complete punch list items, for processing change order for revised quantities, and completion all closeout documentation.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 97 DAYS
Enclosures: Insituform Technologies USA, Inc. letter dated November 12, 2008

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	<u>\$1,582,723.00</u>
Net (Increase/Decrease) Resulting from this Change Order	<u>0.00</u>
Current Price, including this Change Order	<u>\$1,582,723.00</u>

The above changes are approved:

FOR THE ENGINEER: By: Taryn S. Nall Date: 1/19/09
Taryn S. Nall, P.E.

FOR THE OWNER: By: _____ Date: _____
Mark Radtke, P.E., Director of Public Works

The above changes are accepted:

FOR THE CONTRACTOR: INSITUFORM TECHNOLOGIES USA, INC.
By: Michael A. Smyth Date: 1/14/09
Michael Smyth, Project Manager

MONTHLY STATEMENT OF UNIT PRICE CONTRACT AMOUNT

Request for: Partial Payment No. PR-1450701A-08 Date: January 26, 2009
(Partial/Final)

Project: Wastewater Collection System Rehabilitation Improvements, Phase 3

Owner: City of Menasha

Contractor: Insituform Technologies USA, Inc. E145-05.11

Original Contract Amount as Bid:	\$1,582,723.00
*(ADD)(DEDUCT) by Revised Quantities:	\$0.00
*Amount Added by Change Order:	\$0.00
*Amount Deducted by Change Order:	\$0.00
TOTAL CONTRACT THIS DATE:	\$1,582,723.00
Value of Work Completed to Date:	\$1,520,282.00
Less <u>2.5</u> Per Cent Retainable: OF TOTAL CONTRACT THIS DATE	(\$39,568.08)
Net Total:	\$1,480,713.92

Project on Schedule: X YES _____ NO 96 % Complete

Record of Previous Payments:

1	<u>\$186,051.80</u>	<u>4/8/08</u>	6	<u>\$214,933.00</u>	<u>9/5/08</u>	11	_____	_____
2	<u>\$171,410.40</u>	<u>6/27/08</u>	7	<u>\$212,047.00</u>	<u>12/5/08</u>	12	_____	_____
3	<u>\$252,779.80</u>	<u>6/27/08</u>	8	_____	_____	13	_____	_____
4	<u>\$197,035.92</u>	<u>7/7/08</u>	9	_____	_____	14	_____	_____
5	<u>\$185,406.00</u>	<u>8/5/08</u>	10	_____	_____	15	_____	_____

Amount Previously Paid: \$1,419,663.92

AMOUNT DUE THIS REQUEST: \$61,050.00

This is to certify that, in accordance with the terms of the Contract, the Contractor is entitled to a payment in the amount requested.

Engineer's Approval for Payment

Owner's Approval for Payment

BY: Taryn S. Nall
Taryn S. Nall, P.E.
KAEMPFER & ASSOCIATES, INC.

BY: _____
Mark Radtke, P.E., Dir. of Public Works
CITY OF MENASHA

* See Unit Price Contract Spreadsheet

Unit Price Contract E145-07-01A Sanitary Sewer Lining January 20, 2009												
PROJECT: Wastewater Collection System Rehabilitation Improvements Phase 3 OWNER: City of Menasha CONTRACTOR: Insituform Technologies USA, Inc.												
ITEM NO.	DESCRIPTION	UNITS	UNIT PRICE	BID QTY.	BID TOTAL	PREVIOUSLY REQUESTED		CURRENT REQUEST		REVISED * QUANTITY	TOTAL	ADD (+) DEDUCT (-)
						QTY.	TOTAL	QTY.	TOTAL			
1A	21-inch sanitary sewer CIPP lining	LF	\$64.00	1,006	\$64,384.00	1,006	\$64,384.00		\$0.00	1,006	\$64,384.00	\$0.00
2A	18-inch sanitary sewer CIPP lining	LF	\$44.00	7,643	\$336,292.00	7,318	\$321,992.00		\$0.00	7,318	\$321,992.00	-\$14,300.00
3A	15-inch sanitary sewer CIPP lining	LF	\$37.00	2,547	\$94,239.00	2,939	\$108,743.00		\$0.00	2,939	\$108,743.00	\$14,504.00
4A	12-inch sanitary sewer CIPP lining	LF	\$31.00	13,417	\$415,927.00	13,075	\$405,325.00		\$0.00	13,075	\$405,325.00	-\$10,602.00
5A	10-inch sanitary sewer CIPP lining	LF	\$27.00	6,546	\$176,742.00	7,432	\$200,664.00		\$0.00	7,432	\$200,664.00	\$23,922.00
6A	8-inch sanitary sewer CIPP lining	LF	\$24.00	14,650	\$351,600.00	13,461	\$323,064.00		\$0.00	13,461	\$323,064.00	-\$28,536.00
7A	Pressure inject grouting lateral connection	EA	\$300.00	220	\$66,000.00	0	\$0.00	161	\$48,300.00	161	\$48,300.00	-\$17,700.00
8A	Pressure inject grout material as specified in Article C2.18	GAL	\$25.00	580	\$14,500.00	0	\$0.00	510	\$12,750.00	510	\$12,750.00	-\$1,750.00
OPTIONAL WORK ITEMS												
9A	12-inch sanitary sewer CIPP lining on Melissa St.	LF	\$30.00	399	\$11,970.00	0	\$0.00		\$0.00	0	\$0.00	-\$11,970.00
10A	10-inch sanitary sewer CIPP lining on Jefferson Street and Brighton Drive	LF	\$28.00	698	\$19,544.00	695	\$19,460.00		\$0.00	695	\$19,460.00	-\$84.00
11A	8-inch sanitary sewer CIPP lining on Eighth Street and Harding Street	LF	\$25.00	879	\$21,975.00	624	\$15,600.00		\$0.00	624	\$15,600.00	-\$6,375.00
12A	Pressure inject grouting lateral connection	EA	\$300.00	26	\$7,800.00	0	\$0.00		\$0.00	0	\$0.00	-\$7,800.00
13A	Pressure inject grout material as specified in Article C2.18	GAL	\$25.00	70	\$1,750.00	0	\$0.00		\$0.00	0	\$0.00	-\$1,750.00
TOTAL, PART A ITEMS 1A THROUGH 13A						\$1,582,723.00				\$61,050.00	\$1,520,282.00	-\$62,441.00

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MONTHLY STATEMENT OF UNIT PRICE CONTRACT AMOUNT

Request for: FINAL Payment No. PR-1450701B-03 Date: August 29, 2008
(~~Partial~~/Final)

Project: Wastewater Collection System Rehabilitation Improvements, Phase 3

Owner: City of Menasha

Contractor: National Power Rodding Corporation E145-05.11

Original Contract Amount as Bid:	<u>\$150,459.73</u>
*(ADD)(DEDUCT) by Revised Quantities:	<u>(\$46,702.11)</u>
*Amount Added by Change Order:	<u>\$2,500.00</u>
*Amount Deducted by Change Order:	<u>\$0.00</u>
TOTAL CONTRACT THIS DATE:	<u>\$106,257.62</u>
Value of Work Completed to Date:	<u>\$106,257.62</u>
Less <u>0</u> Per Cent Retainable:	<u>\$0.00</u>
Net Total:	<u>\$106,257.62</u>

Project on Schedule: X YES NO 100 % Complete

Record of Previous Payments:

1	<u>\$29,789.43</u>	<u>5/30/08</u>	6	<u> </u>	<u> </u>	11	<u> </u>	<u> </u>
2	<u>\$70,206.70</u>	<u>8/29/08</u>	7	<u> </u>	<u> </u>	12	<u> </u>	<u> </u>
3	<u> </u>	<u> </u>	8	<u> </u>	<u> </u>	13	<u> </u>	<u> </u>
4	<u> </u>	<u> </u>	9	<u> </u>	<u> </u>	14	<u> </u>	<u> </u>
5	<u> </u>	<u> </u>	10	<u> </u>	<u> </u>	15	<u> </u>	<u> </u>

Amount Previously Paid: \$99,996.13

AMOUNT DUE THIS REQUEST: \$6,261.49

This is to certify that, in accordance with the terms of the Contract, the Contractor is entitled to a payment in the amount requested.

Engineer's Approval for Payment

Owner's Approval for Payment

BY: Taryn S. Nall
Taryn S. Nall, P.E.
KAEMPFER & ASSOCIATES, INC.

BY: Mark Radtke
Mark Radtke, P.E., Dir. of Public Works
CITY OF MENASHA

Unit Price Contract
 E145-07-01B Sanitary Sewer Rehabilitation
 August 29, 2008

PROJECT: Wastewater Collection System Rehabilitation Improvements Phase 3
 OWNER: City of Menasha
 CONTRACTOR: National Power Rodding Corporation

ITEM NO.	DESCRIPTION	UNITS	UNIT PRICE	BID QTY.	BID TOTAL	PREVIOUSLY REQUESTED		CURRENT REQUEST		REVISED * QUANTITY	TOTAL	ADD (+) DEDUCT (-)
						QTY.	TOTAL	QTY.	TOTAL			
1B	12-inch sanitary sewer CIPP spot lining	LF	\$330.72	41	\$13,559.52	40	\$13,228.80		\$0.00	40	\$13,228.80	-\$330.72
2B	10-inch sanitary sewer CIPP spot lining	LF	\$352.18	4	\$1,408.72	5	\$1,760.90		\$0.00	5	\$1,760.90	\$352.18
3B	8-inch sanitary sewer CIPP spot lining	LF	\$274.67	83	\$22,797.61	92	\$25,269.64		\$0.00	92	\$25,269.64	\$2,472.03
4B	Pressure inject grouting lateral connection on spot lined segments	EA	\$1,200.00	10	\$12,000.00	0	\$0.00		\$0.00	0	\$0.00	-\$12,000.00
5B	Pressure inject grout material for lateral connections as specified in Article C2.18	GAL	\$8.00	50	\$400.00	0	\$0.00		\$0.00	0	\$0.00	-\$400.00
6B	Pressure testing joints in 27-inch sanitary sewer	EA	\$53.33	480	\$25,598.40	466	\$24,851.78		\$0.00	466	\$24,851.78	-\$746.62
7B	Pressure inject grouting joints and cracks in 27-inch sanitary sewer	EA	\$20.00	240	\$4,800.00	44	\$880.00		\$0.00	44	\$880.00	-\$3,920.00
8B	Pressure testing joints in 21-inch sanitary sewer	EA	\$51.60	124	\$6,398.40	120	\$6,192.00		\$0.00	120	\$6,192.00	-\$206.40
9B	Pressure inject grouting joints and cracks in 21-inch sanitary sewer	EA	\$15.00	62	\$930.00	116	\$1,740.00		\$0.00	116	\$1,740.00	\$810.00
10B	Pressure inject grout material for joints and cracks as specified in Article C2.18	GAL	\$7.00	3,000	\$21,000.00	631	\$4,417.00		\$0.00	631	\$4,417.00	-\$16,583.00
11B	Root removal in 21-inch sanitary sewer	LF	\$12.50	207	\$2,587.50	207	\$2,587.50		\$0.00	207	\$2,587.50	\$0.00
12B	Root treatment in 21-inch sanitary sewer	LF	\$25.94	207	\$5,369.58	0	\$0.00		\$0.00	0	\$0.00	-\$5,369.58
13B	Wall repair of precast manhole	EA	\$500.00	3	\$1,500.00	3	\$1,500.00		\$0.00	3	\$1,500.00	\$0.00
14B	Pressure grout injection of lift holes in precast	EA	\$150.00	1	\$150.00	1	\$150.00		\$0.00	1	\$150.00	\$0.00
15B	Pressure grout injection of precast manhole joint	EA	\$300.00	18	\$5,400.00	19	\$5,700.00		\$0.00	19	\$5,700.00	\$300.00
16B	Pressure grout injection of sanitary sewer connection in manholes	EA	\$300.00	13	\$3,900.00	14	\$4,200.00		\$0.00	14	\$4,200.00	\$300.00
17B	Pressure grout injection material as specified in Article C2.19	GAL	\$8.00	330	\$2,640.00	410	\$3,280.00		\$0.00	410	\$3,280.00	\$640.00
18B	Invert construction in sanitary manhole	EA	\$1,200.00	2	\$2,400.00	2	\$2,400.00		\$0.00	2	\$2,400.00	\$0.00
19B	Obstruction removal in 48-inch sanitary sewer	EA	\$1,000.00	1	\$1,000.00	1	\$1,000.00		\$0.00	1	\$1,000.00	\$0.00
20B	Obstruction removal in 21-inch sanitary sewer	EA	\$1,000.00	1	\$1,000.00	1	\$1,000.00		\$0.00	1	\$1,000.00	\$0.00
21B	Obstruction removal in 18-inch sanitary sewer	EA	\$900.00	1	\$900.00	1	\$900.00		\$0.00	1	\$900.00	\$0.00
22B	Obstruction removal in 12-inch sanitary sewer	EA	\$300.00	5	\$1,500.00	1	\$300.00		\$0.00	1	\$300.00	-\$1,200.00
23B	Obstruction removal in 8-inch sanitary sewer	EA	\$300.00	11	\$3,300.00	8	\$2,400.00		\$0.00	8	\$2,400.00	-\$900.00
OPTIONAL WORK ITEMS												
24B	27-inch sanitary sewer CIPP spot lining on easement west of Racine Street and on easement west of Milwaukee Street	LF	\$620.00	16	\$9,920.00	0	\$0.00		\$0.00	0	\$0.00	-\$9,920.00
TOTAL, PART B ITEMS 1B THROUGH 24B							\$103,757.62		\$0.00		\$103,757.62	-\$46,702.11

*This estimate based on _____ Estimated Quantity ___X___ Field Measured Quantity

Unit Price Contract										
E145-07-01B Sanitary Sewer Rehabilitation										
August 29, 2008										
PROJECT: Wastewater Collection System Rehabilitation Improvements Phase 3					OWNER: City of Menasha					
CONTRACTOR: National Power Rodding Corporation										
ITEM NO.	DESCRIPTION	UNITS	UNIT PRICE	BID QTY.	BID TOTAL	PREVIOUSLY REQUESTED	CURRENT REQUEST	REVISED * QUANTITY	TOTAL	ADD (+) DEDUCT (-)
CHANGE ORDER #CO-1450701B-03										
	Extra work to mobilize and perform sewer televising to confirm spot CIPP lining work required on the 27-inch diameter interceptor sewer.	EA	\$2,500.00	1	\$2,500.00	0	\$0.00	1	\$2,500.00	\$0.00
	TOTAL CHANGE ORDER #CO-1450701B-03				\$2,500.00		\$0.00		\$2,500.00	\$0.00
	TOTAL CONTRACT AMOUNT TO DATE				\$152,959.73		\$103,757.62		\$106,257.62	-\$46,702.11
CHANGE ORDER #CO-1450701B-04										
	Revised quantities			1	-\$46,702.11		\$0.00		\$0.00	\$46,702.11
	TOTAL CHANGE ORDER #CO-1450701B-04				-\$46,702.11		\$0.00		\$0.00	\$46,702.11
	TOTAL CONTRACT AMOUNT TO DATE				\$106,257.62		\$103,757.62		\$106,257.62	\$0.00

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Memorandum

DATE: January 29, 2009

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: SEH Agreements

There are three proposed agreements before you for which I am recommending approval on to the Common Council. These agreements involve services to the City of Menasha from SEH for maintenance of our storm water management program in compliance with our WisDNR permit.

