

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, July 20, 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. PRD Tungate – Introduction of Vince Maas, Superintendent of Parks, Forestry & Cemeteries
  - 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
    - Minutes to receive:
      - a. [Administration Committee, 7/6/09](#)
      - b. [Board of Public Works, 7/6/09](#)
      - c. [Committee on Aging, 1/11/09, 2/12/09, 3/12/09, 4/9/09, 5/14/09,6/11/09](#)
      - d. [Water & Light Commission, 7/24/09](#)
      - e. [Water & Light Commission, 7/24/09; Closed Session](#)
      - f. [Sustainability Board, 6/16/09](#)
      - g. [Housing Authority, 6/16/09](#)
      - h. Parks and Recreation Board, [6/8/09](#), [7/13/09](#)
      - i. [Plan Commission, 7/7/09](#)
      - j. [Landmarks Commission, 7/8/09](#)
    - Communications:
      - k. [California Dental Association, 6/26/09; Steam Utility Revenue Bond Anticipation Notes](#)
      - l. [Customers First! Newsletter, July 2009; The Wire](#)
      - m. [Town of Menasha Utility Commission minutes, 4/6/09, 4/20/09, 5/4/09, 5/18/09, 6/8/09](#)
      - n. [Ald. Taylor, 7/10/09; Otto Grunski Riverfest Flyer](#)
      - o. [WiDNR, 7/9/09; Notice of air pollution permit \(320 Appleton St.-Alliance Industries, Inc\)](#)
      - p. [Arbor Day Foundation 6/22/09; Congratulations on City's tree care program](#)
      - q. [CDD Keil, 7/14/09; Status of DOC Brownfield Grant Application-Gilbert Site](#)
      - r. [CDD Keil, 7/16/09; Lock Site Mural Dedication](#)

"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 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, 7/6/09](#)

### Board of Public Works, 7/6/09 – Recommends Approval of:

2. [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; ADD: \\$8,484.00 \(Change Order No. 3\)](#)

### Plan Commission, 7/7/09 – Recommends Approval of:

3. [Certified Survey Map-Lake Park Road.](#)

## H. ITEMS REMOVED FROM CONSENT AGENDA

## I. ORDINANCES AND RESOLUTIONS

1. [R-19-09 Acknowledging Review of City of Menasha 2008 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208 \(Recommended by Board of Public Works, Introduced by Ald. Hendricks\)](#)

## J. ACTION ITEMS

1. [Accounts payable and payroll for the term 7/9/09-7/16/09 in the amount of \\$372,817.72](#)
2. [“Class B” Liquor License Application, Ramsey & Ramsey for the premises at 2 Tayco Street, Menasha, Kathleen Bayer, Agent, July 21, 2009-June 30, 2010.](#)

## K. APPOINTMENTS

- 1 Mayor’s Appointment to Ad-Hoc Complete Count Committee:
  - a. Keng Xiong, 1134 Mayer Street, Menasha (MJSD Representative)

## 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 Frances