The master agreement provides the City with the means to access all contracted services (covered in the two service addenda) using a web browser and internet access. This agreement outlines the provisions for technical support services and specifies the terms of service provision for all applicable contracted services.

The service addendum for PermiTrack MS4 will allow the City to maintain electronic records of all our required WisDNR MS4 permit obligations. It includes a customized report generation capability to address specific minimum control measures, tracks goals and activities for various projects and also tracks reporting periods as required for program management and reporting. We are required to prepare and submit a comprehensive annual report to the DNR that details the City's efforts in seven required permit components. This web based software will allow us to input reporting data, track progress of goals and activities and prepare various customized reports. The total contract amount will not exceed \$2,032 for 2009 and will not exceed \$1,344 per year through 2012.

The service addendum for PermiTrack ESC will allow the City to administer it's erosion and sediment control program online with a map based interface which may be accessible by the public for purposes of viewing project information and generating feedback messages to the City regarding construction site issues. Information may be uploaded from the field project location as we complete our necessary regular inspections for compliance with our erosion and sediment control ordinance. This is extremely useful application software for both Engineering and Community Development departments. There is a one time setup and training fee of \$2,500 to establish the City as a user within this application. The projected annual contract amount will vary depending on the volume of projects ongoing in the City. I would estimate the typical annual cost to range between \$2,500 and \$5,000. These costs were included in the 2009 Storm Water Utility budget.



MASTER AGREEMENT FOR SEH CLIENT PORTAL SERVICES

This Agreement is made between **Short Elliott Hendrickson, Inc. (SEH)** and **City of Menasha, Wisconsin** hereafter referred to as the ("**City**") and effective beginning January 1, 2009. This *Master Agreement for SEH Client Portal Services (Agreement)* shall reference the supplemental *Service Addendum(s)* attached at the end of this Agreement. The *Service Addendum(s)* shall identify specific products, contract duration, terms and compensation.

In consideration of the **City** retaining **SEH** to provide and maintain SEH Client Portal Services, it is agreed as follows:

1. Scope of Services

The **City** hereby retains SEH and SEH hereby agrees to provide and maintain the SEH Client Portal Services. These services will be delivered via the Internet and will be further defined in the following paragraphs and authorized *Service Addendum(s)*. The **City** agrees to pay SEH in accordance with the terms of the *Service Addendum(s)* attached at the end of this Agreement or subsequently authorized.

2. Providing Service

The SEH Client Portal Service will provide the **City** with the means to access all contracted services using a web browser and their Internet access. The type(s) of service that this Agreement covers is defined in the authorized *Service Addendum(s)*. This Agreement does not include provision or maintenance of the **City's** connection to the Internet.

Technical Application Support (TAS) is defined as providing assistance on how to use the application from a technology perspective within the web browser. (i.e.-The end user of the application does not understand how to use the application command structure.)

The service also includes:

- TAS for City provided via a "Request Technical Help" link within the application.
- TAS for City system administrators provided by phone and direct email.
- Archival of databases upon request and not to exceed once each month.
- Any upgrades developed during the term of the Agreement.

3. Product Support

SEH will provide up to four (4) hours of TAS per month during the duration of this Agreement. Additional TAS, in excess of the aforementioned four (4) hours per month, will be billed at the rate of \$90/hour and will be billed in fifteen (15) minute increments.

4. Product Training

Training sessions can be substituted for a month's TAS work twice annually each Agreement term. This substitution is limited to eight (8) hours of training time per year. Additional time and expenses allocated in order to carry out a training session will be negotiated in a separate contract. This training is additional to any initial training included in any authorized *Service Addendum* for a specific portal application.

5. Ownership of System and Data

The **City** acknowledges that all program files are the sole ownership of SEH and SEH acknowledges that all **City**-provided data is the sole ownership of the **City**. SEH reserves the right to download the database files for maintenance and backup purposes.



MASTER AGREEMENT FOR SEH CLIENT PORTAL SERVICES

6. Use of System

SEH grants the **City** unlimited use of the administrative portion of their system by a limited number of **City** employees. The **City** is not authorized to give any other organization administrative access to the system or otherwise share the system with anyone outside the **City** organization unless specifically defined by authorized *Service Addendum(s)*. SEH reserve the right to cancel service if this is not observed.

7. Confidentiality of Agreement

SEH recognizes and acknowledges that this Agreement creates a confidential relationship between SEH and the **City** and that information concerning the **City's** business affairs is confidential in nature. All such information concerning the **City** is hereinafter collectively referred to as "Confidential Information." SEH recognizes and understands that Wisconsin Statute 19.35 may require the **City** to release information.

8. Non-Disclosure

SEH agrees that, except as directed by the **City**, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement it will turn over to the **City** database files, documents, papers, and other matter in its possession or control that relate to the **City**.

9. Contract Extension

Upon conclusion of the identified contract term in the *Service Addendum(s)*, this contract will be automatically renewed for a subsequent twelve (12) month period. Any additional negotiations related to the extension of this Agreement, will be completed at least thirty (30) days prior to the expiration date of this Agreement. The terms of extension will be provided to the **City** via electronic mail in an Annual Renewal Notice.

10. Permits & Licenses

SEH shall, at its expense, procure all licenses and permits which are required to lawfully render the services and agree to comply with all the statutes, ordinances and regulations which are applicable to the conduct of its services hereunder.

11. Choice of Law

This Agreement shall be executed in connection herewith shall be construed and governed by the laws of the State of Wisconsin and shall be binding upon and inure to the benefit of the parties hereto. The parties agree to submit to the jurisdiction of the courts within the State of Wisconsin.

12. Remedies for Breach

If either party breaches the above Agreement, the offended party shall have the right to apply to a court of competent jurisdiction for an injunction to restrain the offending party from employing such actions and for an order to enforce the terms of this section so breached.

13. Termination

If one party (offending party) breaches one or more obligations hereunder, the other party (offended party) shall give the offending party notice which shall specify the nature of the breach. The offending party shall then have thirty (30) days from the receipt of such notice to remedy the breach for which such notice has been given. If at the end of such thirty (30) day period, the Offending party has not cured the breach, the Offended party may thereupon terminate this Agreement by giving the offending party a written notice of termination and at the expiration of the 14th day following the delivery of



MASTER AGREEMENT FOR SEH CLIENT PORTAL SERVICES

such notice, the Agreement shall be deemed to be terminated and the offended party shall be relieved from further performance of its obligations hereunder.

A. Termination by SEH

Notwithstanding the previous section, SEH may terminate this Agreement upon 30 days prior written notice if the City fails to pay SEH in accordance with the provisions of above Agreement.

B. Termination by City

The City may terminate this Agreement when it determines that termination is in the best interests of the City by giving SEH 30 days written notice of the termination. If the Agreement is terminated per this section, SEH shall be paid its fee for all services rendered to date of termination.

14. Severability Clause

If a court holds any part, term, or provision of the Agreement to be unenforceable, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision. The parties agree that any Agreement by the City to indemnify shall be construed to be enforceable to the maximum extent allowed by law.

15. Headings

The headings that appear in this Agreement have been inserted for the purpose of convenience and ready reference. They are not intended to and shall not be deemed to define, limit or extend the scope or intent of any provision thereof.

16. The City's Authority

The City represents and warrants to SEH that the City has the requisite power and authority to enter into and perform the terms of this Agreement and that the City has done and will continue to do all things necessary so that this Agreement will be valid, binding, and legally enforceable upon the City.

17. Assignments

This Agreement is not assignable by either party without the prior written consent of the other party, except for an assignment by either party to a parent or a controlled subsidiary or that party.

18. Limitation of Claims

Claims of either party against the other not presented to the other party in writing within one year of the date of discovery of the basis of the claim or the time allowed in the applicable statute of limitations, whichever is longer.

19. Consequential Damages

The parties agree that in no case shall SEH or the City be liable for any loss of business, consequential, or indirect damages.

20. Entire Agreement and Notice

This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and if sent by certified or registered mail.



SEH Portal Application Services

Service Addendum 2: *PermiTrack*_{MS4}

INTRODUCTION

*Service Addendum 2: PermiTrack*_{MS4} product for SEH Client Portal Services (Service Addendum 2) supplements the *Master Agreement for SEH Client Portal Services* between the City of Menasha, WI (City) and SEH, Inc. (SEH), effective January 1, 2009 (**Master Agreement**). This document establishes the purpose, scope of services, capabilities and features, compensation, effective date, term and other specific conditions related to provision of SEH Client Portal Services.

1. PURPOSE

The purpose of Service Addendum 2 is to define a web based information management application (*PermiTrack*_{MS4}) provided through SEH Client Portal Services for entry, administration and reporting of City stormwater management permit information as required to comply with the City of Menasha's Wisconsin Pollutant Discharge Elimination System (WPDES) Municipal Storm Water Permit No. WI-S050075-1.

2. SCOPE OF SERVICES

SEH will provide *PermiTrack*_{MS4} as a Client Portal Service for entry, administration and reporting of information in support of programs and activities required under the referenced WPDES permit using web access. *PermiTrack*_{MS4} provides an information management structure for administration of the City's storm water management program that is consistent with the structure of the permit, stormwater management plan, policies, programs and practices.

*PermiTrack*_{MS4} includes a customized report generation capability that can address specific minimum control measures, best management practices, goals and activities for specific assignees and reporting periods as required for program management and reporting.

Service Addendum 2 authorizes a maximum of ten (10) concurrent users, each able to independently use *PermiTrack*_{MS4} from separate locations with Internet access.

SEH will populate the City's *PermiTrack*_{MS4} information database from information contained in the referenced permit as the basis for ongoing stormwater program administration. This base structure will support full development of the City's program information and development of measurable goals and activity reports. SEH will supplement the base structure with information provided by City staff as available to begin using the application. Professional services to review or revise the City's storm water management program data or information are not included in this contract.

SEH will provide initial training for the City's designated administrator and key users. The training will consist of three phases, all conducted in a location designated by the City and using the City's initial information within *PermiTrack*_{MS4}:

- Initial Demonstration – SEH will conduct an overview and demonstration of *PermiTrack*_{MS4} capabilities, features and operation to provide a broad perspective and understanding of the application for program administration and permit reporting. This training is intended for all identified users of the application and is expected to take approximately one hour.
- Administrator/ Key User Training – SEH will guide the City's designated application administrator through the various components and functions as he/ she sets up *PermiTrack*_{MS4} for use by City staff. Following this session, SEH will work with users selected by the City for training specific to their intended level of operation and guide them through the relevant *PermiTrack*_{MS4} uses and features. All training will be done using



SEH Portal Application Services

Service Addendum 2: *PermiTrack*_{MS4}

City materials and documents to build upon the base setup. This phase of the training is expected to take about 4 hours.

- Follow-up Training – SEH will provide a second training session six to eight weeks after completion of the initial training to strengthen initial user skills and to train other users if identified by the designated administrator. This phase of the training is expected to take no more than 2 hours.

The cost of this training is included in the initiation fee; this training is in addition to ongoing training and Technical Application Support (TAS) as defined in the Master Agreement.

3. CAPABILITY AND FEATURES

*PermiTrack*_{MS4} provides these key capabilities and features:

- Ability for a City *PermiTrack*_{MS4} administrator to establish individual users within the application, each representing their respective departments or interests as they relate to activity within the City's Municipal Storm Water Permit Program.
- Ability to expand or modify the information managed within *PermiTrack*_{MS4} including the ability to upload and store project documents (permits, design files, activity reports, construction drawings and other files) as supporting information.
- Ability to use existing templates as data input forms for common stormwater management program functions. SEH will provide access to standard data form templates year for the City within the scope of this Addendum.
- All data will be centrally maintained on secured web server equipment with systematic daily record backup.
- *PermiTrack*_{MS4} will support assignment and tracking of each specific section of the Municipal Storm Water Permit program, including measurable goals, to designated individuals. This feature is further supported with the option of automated email notification for specific assignments to the designated assignee.
- A report filter within *PermiTrack*_{MS4} will facilitate generation of customized reports by type and status of activity, activity dates and designated assignees, resulting in an Adobe Acrobat formatted report.
- A "Publish" option will generate a comprehensive report of all Municipal Storm Water Permit Program information in *PermiTrack*_{MS4}, accessible via a website link (URL). The document, when viewed online using a commonly available Adobe Acrobat Reader utility, provides viewing or download access to all uploaded supporting documents.
- Additional capacities and features as developed and deployed in subsequent *PermiTrack*_{MS4} updates or releases are included as part of this service through the term of Service Addendum 1 and any subsequent extensions.

4. SERVICE LEVEL

The SEH Client Portal Service will be available and working 99.9% of the time between the hours of 7:00 AM and 7:00 PM Monday through Friday, excluding national holidays. The SEH Client Portal Service will also be available at other times, but system 'down-time' will not be eligible for Credits as described in Section 6 labeled Credits below.



SEH Portal Application Services

Service Addendum 2: *PermiTrack*_{MS4}

5. CREDITS

In the event that there is a lack of availability of the SEH Client Portal Service during the time periods identified in Section 4 of this Service Addendum, SEH will credit the monthly/annual Ongoing Service (OS) Fee for the outage period as calculated below and as measured by a third party (Keynote Red Alert), who is independently contracted by SEH for this purpose. Outages will be computed by determining a percentage of downtime based upon the stated hours of availability and a monthly outage report received from Keynote Red Alert. Credits will be applied in accordance with the schedule identified below, with the maximum credit not to exceed the monthly service charge for the affected month:

Service Availability	Credit
99.9% and above	No credit applied
98.0% up to 99.9%	10%
95.0% up to 98.0%	25%
90.0% up to 95.0%	50%
Below 90.0%	100%

If applicable, these credits will be automatically deducted from the monthly/annual OS fee as indicated on the City's monthly invoice.

If, upon review of the monthly invoice, the City determines that an applicable credit was NOT applied for eligible down time, the City must request a credit within ten (10) business days of the date of the invoice. The City must request credit by sending an electronic mail message to Jason Sprague, Director of Web Portal Services, at jsprague@sehinc.com.

For security reasons, the body of this message must contain the City's invoice number as shown on its invoice, the dates and times of the unavailability of the Service, and such other client identification requested by SEH Credits will usually be applied within sixty (60) days of the City's credit request. Credit to the City's account shall be its sole and exclusive remedy in the event that there is no availability.

6. CREDIT RESTRICTIONS

Credit shall not be provided to the City in the event that it experiences a lack of Availability resulting from (i) scheduled maintenance as posted from time to time on the portal site, (ii) City's behavior or the performance or failure of its equipment, facilities or applications, or (iii) circumstances beyond SEH reasonable control, including, without limitation, acts of any governmental body, war, insurrection, sabotage, embargo, fire, flood, strike or other labor disturbance, interruption of or delay in transportation, unavailability of interruption or delay in telecommunications or third party services (including DNS propagation), failure of third party software or hardware or inability to obtain raw materials, supplies, or power used in or equipment needed for provision of City's Service.

7. COMPENSATION

The City agrees to pay SEH as follows.

Initiation and Training Fee – Based on the initiation and training activities included in Service Addendum 1, \$800 on a lump sum basis, invoiced immediately following initial training.

Ongoing Service (OS) Charges - The Ongoing Service (OS) charges for application access and support are \$112.00/ month from February 1, 2009 through December 31, 2012. Invoicing for these services will be submitted quarterly unless otherwise designated by the City.



SEH Portal Application Services

Service Addendum 1: *PermiTrack*_{ESC}

INTRODUCTION

*Service Addendum 1: PermiTrack*_{ESC} product for SEH Client Portal Services (Service Addendum 1) supplements the *Master Agreement for SEH Client Portal Services* between the City of Menasha, WI (City) and SEH, Inc. (SEH), effective January 1, 2009, (**Master Agreement**). This document establishes the purpose, scope of services, capability and features, compensation, effective date, term and other specific conditions related to provision of SEH Client Portal Services.

1. PURPOSE

The purpose of Service Addendum 1 is to define a web-based erosion/ sediment control permit tracking application (*PermiTrack*_{ESC}) provided through SEH Client Access Portal services for administration, reporting and publication of permitted construction project information and erosion control inspections.

2. SCOPE OF SERVICES

SEH will provide *PermiTrack*_{ESC} as a Client Portal Service for managing construction project level information related to erosion and sediment control permits and regulations. This includes unlimited Internet access by the City to set up and administer the program and by non-City users on a permit-specific basis as designated by the City within the application. The application also includes a map-based user interface for public access that can be enabled at the City's option.

*PermiTrack*_{ESC} provides all users with access to view project information summaries, inspection reports and related project support documents. Access to these documents is also available to the general public through a map-based interface, if enabled by the City. Service Addendum 1 further authorizes:

- City staff or City-delegated individual(s) responsible for managing the City's use of *PermiTrack*_{ESC}, with access to all application administrative functions and projects within the City's *PermiTrack*_{ESC} database,
- City users created within the application to independently use *PermiTrack*_{ESC} from separate locations with Internet access for limited functions, such as entering erosion control inspection information, and,
- Non-City users created within the application to independently use *PermiTrack*_{ESC} from separate locations with Internet access for the purpose of viewing information and entering erosion control inspection information for projects with which they are affiliated.
- General public users without restriction to independently access *PermiTrack*_{ESC} project information and generate feedback messages regarding construction site issues to the responsible permitted and City parties through a web-based map interface.

SEH will set up the City's *PermiTrack*_{ESC} database to support staff training and use of the application. The setup will include creation of default erosion control best management practice (BMP) categories and options, creation of default project types and an initial set of application parameters in advance of user training. These initial settings, BMPs and project types will be reviewed during the training phase, which will include instruction on how to modify and maintain client preferences. Professional services to review specific erosion control practices or to conduct erosion control inspections of active construction projects are not included in this contract.



SEH Portal Application Services

Service Addendum 1: *PermiTrack*_{ESC}

SEH will provide training for the City's designated application administrator and key users. The training will consist of three phases, using *PermiTrack*_{ESC} as the training base:

- Initial Demonstration – SEH will conduct an overview and demonstration of *PermiTrack*_{ESC} capabilities, features and operation to provide a broad perspective and understanding of the application and its use. This session is intended for anybody who will be involved with the use of the application including City staff and elected officials. This one to two hour session will cover what the application does, who is able to use it and access the information, how it works and how the City can benefit from its use.
- Administrator/ Key User Training – SEH will guide the City's designated application administrator(s) through the various components and functions of *PermiTrack*_{ESC} for use by City staff. As part of this session, SEH will guide users through the application setup using actual permitted projects so they are able to immediately begin using the application. This phase of the training is expected to take about 4 hours. Staff who will use the application only to conduct field inspections can be included in this session to fully understand the application or trained in a shorter session specific to their needs after a few projects have been built into the application database.
- Follow-up Training – SEH will provide additional support and training to strengthen initial user skills while the application is in use. This support can be effectively conducted via the Internet using standard web-conferencing tools to facilitate communication. SEH will also work with City staff to conduct an annual user workshop for non-City users of the application. This would most likely include permitted developers, engineers and contractors who will be authorized users within the application.

The cost of this training is included in the initiation fee and is in addition to ongoing training (TAS) as defined in the Master Agreement.

3. CAPABILITY AND FEATURES

SEH will provide *PermiTrack*_{ESC} for entry, administration and reporting of information using the Client's web browser and the Internet for all aspects of the application. The application will provide these key capabilities and features:

- Permitted project setup by City staff or others as authorized by City staff, with ability to store key project documents (permits, design files and construction drawings) within the application.
- Definition of standard or City defined Best Management Practices (BMPs) specific to each project at setup.
- City defined and labeled project types and user subsets or groups to facilitate access and management.
- Erosion and sediment control inspection form created during project setup and accessible by standard computer access or handheld wireless equipment, with additional ability to print project specific paper inspection forms to support manual project inspection.
- All application and City data centrally maintained on secured web server equipment with systematic daily record backup and available for Internet access by authorized users.
- Public access to active permitted construction project permit, design and inspection records, at City's discretion, using a map-based interface with ability for viewers to provide electronic feedback to responsible parties. The map interface display further uses color to



SEH Portal Application Services

Service Addendum 1: *PermiTrack_{ESC}*

distinguish between “passed” and “failed” inspections. A second version of this map-based interface further differentiates projects based on the length of time that has passed since last inspection, with color coding for projects without inspections for more than 7 days (yellow) or 14 days (red).

- Long-term access to project records within the PermiTrack_{ESC} application.
- Event notification feature for communication to selected or all active users within the City’s PermiTrack_{ESC} user database.
- Erosion control inspections can be completed using handheld mobile devices running the MicroSoft Windows Mobile Operating System.
- Integrated communication capability to notify designated responsible parties when follow-up actions are required within the inspection process, including automatic email notification of overdue routine inspections based on a City-specified compliance schedule.
- Project reporting function for designated activity periods with report output in Adobe Acrobat or MS Excel format.
- Ability to authorize non-City users within the application to input inspection data for construction projects. Access by these users is limited to viewing project setup information and the ability to create, edit and save project inspection reports.

Project records will remain available for public viewing through map-based Internet access until construction activity has been completed and the project status has been changed to any status other than “Active.”

On a permitted project basis, access to information through the map-based public interface and directly through the Client Access Portal will begin when the City or other users authorized by the City initiate the project in PermiTrack_{ESC}. Access to the map-based public interface is controlled by the City’s administrator designation of project status. Only projects with an Active status and a valid geocode (latitude and longitude) entered in the database will display. City access to completed project information will be terminated in accordance with the schedule shown in this table. (Note that these are generic project types; City’s definition of project types may vary to fit local practices.)

Project Type	Ending Event	Terminate City Web Access
<i>Plats</i>	<i>NOT⁽¹⁾</i>	<i>Continuing Need?</i>
<i>Municipal</i>	<i>NOT</i>	<i>Continuing Need?</i>
<i>Commercial</i>	<i>NOT</i>	<i>Continuing Need?</i>
<i>1-2 Family Residential</i>	<i>Final Stabilization</i>	<i>(Client Option)</i>

⁽¹⁾ NOT is the WDNR Notice of Termination filed by the permit holder at the time of project completion.

Access to PermiTrack_{ESC} by non-City users may be terminated upon completion of their involvement with active projects active in the PermiTrack_{ESC} application, also in accordance with the schedule shown above.



SEH Portal Application Services
Service Addendum 1: PermiTrack_{ESC}

4. DATA

City data maintained on the secured web server shall be exported to the City upon request by the City or upon expiration or termination of the contract. The electronic data files shall be provided to the City in digital format that includes project set-up data, uploaded document files (such as the permit, modeling calculations, erosion and sediment control plan, storm water pollution prevention plan, inspection forms), and the inspection record data and photos. The information will be provided in a series of ASCII delimited files with referenced attachments for import into the City’s database software for their reference or use.

5. COMPENSATION

The City agrees to pay SEH on the basis of the following multi-part compensation schedule:

- a. Setup and Training Fee:** This one time fee of \$2,500 covers the cost of establishing the City as a PermiTrack_{ESC} user within the portal application environment and working with City staff to complete initial setup, training and initial operation of the program.
- b. Project Fees:** These fees are calculated on the basis of new projects created in the PermiTrack_{ESC} application by project type. The fee covers all use of the application and is incurred at the time the project is entered into the PermiTrack_{ESC} application. The fee includes web-based administrative access to the project information for a period of [redacted] years from the date of the Ending Event for the project type or the cost of exporting the project information in digital format from the PermiTrack_{ESC} and delivering it to the City.

Project Fee Table			
Project Type	Cost Per Project	Estimated Annual No. of Projects	Estimated Annual Cost
<i>Plats</i>	\$ 220	[redacted]	\$ 0.00
<i>Municipal</i>	\$ 110	[redacted]	\$ 0.00
<i>Commercial</i>	\$ 80	[redacted]	\$ 0.00
<i>1-2 Family Residential</i>	\$ 50	[redacted]	\$ 0.00
Estimated Total Annual Project Fee			\$ 0.00

The rates shown in the Project Fee Table are effective through the term of this agreement, after which time they may be revised to no more than the equivalent fees applied to new PermiTrack_{ESC} projects at that time. To facilitate conversion of existing projects into PermiTrack_{ESC}, the fee for projects permitted for construction prior to January 1, 2009 will be 50% of the fees stated above for new projects of the same type.

- c. Cost Summary and Invoicing:** The Initiation Fee will be invoiced following the application setup and training. Actual project fees depend on the number and type of actual projects permitted and will be invoiced on a standard calendar year quarter basis as use of the application progresses and projects are entered into the application. Actual costs will be calculated in accordance with the Project Fee Table. Estimated total project costs are shown in the following table.



MEMORANDUM

To: Mayor and Common Council

From: PRD Tungate

Date: February 10, 2009

RE: Summary of 2009 Proposed Fee Changes

The Parks and Recreation Board has proposed several fee changes for 2009. A complete listing of all Parks, Recreation, Pool, Forestry and Cemetery fees is attached.

The two most significant fee recommendations were in the areas of the boat launch and swimming pool. After a review of other regional municipal rates, the rates proposed for seasonal and daily launch parking are in the mid-range of what others are charging.

The Board also endorsed the idea of turning back daily pool admission fees to 2005 levels. It was felt that this was an excellent way to attract more patrons to the pool. The potential for increased attendance could more than offset the \$0.25 across the board decrease in fees and it makes using our pool more affordable for families during these difficult economic times.

Approved by Common Council on:

Fees effective:

**City of Menasha - Fees and Charges for 2009
Parks, Recreation, Pool, Marina, Forestry and Cemetery**

Prepared By: Brian Tungate & Parks and Recreation Board
January 21, 2009

NC = No Change R = Res NR = Non-Res Est. = Year Established

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Summer Programs							
\$ 13.00	\$ 29.00	Tot Lot	NC	NC	2007	\$ 12.00	\$ 28.00
\$ 13.00	\$ 29.00	Youth Baseball	NC	NC	2007	\$ 12.00	\$ 28.00
\$ 7.00	\$ 15.00	Youth Kickball	NC	NC	2007	\$ 6.00	\$ 14.00
\$ 13.00	\$ 29.00	Kidstuff	NC	NC	2007	\$ 12.00	\$ 28.00
\$ 13.00	\$ 29.00	Park Activity Club (PAC)	NC	NC	2007	\$ 12.00	\$ 28.00
\$ 13.00	\$ 29.00	Tennis Lessons (Youth)	NC	NC	2007	\$ 12.00	\$ 28.00
\$ 28.00	\$ 44.00	Tennis Lesson (Small Group)	NC	NC	2003	\$ 27.00	\$ 42.00
\$ 3.00	\$ 6.00	Tennis Leagues (Youth & Adult)	NC	NC	2000	added NR	
\$ 22.00	\$ 49.00	Tennis Lessons (Adult)	NC	NC	2008	\$ 20.00	\$ 38.00
\$ 13.00	\$ 29.00	Gymnastics	NC	NC	2008	\$ 11.00	\$ 26.00
Free	Free	Safety Town	NC	NC			
\$ 13.00	\$ 13.00	Grunski Race Pre-Reg.	\$ 14.00	\$ 14.00	2007	\$ 12.00	\$ 12.00
\$ 16.00	\$ 16.00	Grunski Race After Cut-off Date (Families of 3+ receive \$1 discount.)	\$ 17.00	\$ 17.00	2003	\$ 15.00	\$ 15.00
\$ 36.00	\$ 48.00	Summer Youth Golf	\$37.00	\$49.00	2008	\$ 26.00	\$ 42.00
\$ 35.00	\$ 50.00	Fall Golf Lessons	NC	NC	2003	\$ 33.00	\$ 48.00
\$ 180.00	\$ 180.00	Adult Softball (Sponsor)	NC	NC	2008	\$ 175.00	\$ 175.00
\$ 315.00	\$ 315.00	Adult Softball (Team)	NC	NC	2008	\$ 310.00	\$ 310.00
\$ 105.00	\$ 105.00	Co-Ed Softball (Sponsor)	NC	NC	2008	\$ 100.00	\$ 100.00
\$ 255.00	\$ 255.00	Co-Ed Softball (Team)	NC	NC	2008	\$ 250.00	\$ 250.00
		Bus Trips (Break-even)	NC	NC	1988 est.		
Free	Free	Performances in the Park	Donations				

The Department seeks to recover an average of 100% of program costs from revenues for all adult activities and bus trips and 50% for youth activities. In the aggregate, these percentages have been achieved.

Town of Menasha -- we have a fee reciprocity with the Town except for boat launches and pool fees.

Approved by Common Council on:

Fees effective:

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Fall/Winter Programs							
\$ 15.00	\$ 34.00	Jazz/Funk Dance/30 min.	NC	NC	2007	\$ 14.00	\$ 33.00
\$ 17.00	\$ 39.00	Jazz/Funk Dance/40 min.	NC	NC	2007	\$ 16.00	\$ 38.00
\$ 17.00	\$ 26.00	Youth Flag Football	\$ 18.00	\$ 27.00	2007	\$ 15.00	\$ 24.00
\$ 57.00	\$ 110.00	Tiny Tots	\$ 60.00	\$ 115.00	2007	\$ 52.00	\$ 105.00
\$ 1.00	\$ 1.00	Open Swim/Gym	NC	NC	2002	\$ 0.50	\$ 0.50
\$ 20.00	\$ 40.00	Slimnastics	NC	NC	2007	\$ 19.00	\$ 39.00
\$ 2.00	\$ 3.00	Per class	NC	NC	90/98	\$ 2.00	\$ 2.00
\$ 20.00	\$ 40.00	Feel 'N Fit	NC	NC	2007	\$ 19.00	\$ 39.00
\$ 2.00	\$ 3.00	Per class	NC	NC	90/98	\$ 2.00	\$ 2.00
Free	Free	Punt, Pass & Kick (co-sponsored)	NC	NC			
\$ 2.00	\$ 2.00	Winter Golf Tournament	NC	NC	2005 est.		
Free	Free	Great Pumpkin Hunt	NC	NC			
\$ 1.00	\$ 1.00	Holiday Hayride	NC	NC	1992 est.	\$ 0.50	\$ 0.50
\$ 180.00	\$ 180.00	Adult Basketball (Sponsor)	\$185.00	\$185.00	2008	\$ 175.00	\$ 175.00
\$ 240.00	\$ 240.00	Adult Basketball (Team)	\$245.00	\$245.00	2008	\$ 240.00	\$ 240.00
Cemetery							
\$ 550.00	\$ 725.00	Adult Grave	NC	NC	2006	\$ 325.00	\$ 475.00
\$ 225.00	\$ 275.00	Infant Grave	NC	NC	2006	\$ 85.00	\$ 120.00
\$ 525.00	\$ 700.00	Adult Opening (burial)	NC	NC	2006	\$ 350.00	\$ 350.00
\$ 225.00	\$ 275.00	Infant Opening (burial)	NC	NC	2006	\$ 200.00	\$ 200.00
		Burial of Cremains					
\$ 325.00	\$ 375.00	with or without vault	NC	NC	2006	\$ 225.00	\$ 225.00
\$ 150.00	\$ 175.00	Weekend Opening (add)	NC	NC	2006	\$ 125.00	\$ 150.00
\$ 75.00	\$ 100.00	Winter Burial (if warranted)	NC	NC	2006	\$ 50.00	\$ 50.00
Marina							
\$37.00/ft	\$37.00/ft	Seasonal Slip Rental	NC	NC	2008	\$36.50/ft	\$36.50/ft
\$0.60/ft.	\$0.60/ft.	Overnight	\$0.70/ft	\$0.70/ft	1993	('87) .50	('87) .50
\$0.45/ft.	\$0.45/ft.	Groups of 20 or more					
\$3.50/ft.	\$3.50/ft.	Weekly	NC	NC	1987	\$2.75/ft.	\$2.75/ft.
\$12.00/ft	\$12.00/ft	Monthly	NC	NC	2007	\$10.00/ft.	\$10.00/ft.
Free	\$ 5.00	Pump Out - Renter/Nonrenter	NC	NC	1998		
Boat Launch & Slip Rental							
\$ 13.00	\$ 33.00	Seasonal Parking Permit Seniors (55+)	\$ 14.00	\$ 34.00	2007	\$ 12.00	\$ 32.00
\$ 16.00	\$ 36.00	Seasonal Parking Permit	\$ 18.00	\$ 38.00*	2007	\$ 15.00	\$ 35.00
\$ 4.00	\$ 4.00	Daily Launch Parking Permit	\$ 5.00	\$ 5.00	2005	\$ 3.00	\$ 3.00
\$ 90.00	\$ 105.00	Seasonal Slip (Jefferson)	\$ 95.00	\$ 110.00	2007	\$ 80.00	\$ 95.00
\$ 120.00	\$ 135.00	Slip 49/50	\$ 125.00	\$ 140.00	2008	\$ 110.00	\$ 125.00
\$ 8.00	\$ 10.00	Second Parking Permit (must show copy of 2nd boat registration ID #)	\$ 9.00	\$ 12.00	2007	\$ 3.00	\$ 3.00
\$ 4.00	\$ 5.00	Replacement Pass (for any reason)	NC	NC	2003	\$3.00	\$3.00
\$100.00	\$100.00	Menasha Dock Association Garbage Collection	NC	NC	2007 est.	-	-

*Town of Menasha pays NR rate.

Approved by Common Council on:

Fees effective:

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Park Shelter/Picnic Areas							
\$ 50.00	\$ 80.00	Large Pavilion	\$55.00	\$85.00	2006	\$ 45.00	\$ 75.00
\$ 30.00	\$ 50.00	Kitchen (Jeff.)	NC	NC	2006	\$ 25.00	\$ 45.00
\$ 35.00	\$ 55.00	Jefferson West Shelter	NC	NC	2006	\$ 30.00	\$ 50.00
\$ 20.00	\$ 40.00	Jefferson East Shelter	NC	NC	2003	\$ 20.00	\$ 40.00
\$ 15.00	\$ 32.00	Launch Shelter	NC	NC	2004	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Picnic Area #3 w/elec.	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Picnic Area #5 w/elec.	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 45.00	\$ 70.00	Smith Park Pavilion	\$50.00	\$75.00	2006	\$ 40.00	\$ 65.00
\$ 25.00	\$ 45.00	Hart Park Shelter	NC	NC	2004	\$ 25.00	\$ 45.00
\$ 30.00	\$ 50.00	Kitchen (Smith)	NC	NC	2006	\$ 25.00	\$ 45.00
\$ 90.00	\$ 135.00	Wedding Set-Up (Smith*)	\$100.00	\$145.00	2006	\$ 85.00	\$ 130.00
\$10.00/hr	\$10.00/hr	Memorial Building (pre-ceremony use)	NC	NC	2007 est.	\$ -	\$ -
\$ 20.00	\$ 20.00	Building/Shelter Key Deposit	NC	NC	2005 est.		
\$ 20.00	\$ 40.00	Cloviss Grove Shelter	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Koslo Shelter	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Curtis Reed Square	NC	NC	2004 est.		
\$ 25.00	\$ 45.00	Barker Farm Shelter	NC	NC	2004 est.		
	user fee only	Jefferson Park Wedding**	NC	NC	1996		
\$10.00	\$12.00	Tent Permit (when Diggers Hotline is called)	-	-	NEW		

Non-Resident fees added for shelter/area reservations began in 1991.

* Includes automatic pavilion reservation, user fee included if pavilion used.

**Not part of two year advance wedding reservation

Park User Fees

NC	\$ 11.00	Group Size: 1-20	NC	NC	2005	\$ -	\$10.00**
\$ 24.00	\$ 36.00	21-75	NC	NC	2008	\$ 20.00	\$30.00**
\$ 42.00	\$ 60.00	76-150	NC	NC	2008	\$ 35.00	\$50.00**
\$ 79.00	\$ 102.00	151-300	NC	NC	2008	\$ 65.00	\$85.00**
\$ 134.00	\$ 162.00	301-600	NC	NC	2008	\$ 110.00	\$135.00**
\$ 240.00	\$ 275.00	601-1100	NC	NC	2008	\$ 200.00	\$230.00**
\$ 360.00	\$ 400.00	1101-2000	NC	NC	2008	\$ 300.00	\$335.00**
\$ 480.00	\$ 525.00	2001 & up	NC	NC	2008	\$ 400.00	\$440.00**

*Number of group categories expanded from 6 to 8 in 1996.

**NR's added in 2000.

\$4.00/day	\$4.00/day	Beer Permit	NC	NC	2007	\$3.00	\$3.00
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Diamond/Field Rental Fees

City approved tournaments, leagues or events only

\$20.00/hr	\$20.00/hr	with lights (Koslo baseball)	NC	NC	2005	\$ 16.00	\$ 16.00
\$12.00/hr	\$12.00/hr	without lights (Koslo baseball)	NC	NC	2007	\$ 10.00	\$ 10.00
\$8.00/hr.	\$8.00/hr.	Softball Diamond without lights	NC	NC	2005		
\$15.00/hr	\$15.00/hr	Softball Diamond with lights	NC	NC	2005		
\$5.00/hr.	\$5.00/hr.	Tennis or Volleyball Court	NC	NC	1997 est.		
\$8.00/hr.	\$8.00/hr.	Soccer Field (lining costs add labor charges)	NC	NC	2000		

\$20 per event/season		Bail Diamond PA System Rental	NC	NC	1997	formerly security deposit	
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\$ 50.00	or market price	Tree Planting 1" - 1 1/2" diameter	NC	NC	1992	('89) 30	('89) 30
\$ 0.50	\$ 0.50	Ice Skate Rental at Hart Park	NC	NC	93-94 est.		
per 1/2 hr.	per 1/2 hr.						

Approved by Common Council on:

Fees effective:

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Swimming Pool Daily Admissions							
Free	Free	2 and under	NC	NC	1994 est.		
\$ 1.25	\$ 1.25	3 - 5	\$ 1.00	\$ 1.00	2006	\$ 1.00	\$ 1.00
\$ 2.25	\$ 2.25	6 - 17	\$ 2.00	\$ 2.00	2006	\$ 2.00	\$ 2.00
\$ 3.25	\$ 3.25	18 - 54	\$ 3.00	\$ 3.00	2006	\$ 3.00	\$ 3.00
\$ 2.25	\$ 2.25	55 and older	\$ 2.00	\$ 2.00	1997	\$ 2.00	\$ 2.00
Free	Free	Adult Sun Deck Viewing Pass (Available at concession stand for non-swimmers)	NC	NC	1994 est.		
Pool fees after 6:00 p.m. are reduced. (3-5) \$0.50, (6-17) \$1.00, (18-54) \$1.50, (55 and older) \$1.00							
Swimming Lessons*							
\$ 16.00	\$ 24.00	Swimming Lessons	NC	NC	2005	\$ 13.00	\$ 20.00
\$ 12.00	\$ 16.00	Saturday Morning Swimming Lessons	NC	NC	2005		
*Town of Menasha pays NR rates for all pool services.							
Season Passes							
\$ 34.00	\$ 39.00	Youth (3-17) and Senior (55+)	(\$31)	NC	NC	2006 est.	-
\$ 40.00	\$ 45.00	Individual	(\$36)	NC	NC	2003	\$ 35.00 \$ 40.00
\$ 65.00	\$ 75.00	Family of 2	(\$59)	NC	NC	2003	\$ 60.00 \$ 70.00
\$ 85.00	\$ 95.00	Family of 3	(\$77)	NC	NC	2003	\$ 80.00 \$ 95.00
\$ 100.00	\$ 110.00	Family of 4	(\$90)	NC	NC	2003	\$ 95.00 \$ 105.00
\$ 110.00	\$ 125.00	Family of 5	(\$99)	NC	NC	2003	\$ 105.00 \$ 120.00
\$ 120.00	\$ 135.00	Family of 6+	(\$108)	NC	NC	2003	\$ 115.00 \$ 130.00
10% discount on all season passes purchased by May 1, fee in () to City and Neenah and Appleton residents only.							
Town of Menasha pays NR rates on season, limited use, morning passes and lessons.							
*2006-Change discount from 15% to 10%.							
\$ 15.00	\$ 20.00	Adult Morning Season Swim Pass		NC	NC	2004 est.	
\$ 1.00	\$ 2.00	Adult Morning Season Swim (Daily)		NC	NC	2004 est.	
\$ 13.00	\$ 15.00	Limited Use Pass (Adult)		\$ 12.00	\$ 14.00	2006	\$ 12.00 \$ 14.00
\$ 9.00	\$ 10.00	Limited Use Pass (Youth/Seniors, 55+)		\$ 8.00	\$ 9.00	2006	\$ 8.00 \$ 9.00
\$ 5.00	\$ 6.00	Lost/replacement pass		NC	NC	1991	NR added 2001
\$100.00/hr.	\$110.00/hr.	Pool Rental		\$ 110.00	\$ 110.00	2006	\$ 90.00 \$ 100.00
\$ 1.75	\$ 1.75	Groups of 20 or more (when arranged through office)		\$ 1.50	\$ 1.50	2006	\$ 1.50 \$ 1.50
Annual Installation/Storage Fee for							
\$ 25.00	\$ 25.00	441/Racine Street Signs		NC	NC	2006 est.	-

AN ORDINANCE RELATING TO THE INSTALLATION OF UTILITY CABINETS

Introduced by Alderman Benner

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Chapter 4, Title 9 is created to read as follows:

SEC. 9-4-1 UTILITY CABINETS REGULATED.

(a) Public franchise utility cabinets, electric distribution system cabinets and telecommunication system utility cabinets, hereafter referred to as Utility Cabinets, are subject to requirements of this section.

SEC. 9-4-2 APPLICABILITY.

(a) A permit is required for the installation of all Utility Cabinets except as follows:

- (1) Cabinets under 32 cubic feet and less than four feet in height located in the rear yard or outside of a front yard setback.

SEC. 9-4-3 APPLICATION REQUIREMENTS.

Application for the installation of Utility Cabinets shall be made on forms available from the Director of Public Works or his/her designee hereafter referred to as DPW and shall include the following information:

- (a) Name, address, phone number and e-mail address of the applicant.
- (b) A description of the project including the relationship of the Utility Cabinet(s) to the overall utility system and the size and location of related elements of the proposed Utility Cabinet.
- (c) A description of the function of the cabinet documenting the required size of the cabinet and the maximum spacing from other cabinets serving a related function.
- (d) A site plan showing the location of the proposed cabinet in relation to street right-of-way, sidewalks, terraces, driveways, above ground utilities, trees, traffic control devices, fences, hedges, and structures within 100 feet of the proposed site.
- (e) A scaled drawing showing the dimensions of the cabinet and base. The drawing shall indicate the color of the cabinet and shall depict the location and size of any lettering, logo's or other symbols that may be applied on or attached to the cabinet. The location of any electric meters shall also be depicted.
- (f) An affidavit stating that property owners within 100 feet of the proposed utility cabinet installation were notified of the proposed installation. Such notice shall include a description of the size, height, location and appearance of the utility cabinet and also describe any proposed landscaping or other means of screening the cabinet. Such notice shall include the contact person at the utility and be sent by certified mail, return receipt requested at least five working days prior to submitting to application to the DPW.
- (g) Any other information the DPW may determine as relevant to the placement of the Utility Cabinet.
- (h) Payment of a Utility Cabinet application fee in an amount set by the Common Council.

SEC. 9-4-4 GUIDELINES FOR PLACEMENT OF UTILITY CABINETS.

Wherever feasible, utility cabinets should be placed in rear yards or other areas not visible from the street right-of-way. If practical alternatives to placing the cabinets in the right-of-way or front yard setback do not exist, cabinets shall be screened in a manner consistent with the criteria for transitional areas outlined in Sec. 13-1-17(3) of the Menasha Code of Ordinances.

SEC. 9-4-5 PERMIT ISSUANCE:

Following review, the DPW may issue, deny, or issue with conditions a permit for the proposed Utility Cabinet within 30 days of receipt of the completed application. If denied, the DPW shall state the reasons for such denial in writing. The DPW may attach conditions to the permit related to the size, height, location or appearance of the Utility Cabinet including requirements for landscaping or other screening of the cabinet. The DPW shall consider the following criteria when evaluating a permit application for a Utility Cabinet:

- (a) The rationale set forth by the applicant in Sec. 9-4-3(b & c) stating the need for a Utility Cabinet at the specified location.
- (b) The location of the Utility Cabinet in relation to the features described in 9-4-3(d).
- (c) The overall appearance of the Utility Cabinet including the features described in 9-4-3(e).
- (d) Other factors as may be relevant to the placement of the Utility Cabinet.

SEC. 9-4-6 APPEAL.

The applicant may appeal any permit denial or condition attached to the Utility Cabinet permit. Such appeal shall be made, in writing, to the Board of Public Works within 30 days of permit denial or issuance with conditions. In considering an appeal of a permit denial, the Board of Public Works may affirm the DPW's denial, or grant the permit with such conditions as it deems necessary. In considering an appeal of permit conditions, the Board of Public Works may affirm the conditions as noted by the DPW, or rescind, modify or add conditions as it deems necessary.

SEC. 9-4-7 REVOCATION.

Permits for Utility Cabinets may be revoked by the DPW if:

- (a) The project is not constructed in accordance with the plan submitted under Sec. 4(a).
- (b) The conditions attached to the permit by the DPW have not been met within 180 days of permit issuance.
- (c) The use of the cabinet has been discontinued for a period of not less than 60 days.

SECTION 2. This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of February, 2009.

Donald J. Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 2/5/09-2/12/09 Checks # 20080-20242	\$ 3,320,241.62
Payroll Checks for 2/5/09-2/12/09	<u>158,162.82</u>
Total	\$ 3,470,404.44

**Gaps in the sequence of accounts payable check numbers may be caused by: voiding checks at the start of a new check run to set up printing of the checks correctly, having a large number of invoices on a particular vendor which causes the payment to be printed on more than one accounts payable check , incorrect alphabetizing of a vendor causing the accounts payable check to appear out of sequence or software/printer problems which result in accounts payable checks being printed incorrectly and needing to be discarded.

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

PREPARED 02/05/2009, 10:40:58
 PROGRAM: SM146L
 CITY OF MEMPHIS

ACCOUNTS PAYABLE CHECK REGISTER

PAGE 1
 ACCOUNTING PERIOD 2009/02
 REPORT NUMBER 7

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	R.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20093	11	ACCENT BUSINESS SOLUTIONS			02/05/2009	100-0901-511.30-10	26.65	
					02/05/2009	100-0903-511.30-10	26.65	
					02/05/2009	100-0918-511.30-10	26.65	
							79.95	79.95
20094	28	ALLIED GLOVES & SAFETY PRO			02/05/2009	731-1022-541.30-18	25.96	
							25.96	25.96
20095	541	ANDERSON, POLLY			02/05/2009	100-0903-511.33-01	17.16	
					02/05/2009	100-0918-511.34-01	11.70	
							28.84	28.84
20096	58	ARINC EQUIPMENT CO INC			02/05/2009	731-1022-541.38-03	55.17	
							55.17	55.17
20097	87	BERNSTROM			02/05/2009	731-1022-541.38-03	65.30	
					02/05/2009	731-1022-541.38-03	24.95	
					02/05/2009	731-1022-541.38-03	45.23	
							135.48	135.48
20098	87	BERNSTROM			02/05/2009	100-0901-521.80-03	11,714.00	
							11,714.00	11,714.00
20099	99	BRADYS ACE HARDWARE			02/05/2009	100-0703-513.24-03	16.98	
					02/05/2009	100-0703-513.24-03	17.28	
					02/05/2009	100-0703-513.24-03	5.28	
							39.54	39.54
20100	103	BONACK'S			02/05/2009	100-1016-543.30-10	28.44	
					02/05/2009	100-0703-513.30-10	36.39	
					02/05/2009	731-1022-541.30-10	60.39	
					02/05/2009	100-0901-511.30-10	9.48	
							134.70	134.70
20101	121	CONFIDENTIAL RESISTANCE P			02/05/2009	100-0902-512.21-05	2,790.00	
							2,790.00	2,790.00
20102	544	DAVIS, VALERIE			02/05/2009	100-0903-511.31-01	38.23	
					02/05/2009	100-0905-511.33-01	3.51	
					02/05/2009	100-0914-511.33-01	10.03	
							51.79	51.79
20103	538	KVANS TITLE COMPANIES			02/05/2009	100-1001-541.82-02	32,068.00	
							32,068.00	32,068.00
20104	151	FARCO EQUIPMENT INC			02/05/2009	731-1022-541.38-03	27.76	
					02/05/2009	731-1022-541.38-03	1,314.29	
							1,286.53	1,286.53
20105	152	PASTERAL COMPANY			02/05/2009	731-1022-541.38-03	71.91	
							71.91	71.91

PREPARED 02/05/2009, 10:40:56
 PROGRAM: CM346L
 City of Merasha

ACCOUNTS PAYABLE CHECK REGISTER

ACCOUNTING PERIOD 2009/02
 REPORT NUMBER 7

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20106	154	FERRILGAS		02/05/2009	266-1027-543.21-06	91.49 *	91.49
20107	159	FORCE AMERICA INC		02/05/2009	731-1022-541.38-03	132.75	
				02/05/2009	731-1022-541.38-03	242.75	
						375.50 *	375.50
20108	342	FOX CITIES PERFORMING ART		02/05/2009	100-0000-201.11-00	145.00 *	145.00
20109	1	GREG MOERMAN		02/05/2009	100-0702-552.20-05	100.00 *	100.00
20110	190	HENDRICKS, JOSHUA		02/05/2009	822-0413-554.90-16	250.00 *	250.00
20111	201	INFRASTRUCTURE TECHNOLOGI		02/05/2009	601-0000-195.00-00	8,150.84	
				02/05/2009	601-0000-201.04-00	7,689.28	
						15,815.12 *	15,815.12
20112	1	JEFFREY RICKERS		02/05/2009	100-0000-201.03-00	72.15 *	72.15
20113	216	JORGENSEN, JEFF		02/05/2009	100-0801-541.32-01	141.00 *	141.00
20114	216	JX ENTERPRISES INC		02/05/2009	731-1022-541.38-03	199.27	
				02/05/2009	731-1022-541.38-03	35.93	
						235.20 *	235.20
20115	229	KORDINGER FLUID POWER INC		02/05/2009	731-1022-541.38-03	25.47	
				02/05/2009	731-1022-541.38-03	170.18 *	170.18
20116	234	MATTHEWS COMMERCIAL TRER		02/05/2009	731-1022-541.38-02	546.85	
				02/05/2009	731-1022-541.38-02	683.09	
						1,229.94 *	1,229.94
20117	238	MC CLONE INSURANCE GROUP		02/05/2009	100-0203-512.32-01	20.00 *	20.00
20118	261	MCVEILUS TRUCK & WFG COMP		02/05/2009	731-1022-541.38-03	515.21 *	515.21
20119	267	MERASHA EMPLOYERS CREDIT	PRO203	02/05/2009	100-0000-202.05-00	1,792.00 *	1,792.00
20120	269	MERASHA EMPLOYERS LOCAL 1	PRO203	02/05/2009	100-0000-202.06-00	260.00 *	260.00
20121	337	MERASHA PUBLIC LIBRARY		02/05/2009	100-0601-531.30-16	88.12	

ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20121	537	MENASHA PUBLIC LIBRARY			02/05/2009	100-0601-541.30-11	33.18	
					02/05/2009	100-0601-551.21-06	10.00	
							153.30	153.30
20122	274	NICHOLS MATERIALS			02/05/2009	100-1006-541.30-18	220.52	
					02/05/2009	100-1006-541.30-18	1,431.92	
							1,652.44	1,652.44
20123	2	W4H AUTO SUPPLY			02/05/2009	731-1022-541.38-03	13.08	
					02/05/2009	731-1022-541.38-03	13.26	
					02/05/2009	731-1022-541.38-03	20.88	
					02/05/2009	731-1022-541.38-03	187.40	
					02/05/2009	731-1022-541.38-03	37.00	
					02/05/2009	731-1022-541.38-03	89.99	
					02/05/2009	731-1022-541.38-03	1.19	
					02/05/2009	731-1022-541.38-03	79.00	
							261.28	261.28
20124	236	MENASH-MENASHA SEWERAGE C			02/05/2009	601-1021-543.23-01	14,345.00	
					02/05/2009	601-1021-543.23-01	63,145.10	
							77,670.10	77,670.10
20125	249	NETWORK HEALTH PLAN			02/05/2009	100-0000-204.08-00	121,070.94	
					02/05/2009	100-0000-204.11-00	5,004.63	
							126,075.57	126,075.57
20126	303	NOPEPE LUMBER INC			02/05/2009	100-1006-541.30-18	34.39	
							34.39	34.39
20127	317	PACER CITY INTERNATIONAL			02/05/2009	731-1022-541.38-03	345.45	
					02/05/2009	731-1022-541.38-03	352.56	
					02/05/2009	731-1022-541.38-03	18.10	
					02/05/2009	731-1022-541.38-03	45.89	
							659.00	659.00
20128	319	PARTS ASSOCIATES INC			02/05/2009	731-1022-541.38-03	395.39	
							395.39	395.39
20129	330	PROFESSIONAL PROCESS SERV			02/05/2009	100-0201-512.21-01	46.00	
							46.00	46.00
20130	337	REP			02/05/2009	100-0601-521.19-03	489.62	
							489.62	489.62
20131	545	REGISTRATION FEE TRUST			02/05/2009	100-0601-521.32-01	75.00	
							75.00	75.00
20132	539	ROSS, ADMN			02/05/2009	100-0803-221.19-03	41.98	
							41.98	41.98
20133	350	SCHAEFFER MFG CO			02/05/2009	731-1022-541.30-18	376.80	

PREPARED 02/05/2009, 10:40:58
 PROGRAM: CH1462
 City of Honolulu

ACCOUNTS PAYABLE CHECK REGISTER

ACCOUNTING PERIOD 2009/02
 REPORT NUMBER 7
 PAGE 4

CHECK NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20133	350 SCHAEFFER MFG CO					376.80 *	376.80
20134	340 SCHNAIZ AUTO INC			02/05/2009	100-0801-521.29-03	100.00	100.00
20135	343 SCHOESSOW MEMORIAL, LEKONA			02/05/2009	100-0400-552.30-16	25.00	25.00
20136	362 SHOPO STORES INC			02/05/2009	827-0820-531.30-18	18.98	18.98
20137	334 SICARD			02/05/2009	100-1007-541.30-15	858.00 *	858.00
20138	375 STEFF EQUIPMENT COMPANY			02/05/2009	731-1022-541.38-03	58.04	58.04
20139	458 STRECHERS PROFESSIONAL P			02/05/2009	100-0801-521.30-15	627.36	627.36
20140	386 TERSCH CHEMICAL CO INC			02/05/2009	100-0703-553.24-03	35.98	35.98
20141	355 TRADER PLUMBING			02/05/2009	100-0703-553.24-03	673.94 *	673.94
20142	397 TRI-CITY GLASS INC			02/05/2009	100-0703-553.24-03	32.01	32.01
20143	399 UNIFIANT CORPORATION			02/05/2009	731-1022-541.20-01	32.01 *	32.01
20144	402 UNITED LABORATORIES			02/05/2009	100-1006-541.30-18	14.70	14.70
20145	403 UNITED PAPER CORPORATION			02/05/2009	100-1006-541.30-18	3.24	3.24
20146	408 US CELLULAR			02/05/2009	100-0801-521.30-16	15.94 *	15.94
						114.25	114.25
						114.25	114.25
						96.91 *	96.91
						804.68 *	804.68
						804.68 *	804.68
						232.10	232.10
						232.10 *	232.10
						46.85	46.85
						3.70	3.70
						8.73	8.73
						84.69	84.69
						3.70	3.70
						16.39	16.39
						4.40	4.40
						386.26	386.26
						34.40	34.40
						34.14	34.14

PREPARED 02/05/2009, 10:40:38
 PROGRAM: GR345L
 CITY OF MADISON

ACCOUNTS PAYABLE CHECK REGISTER

PAGE 5
 ACCOUNTING PERIOD 2009/02
 REPORT NUMBER 7

CHECK NO	VENDOR NO	VENDOR NAME	VENUE NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20146	408	US CELLULAR			02/05/2009	100-1002-541.22-01	78.10	
					02/05/2009	100-0702-532.22-01	63.55	
					02/03/2009	100-0704-532.22-01	7.48	
					02/05/2009	100-0703-532.22-01	103.44	
					02/05/2009	100-0304-562.22-01	8.20	
					02/05/2009	731-1022-541.22-01	71.79	
					02/05/2009	100-1008-541.22-01	5.75	
					02/05/2009	601-1020-543.22-01	11.85	
							1,078.15 *	1,078.15
20147	410	OS OIL CO INC			02/05/2009	731-1022-541.30-18	698.50	
					02/05/2009	731-1022-541.30-18	2,592.96	
					02/03/2009	100-0000-141.00-00	109.20	
							3,182.26 *	3,182.26
20148	533	VARITECH INDUSTRIES INC			02/05/2009	731-1022-541.38-03	41.53	
							41.52 *	41.52
20149	421	VISION INSURANCE PLAN OF			02/05/2009	100-0000-206.10-00	1,079.30	
							1,079.30 *	1,079.30
20150	1	WARI CONFERENCE REGISTRAT			02/05/2009	100-0801-521.34-02	390.00	
							390.00 *	390.00
20151	355	WASSAD EQUIPMENT COMPANY			02/05/2009	100-1007-541.30-15	1,636.80	
							1,636.80 *	1,636.80
20152	146	WC INDUSTRIAL SUPPLY CORP			02/05/2009	731-1022-541.38-03	85.78	
							85.78 *	85.78
20153	431	WE ENERGIZE			02/05/2009	100-1012-541.22-03	2,060.14	
							2,060.14 *	2,060.14
20154	461	WISCONSIN DEPT OF JUSTICE			02/05/2009	100-0801-521.22-01	570.00	
							570.00 *	570.00
20155	473	WISCONSIN SECRETARY OF ST			02/05/2009	100-0203-512.32-01	20.00	
							20.00 *	20.00
20156	476	WISCONSIN SUPPORT COLLECT PR205			02/05/2009	100-0000-202.03-00	515.23	
					02/05/2009	100-0000-202.04-00	139.40	
							653.63 *	653.63
BANK/CHECK TOTAL							298,056.96	298,056.96
ALL BANKS/CHECKS TOTAL							298,056.96	298,056.96

CITY OF MENASHA
Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01150 ADVANCED PROTECTIVE DEVICES	45953	31100	52	08-101-193	580.70	PROTECTED PRODUCTS
	Check Date: 2/5/2009	Check Nbr: 020080			Check Total: 580.70	
02565 BOARDMAN LAW FIRM	183430	31100	51	02-103-211	45.50	CABLE TV REGULATORY ORDINANCE
	Check Date: 2/5/2009	Check Nbr: 020081			Check Total: 45.50	
02730 BRAZEE ACE HARDWARE	003255	31100	55	07-202-300	4.48	HOLIDAY HAYRIDE LIGHTS
	003424	31731	54	10-149-313	6.99	VAC BAGS
	Check Date: 2/5/2009	Check Nbr: 020082			Check Total: 11.47	
06010 FABCO EQUIPMENT INC	C103070	31731	54	10-149-383	-172.30	BEARING/SEAL KIT
	Check Date: 2/5/2009	Check Nbr: 020083			Check Total: -144.54	27.76 TRANS CREDIT TO 2009
09155 INSTA PRINT PLUS	81604	31100	51	02-105-310	518.90	PAYROLL CHECKS
	Check Date: 2/5/2009	Check Nbr: 020084			Check Total: 518.90	
13045 MANDERFIELD BAKERY	304122	31100	53	09-118-300	9.25	BARS/QJ/PREPAREDNESS TRAINING
	Check Date: 2/5/2009	Check Nbr: 020085			Check Total: 9.25	
13097 MARSHALL & ILSLEY TRUST-MILW	5121640	31100	51	02-105-216	260.00	MONTHLY FLEX BENEFIT FEE
	Check Date: 2/5/2009	Check Nbr: 020086			Check Total: 260.00	
13445 MENASHA PUBLIC WORKS FACILITY		31100	54	10-124-300	12.06	COUPLER
		31100	54	10-124-300	27.47	COUPLER/FITTINGS
		31100	55	07-202-295	10.00	FUEL
	Check Date: 2/5/2009	Check Nbr: 020087			Check Total: 49.53	
14220 NEENAH-MENASHA SEWERAGE COMM	2098-228	31201	54	10-301-211	5,231.75	FOX RIVER CLEANUP LEGAL REIMBR
	Check Date: 2/5/2009	Check Nbr: 020088			Check Total: 5,231.75	

Date: Thursday, February 05, 2009
 Time: 08:39AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 2 of 2
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
16370 PLAK SMACKER	729076CR	31100	53	09-108-300	-106.65	CREDIT FOR DOUBLE PAYMENT
		31100	53	09-108-300	2.08	TRANS CREDIT TO 2009
	Check Date 2/5/2009	Check Nbr 020089			Check Total:	-104.57
22360 VIERBICHER	4	31489	56	03-202-216	7,400.00	SITE SURVEY
	Check Date 2/5/2009	Check Nbr 020090			Check Total:	7,400.00
23275 WINNEBAGO COUNTY TREASURER	LF114371	31266	54	10-308-216	5,433.66	DEC 2008 GRINDING FEE
	Check Date 2/5/2009	Check Nbr 020091			Check Total:	5,433.66
23439 WISCONSIN PUBLIC POWER INC	000827	31100	51	02-105-310	158.70	W-2 ORDER
	Check Date 2/5/2009	Check Nbr 020092			Check Total:	158.70

Grand Total: 19,450.35

CITY OF MENASHA
Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01150 ADVANCED PROTECTIVE DEVICES	45979	31100	52	08-101-193	555.45	BODY ARMOR/FEDERAL GRANT
	Check Date: 2/12/2009	Check Nbr: 020157	Check Total: 555.45			
01360 ALFERI INDUSTRIAL SALES & SERV	164122	31100	54	10-131-300	26.08	SWITCH
	Check Date: 2/12/2009	Check Nbr: 020158	Check Total: 26.08			
01775 CITY OF APPLETON	181055	31100	51	02-117-292	25.37	ABSENTEE VOTOR PUBLICATION
	Check Date: 2/12/2009	Check Nbr: 020159	Check Total: 25.37			
05170 EMERGENCY MEDICAL PRODUCTS INC	INV1135441	31100	52	08-101-315	40.40	MEDICAL BAG SUPPLIES
	Check Date: 2/12/2009	Check Nbr: 020161	Check Total: 40.40			
05165 EMMONS BUSINESS INTERIORS	76451	31100	51	02-104-315	1,500.00	DESK
	76451	31100	51	02-118-315	349.35	DESK
	Check Date: 2/12/2009	Check Nbr: 020160	Check Total: 1,849.35			
13120 MARTENSON & EISELE INC	44365	31485	56	03-202-212	1,350.00	PLAT OF SURVERY
	Check Date: 2/12/2009	Check Nbr: 020162	Check Total: 1,350.00			
13360 MENASHA ELECTRIC & WATER UTILI	003196	31100	54	10-134-212	1,329.50	DIGGER'S HOTLINE
	003196	31201	54	10-301-212	1,329.50	DIGGER'S HOTLINE
	Check Date: 2/12/2009	Check Nbr: 020163	Check Total: 2,659.00			
13420 MENASHA PARK & RECREATION	071408	31100	55	07-201-300	25.00	NON PROFIT PERMIT
		31100	55	07-201-300	-25.00	VOID CHECK 17844/JULY 08
	Check Date: 2/12/2009	Check Nbr: 020164	Check Total: 0.00			
13480 TOWN OF MENASHA	4209	31100	54	10-121-216	2,130.04	CHIP SEAL COSTS
	Check Date: 2/12/2009	Check Nbr: 020165	Check Total: 2,130.04			

Date: Thursday, February 12, 2009
Time: 08:39AM
User: MGRIESBACH

CITY OF MENASHA

Check Register - w/Alternate Description

Page: 2 of 2
Report: 03630Alt.rpt
Company: 31100

Vendor ID / Name	Invoice Nbr	CptyID	Acct	Subaccount	Amount	Invoice Description
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15048 OFFICE DEPOT	402521925	31100	56	03-202-300	167.88	OFFICE SUPPLIES/COM DEV
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Check Date: 2/12/2009 Check Nbr: 020166 Check Total: 167.88

Grand Total: 8,803.57

CHECK NO. VENDOR NO. VENDOR NAME. YOUCHER NO. P.O. NO. DATE. ACCOUNT. REMITTANCE AMOUNT. CHECK FOR.

CHECK NO.	VENDOR NO.	VENDOR NAME	YOUCHER NO.	P.O. NO.	DATE	ACCOUNT	REMITTANCE AMOUNT	CHECK FOR
20167	10	ACC PLANNED SERVICE INC			02/12/2009	100-1001-514-20-04	1,152.11	
					02/12/2009	100-0801-528-24-03	1,261.94	
					02/12/2009	100-0801-521-24-03	748.21	
					02/12/2009	100-1022-541-24-03	587.53	
					02/12/2009	100-0920-521-24-03	712.21	
					02/12/2009	100-0703-553-24-03	1,708.35	
					02/12/2009	100-0704-552-24-03	1,212.30	
					02/12/2009	100-0801-551-24-03	1,550.00	
							8,298.75	
20168	14	ACCURATE SUSPENSION MAREH			02/12/2009	100-1022-541-20-10	223.34	
20169	23	AG-NAV FORAGE SOLUTIONS			02/12/2009	266-1028-543-20-10	6,309.33	
					02/12/2009	625-1010-541-20-10	2,849.22	
							9,958.66	
20170	46	AMT	PRO212		02/12/2009	100-0805-202-08-00	150.00	
							150.00	
20171	53	APPLETON SCHOOL DISTRICT			02/12/2009	100-0800-203-05-00	101,973.88	
							101,973.88	
20172	546	SABBITT, MICHAEL			02/12/2009	822-0411-554-20-10	230.00	
							230.00	
20173	71	BAODER LAB & ENGINEERING			02/12/2009	601-1020-541-21-02	280.00	
							280.00	
20174	78	BAYCOM INC			02/12/2009	100-0801-521-29-05	2,842.41	
							2,842.41	
20175	80	BECK ELECTRIC INC			02/12/2009	731-1022-541-24-03	65.66	
							65.66	
20176	83	BERNSTROM			02/12/2009	731-1022-541-28-03	18.10	
							18.10	
20177	1	BRIDGEMOOD RESORT HOTEL			02/12/2009	100-0203-512-20-02	603.77	
							603.77	
20178	103	BOBRICK'S			02/12/2009	100-0801-521-30-10	295.99	
							295.99	
20179	547	BUILDERS SERVICE CENTER			02/12/2009	100-0801-521-24-03	375.00	
							375.00	
20180	108	CALDWAY COUNTY TREASURER			02/12/2009	100-0000-203-01-00	76,209.38	
					02/12/2009	100-0000-203-08-00	2,266.17	
							78,559.35	

CHECK NO.	VENDOR NO.	VENDOR NAME	VOUCHER NO.	P.O. NO.	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20181	112	CASPER'S TRUCK EQUIPMENT I			02/12/2009	100-1006-541.30-13	841.50	841.50
20182	115	CON GOVERNMENT INC			02/12/2009	100-0403-513.30-15	651.56	651.56
					02/12/2009	100-0403-513.30-15	352.91	352.91
							1,005.46	1,005.46
20183	532	CENTRAL AUDIO-VISUAL KONT			02/12/2009	100-0801-521.30-18	46.94	46.94
20184	515	CHILDREN'S HEALTH ALLIANCE			02/12/2009	100-0801-521.30-02	50.00	50.00
20185	127	CROSS & OERLIE			02/12/2009	100-1013-541.25-01	310.00	310.00
20186	483	DEPARTMENT OF WORKFORCE D			02/12/2009	100-1019-552.15-09	4,317.00	4,317.00
20187	141	DIGICORPORATION			02/12/2009	100-0203-512.25-01	81.90	81.90
					02/12/2009	100-0304-562.25-01	81.90	81.90
					02/12/2009	201-0707-552.25-01	152.20	152.20
					02/12/2009	100-0000-134.00-00	121.10	121.10
							145.00	145.00
20188	5	FAMILY THERAPY & ANXIETY			02/12/2009	100-0801-521.21-05	54.25	54.25
20189	162	FOX VALLEY TECHNICAL COLL			02/12/2009	100-0000-203.04-00	274,564.83	274,564.83
					02/12/2009	100-0000-203.04-00	31,532.20	31,532.20
							305,097.03	305,097.03
20190	163	FOX VALLEY TRUCK			02/12/2009	731-1022-541.38-03	70.04	70.04
20191	2	FRED & NANS DANIEL			02/12/2009	100-0000-203.11-00	12.00	12.00
20192	170	GANNETT MISCELLANEOUS MEDIA			02/12/2009	100-0405-513.25-02	789.51	789.51
20193	1	GARY & BONNIE FORK			02/12/2009	100-0000-203.11-00	12.00	12.00
20194	176	GROSS AUTO BODY INC			02/12/2009	100-0801-521.25-05	60.00	60.00
20195	183	GUNDERSON GUYERONN & LINDEN			02/12/2009	100-1001-514.20-01	24.89	24.89
					02/12/2009	100-0200-531.30-13	3.47	3.47
					02/12/2009	100-0703-531.30-13	3.48	3.48
					02/12/2009	100-0801-521.30-13	31.79	31.79

PREPARED 12/2009, 13:30:46
 PROGRAM: GHWAL
 City of Menasha

ACCOUNTS PAYABLE CHECK REGISTER

ACCOUNTING PERIOD: 2009/01
 REPORT NUMBER: 8
 PAGE: 3

CHECK NO.	VENDOR NO.	VENDOR NAME	VOUCHER NO.	P.O. NO.	DATE	ACCOUNT	DEBITANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20195	183	GUNDERSON UNIFORM & LINEN			02/12/2009	100-0801-521.34-02	63.54	63.54
20196	550	HARTFORD/CITY OF			02/12/2009	100-0801-521.34-02	50.00	50.00
20197	192	HONE DEPOT CREDIT SERVICE			02/12/2009	100-0101-533.24-03	69.00	69.00
					02/12/2009	731-1022-541.38-03	188.81	188.81
					02/12/2009	100-0703-523.30-18	62.94	62.94
							327.75	327.75
20198	208	INTERSTATE BATTERY OF GNR			02/12/2009	731-1022-541.38-03	163.90	163.90
					02/12/2009	731-1022-541.38-03	164.90	164.90
							328.80	328.80
20199	216	JX ENTERPRISES INC			02/12/2009	731-1022-541.38-03	419.23	419.23
					02/12/2009	731-1022-541.38-03	40.76	40.76
							479.99	479.99
20200	221	KJ WASTE SYSTEMS INC			02/12/2009	266-1027-543.21-06	1341.00	1341.00
							1341.00	1341.00
							26.88	26.88
20201	222	KIRKHOFF, LORETTA			02/12/2009	100-0909-531.30-18	26.88	26.88
							26.88	26.88
20202	223	KUNDINGER FLUID POWER INC			02/12/2009	731-1022-541.38-03	19.16	19.16
					02/12/2009	731-1022-541.38-03	324.49	324.49
					02/12/2009	731-1022-541.38-03	27.27	27.27
					02/12/2009	731-1022-541.38-03	4.00	4.00
							374.92	374.92
20203	230	KUSTOM SIGNALS INC			02/12/2009	100-0403-513.30-15	625.00	625.00
							625.00	625.00
20204	1	LAWRENCE T SWINERT			02/12/2009	100-0000-121.01-00	1,424.49	1,424.49
							1,424.49	1,424.49
20205	239	LAWSON PRODUCTS INC			02/12/2009	731-1022-541.38-18	471.55	471.55
							471.55	471.55
20206	246	LOCAL GOVERNMENT PROPERTY			02/12/2009	731-0206-512.31-03	15,816.00	15,816.00
							15,816.00	15,816.00
20207	250	NARRWA TELEPHONE CO			02/12/2009	100-0403-513.22-01	39.95	39.95
							39.95	39.95
20208	254	MATTHEWS COMMERCIAL TIRE			02/12/2009	431-1022-541.38-02	391.60	391.60
							391.60	391.60
20209	256	MEMORHA ELECTRIC & WATER			02/12/2009	100-1008-541.32-03	245.97	245.97
					02/12/2009	100-0703-523.30-18	498.79	498.79
					02/12/2009	100-0703-523.30-18	62.36	62.36

PREPARED 02/12/2009 12:30:46
 PROGRAM: 08346L
 CITY OF MENASHA

ACCOUNTS PAYABLE CHECK REGISTER

ACCOUNTING PERIOD 2009/01
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 PAGE 4

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	DEBIT AMOUNT	CHECK TOTAL
20209	266	MENASHA ELECTRIC & WATER			02/12/2009	100-0000-123-00-00	7.13	
					02/12/2009	100-0903-531-22-03	140.12	
					02/12/2009	100-0903-531-22-05	36.93	
					02/12/2009	601-1020-543-22-03	36.84	
					02/12/2009	100-0903-531-22-03	54.29	
							1,039.43	
20210	267	MENASHA EMPLOYEES CREDIT	PROJ12		02/12/2009	100-0000-202-05-00	1,792.00	
			PROJ12		02/12/2009	100-0000-202-05-00	15,855.00	
							17,647.00	
20211	260	MENASHA EMPLOYEES CREDIT	PROJ12		02/12/2009	100-0000-202-10-00	9.23	
			PROJ12		02/12/2009	100-0000-202-10-00	92.30	
							83.07	
20212	269	MENASHA EMPLOYEES LOCAL 1	PROJ12		02/12/2009	100-0000-202-06-00	260.00	
							260.00	
20213	270	MENASHA EMPLOYEES LOCAL 1	PROJ12		02/12/2009	100-0000-202-07-00	260.13	
							260.13	
20214	271	MENASHA JOINT SCHOOL DIST			02/12/2009	100-0000-203-03-00	1,409,949.28	
					02/12/2009	100-0000-203-03-00	50,888.10	
							1,460,837.38	
20215	280	MINNESOTA MUTUAL LIFE INS			02/12/2009	100-0900-204-07-00	2,448.26	
							2,448.26	
20216	284	MONROE TRUCK EQUIPMENT IN			02/12/2009	731-1022-541-28-03	57.84	
							57.84	
20217	551	NORT FUM TOOLS			02/12/2009	100-0000-201-11-00	1,453.00	
							1,453.00	
20218	286	MORTON SAFETY			02/12/2009	731-1022-541-30-18	55.00	
					02/12/2009	601-1020-543-30-18	23.90	
							78.90	
20219	2	MIN AUTO SUPPLY			02/12/2009	731-1022-541-38-03	4.91	
					02/12/2009	731-1022-541-38-18	19.08	
							23.99	
20220	293	MENASHA MUNICIPAL			02/12/2009	100-0000-501-03-00	197.00	
					02/12/2009	100-0000-501-03-00	268.00	
					02/12/2009	100-0000-501-03-00	197.00	
							662.00	
20221	310	OFFICE DEPOT			02/12/2009	100-0904-531-30-10	28.04	
					02/12/2009	100-0903-531-30-10	17.70	
					02/12/2009	100-0201-512-30-10	11.48	
					02/12/2009	100-0202-512-30-10	8.28	

PROGRAM: 09140L
 CITY OF MEMPHIS

ACCOUNTS PAYABLE CHECK REGISTER

PAGE 2
 ACCOUNTING PERIOD 2009/01
 REPORT NUMBER 8

CHECK NO	VERSION NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	DEBIT AMOUNT	CHECK TOTAL
20221		OFFICE DEPOT			02/12/2009	100-0203-512-30-10	3.68	
					02/12/2009	100-0101-511-30-10	2.69	
							72.97	
20222		OFFICEMAX INC			02/12/2009	100-1002-541-30-10	50.22	
							50.22	
20223		PACKER CITY INTERNATIONAL			02/12/2009	731-1022-541-30-03	24.48	
					02/12/2009	731-1022-541-38-03	192.39	
					02/12/2009	731-1022-541-38-03	1.92	
					02/12/2009	731-1022-541-38-03	6.08	
					02/12/2009	731-1022-541-38-03	43.08	
					02/12/2009	731-1022-541-38-03	26.06	
					02/12/2009	731-1022-541-38-03	119.22	
					02/12/2009	731-1022-541-38-03	20.29	
							472.91	
20224		POSTAL ANNEX			02/12/2009	100-0904-531-30-11	7.12	
					02/12/2009	100-0901-521-30-11	11.48	
					02/12/2009	100-0901-521-30-11	9.20	
					02/12/2009	100-0901-521-30-11	6.99	
					02/12/2009	100-0901-521-30-11	7.10	
					02/12/2009	100-0901-521-30-11	7.18	
					02/12/2009	100-0901-521-30-11	6.99	
					02/12/2009	100-0901-521-30-11	6.99	
					02/12/2009	100-0901-521-30-11	11.29	
							74.26	
20225		ROSS IMAGING INC			02/12/2009	100-1001-514-24-03	861.69	
							861.69	
20226		SAFEGUARD BUSINESS SYSTEMS			02/12/2009	100-0401-513-30-10	83.63	
							83.63	
20227		SANOPI PAPER INC			02/12/2009	100-0903-531-30-18	73.03	
							73.03	
20228		SCHAEFFER MFG CO			02/12/2009	731-1022-541-30-16	559.55	
							559.55	
20229		SCHWAB AUTO INC			02/12/2009	100-0801-521-29-05	100.00	
							100.00	
20230		SERVICEMASTER BUILDING MA			02/12/2009	100-0801-521-20-01	50.00	
					02/12/2009	100-0801-521-20-01	1,395.00	
							1,445.00	
20231		THEBACARE			02/12/2009	100-0801-521-21-05	220.88	
							220.88	
20232		UNITISAT CORPORATION			02/12/2009	731-1022-541-20-01	96.93	
							96.93	

PREPARED BY: 12/2009, 13:30:46
 PROGRAM: 003462
 CITY OF KEOSAUQUA
 ACCOUNTS PAYABLE CHECK REGISTER
 ACCOUNTING PERIOD: 2009/01
 REPORT NUMBER: 8
 PAGE: 5

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	AMOUNT	REMITTANCE AMOUNT	CHECK TOTAL
20232	399	UNIFORMS CORPORATION			02/12/2009	100-0000-202-09-00	96.91		96.91
20233	405	UNITED MAY FOX CITIES	PRO212		02/12/2009	100-0000-202-09-00	72.00		72.00
20234	410	US OIL CO INC			02/12/2009	731-1022-541-30-18	130.83		130.83
					02/12/2009	731-1022-541-24-03	12.00		12.00
					02/12/2009	100-0000-111-00-00	1,408.97		1,408.97
					02/12/2009	100-0000-111-00-00	15,379.23		15,379.23
					02/12/2009	100-0000-141-00-00	1,000.80		1,000.80
					02/12/2009	100-0000-141-00-00	21,390.19		21,390.19
20235	411	US PETROLEUM EQUIPMENT			02/12/2009	731-1022-541-24-04	107.50		107.50
20236	428	WATERLY SANITARY DISTRICT			02/12/2009	100-0000-202-07-00	11,987.50		11,987.50
20237	432	WARRNER ELECTRIC SUPPLY CO			02/12/2009	100-0000-112-00-00	286.74		286.74
20238	438	WINNEBAGO COUNTY CLERK OF			02/12/2009	100-0000-201-03-00	150.00		150.00
20239	440	WINNEBAGO COUNTY TREASURER			02/12/2009	100-1015-543-25-01	7,429.61		7,429.61
					02/12/2009	100-1017-543-21-05	2,701.40		2,701.40
					02/12/2009	268-1027-541-21-06	12,291.20		12,291.20
					02/12/2009	11,122.21		11,122.21	
20240	440	WINNEBAGO COUNTY TREASURER			02/12/2009	100-0000-202-02-00	882,477.21		882,477.21
					02/12/2009	100-0000-201-08-00	29,468.15		29,468.15
					02/12/2009	917,945.36		917,945.36	
20241	556	WINS			02/12/2009	100-0915-531-32-02	39.00		39.00
20242	478	WISCONSIN SUPPORT COLLECT	PRO212		02/12/2009	100-0000-202-03-00	515.23		515.23
			PRO212		02/12/2009	100-0000-202-04-00	138.40		138.40
			PRO212		02/12/2009	100-0000-202-03-00	711.92		711.92
						1,365.55		1,365.55	

BANK/CHECK TOTAL 2,993,681.63
 ALL BANKS/CHECKS TOTAL 2,993,681.63



landmarks

Thursday, February 12, 2009 8:33 AM

From: "woodworks@tds.net" <woodworks@tds.net>

To: dmerkes@sbcglobal.net

Mr. Mayor,

Per our telephone conversation February 11th.....

I believe I can play a productive roll on the Landmarks Commission due to years of experience preserving historic structures. I also bring to the table knowledge of general contracting, electrical/mechanical systems, business administration, and project management.

Please call me direct at 707-1412 for specifics on the experiences listed above or with any other questions you may have.

Thank you for your consideration

Bernard Zimmermann II

Don Merkes

From: ken kubiak [kkubiak2@new.rr.com]
Sent: Wednesday, February 11, 2009 6:16 PM
To: Don Merkes
Subject: Re: Board of Appeals

Mayor Merkes;

After reviewing the duties of the Board of Appeals as laid out in your email, I would be pleased to accept your appointment. Thank you for this opportunity. Ken Kubiak

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

From: Don Merkes
To: Ken Kubiak
Sent: Wednesday, February 11, 2009 4:42 PM
Subject: Board of Appeals

Ken, following is the section of code that talks about the board of appeals. If it is interesting to you please send a short note back to me stating your interest and we will get you on the agenda. If you get it to me early Thurs I'll get you on the Monday agenda, its not necessary though since there are no scheduled cases in the near future

Don

INTEROFFICE MEMORANDUM

TO: MAYOR MERKES
FROM: TASHA SAECKER, LIBRARY DIRECTOR
SUBJECT: JOINT CABLE TV COMMITTEE
DATE: 2/6/2009

I am interested in serving on the Joint Neenah Menasha Cable TV Committee. The library is a logical partner for cable concerns, especially regarding PEG access channels.

I have experience working with a PEG channel in a previous position. I have also served on a community cable TV committee in another community.

Thank you for considering my appointment.

Tasha Saecker

Library Director

Nancy Biese
Menasha High School
420 7th Street
Menasha, WI 54952
February 10, 2009

Don Merkes
City Hall
140 Main Street
Menasha, WI 54952

Don Merkes:

Thank you for your letter of February 10, 2009, inviting me to join the Cable TV Committee. I am interested in being a member of this Committee.

I have been a Library Media Specialist with the Menasha Joint School District for many years, eleven of which have been in my current position at the High School. Cable television has played an important role in delivering content to numerous classrooms and libraries over the years.

I look forward to learning more about PEG access and a regional Studio, as well as seeing how future cable television decisions will impact the city and the learning communities of Menasha.

Sincerely,

Nancy Biese

Don Merkes

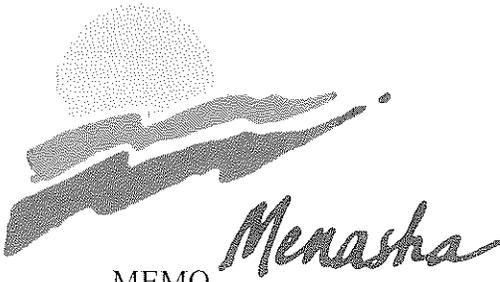
From: Steve Grenell [sgrenell@wppienergy.org]
Sent: Tuesday, February 10, 2009 11:30 AM
To: Don Merkes
Subject: Joint N-M Cable TV Committee

Don,

I would be interested to be a member of the Joint N-M Cable TV Committee. I see this as an opportunity for myself to get involved with the city as well as being a utility employee I may be able to bring better communications and help for all parties.

Thanks

Steve Grenell
Project Engineer
Menasha Utilities
198 River Street
P.O. Box 340
Menasha, WI 54952
920-967-3415
cell 920-740-3431
fax 920-967-4899



City of Menasha • Office of the City Attorney
Jeffrey S. Brandt, City Attorney

MEMO

TO: Common Council
Mayor Merkes

FROM: CA/HR Brandt JSB

SUBJECT: Witthuhn tax claim

DATE: February 11, 2009

I recommended that you deny the Witthuhn claim. The Witthuhns have misinterpreted the law when they claim this is a palpable error under sec. 74.33(1)(a) or (f).

Subsection (1)(a) provides:

A clerical error has been made in the description of the property or in the computation of the tax.

Subsection (1)(f) provides:

An arithmetic, transpositional or similar error has occurred..

What has occurred is that the Assessor used an incorrect measurement for determining value. The incorrect measurement was not the result of wither a clerical or arithmetic error. The proper remedy for the Witthuhns would be through the Board of Review process. They failed to timely file any objection to through the Board of Review. As I understand it, the Witthuhns claim that they did not receive their notice of assessment. This happened because they moved from the address they provided for the mailing of the tax bill on their Wisconsin Transfer Tax Return, failed to notify the City and failed to have the proper forwarding order with the Post Office. As a fail safe process, the City is required to post notice of the Open Book and Board of Review as well as publish those dates. All the proper procedures were done.

As such, there is no remedy for 2008. However, the Assessor has changed the dimensions of the property for the 2009 tax cycle. The Council meeting to consider this recommendation is February 16, 2009. An opportunity to address the Common Council is provided to all citizens at the beginning of the meeting.

Please contact me if you have any questions.

Cc/ Kara Witthuhn

January 28, 2009

City Clerk
Third Floor, City Hall
140 Main Street
Menasha, WI 54952

Ms. Galeazzi,

I am writing this letter per § 74.35, Wis. Stats., to request a partial refund of the 2008 property tax that we paid for our property located at 3041 Winnipeg Street, Menasha. The city's appraiser, Associated Appraisal Consultants, Inc., has acknowledged that there has been an error in the computation of our assessment in the amount of \$33,500 due to inaccurate square footage calculations. Therefore, we have overpaid 2008 property taxes by approximately \$847.60.

We believe that we are entitled to this refund as defined in § 74.33(1)(a) and (f), Wis. Stats., because "a clerical error has been made in the description of the property or in the computation of the tax" and "an arithmetic, transpositional or similar error has occurred." These statements apply due to the acknowledgement that the assessed value of our home was overstated due to miscalculations of the square footage; therefore, the property tax calculations were based on inaccurate numbers.

We appreciate your prompt attention in this matter. If you have further questions, feel free to contact me at any time.

Sincerely,



Kara Witthuhn
3041 Winnipeg Street
Menasha, WI 54952
920.882.6291 (home)
920.540.4995 (cell)

cc: Mayor Don Merkes
Tom Stoeffel
Kevin Benner

RECEIVED

JAN 28 2009

CITY OF MENASHA
BY dg



City of Menasha • Office of the City Attorney
Jeffrey S. Brandt, City Attorney

MEMO

TO: Common Council
Mayor Merkes

FROM: CA/HR Brandt JSB

SUBJECT: Wisconsin Housing Preservation Corp., tax claims (2)

DATE: February 11, 2009

I recommend you deny the claims of Wisconsin Housing Preservation Corp. for recovery of unlawful taxes for 1400 Lucerne Drive and 37 Tayco Street. These claims are based on sec. 70.11(4) which exempts property from taxation for educational, religious and benevolent societies, women's clubs, historical societies, fraternities and libraries.

Wisconsin Housing Preservation Corp. Has provided no creditable evidence that they fit the statutory criteria of sec. 70.11(4).

The Common Council will consider this recommendation on February 11, 2009 at 6:00 p.m. There is a provision allowing members of the public to comment near the beginning of Council meetings.

Please contact me for any questions.

Cc/ Wisconsin Housing Preservation Corp.
2355 Polaris Lane #100
Plymouth, MN 55447

CLAIM FOR RECOVERY OF UNLAWFUL TAXES

Serv's

To: Clerk of the City of Menasha
140 Main St
Menasha, WI 54952

Please be advised that the undersigned hereby asserts that the 2008 real estate taxes it paid in the amount of \$30,119.45 for the property located at 37 Tayco St, Menasha, Wisconsin ("Property"), constitute an unlawful tax under Sec. 74.35 Wis. Stats., because the Property is exempt from taxation under Section 70.11(4) of the Wisconsin Statutes. You are hereby instructed to take final action on this claim within ninety (90) days after the claim is filed.

Dated this 27 day of January, 2009.

WHPC-Dominium, LLC

By: Wisconsin Housing Preservation Corp.,
Its sole and authorized member

By: 
Erich Schwenker, Agent

Erich Schwenker
1/28/09

City of Menasha Tax Roll

Tax Parcel ID or Number: 2-00079-00

Owner: Whpc Dominion Llc

Parcel Address: 37 Tayco St

Tax District: Winnebago County

2008 Tax Roll Information

2008 Land Value:	\$	165,300.00
2008 Improvements:		1,075,000.00
Parcel Total:		1,240,300.00

2008 Taxes

General Tax:	32,043.53	
School Credit:	1924.08	
First Dollar Credit:	33.7	
Lottery Credit:	0.00	
Miscellaneous:	0.00	
Special Assessments:	0.00	
Net Tax:		30,085.75

General Tax less School Credit	Total:	30,119.45
Paid Amount (includes First Dollar & Lottery Credits)	Paid Amount:	30,119.45
	Unpaid Amount:	0.00

Month and day of last account activity: December 31

CLAIM FOR RECOVERY OF UNLAWFUL TAXES

SENE

To: Clerk of the City of Menasha
140 Main St
Menasha, WI 54952

Please be advised that the undersigned hereby asserts that the 2008 real estate taxes it paid in the amount of \$30,768.31 for the property located at 1400 Lucerne Dr, Menasha, Wisconsin ("Property"), constitute an unlawful tax under Sec. 74.35 Wis. Stats., because the Property is exempt from taxation under Section 70.11(4) of the Wisconsin Statutes. You are hereby instructed to take final action on this claim within ninety (90) days after the claim is filed.

Dated this 27 day of January, 2009.

WHPC-Dominium, LLC

By: Wisconsin Housing Preservation Corp.,
Its sole and authorized member

By: E. O. Schwenker
Erich Schwenker, Agent

Received
1/28/09

City of Menasha Tax Roll

Tax Parcel ID or Number: 6-01276-00

Owner: Whpc Dominion Llc

Parcel Address: 1400 Lucerne Dr

Tax District: Winnebago County

2008 Tax Roll Information

2008 Land Value:	\$	182,400.00
2008 Improvements:		1,065,300.00
Parcel Total:		1,247,700.00

2008 Taxes

General Tax:	32,234.7
School Credit:	1935.56
First Dollar Credit:	33.7
Lottery Credit:	0.00
Miscellaneous:	469.17
Special Assessments:	0.00
<i>UNPD ELE</i>	<i>469.17</i>
Net Tax:	30,734.61

General Tax less School Credit	Total:	30,768.31
Paid Amount (includes First Dollar & Lottery Credits)	Paid Amount:	30,768.31
	Unpaid Amount:	0.00

Month and day of last account activity: December 31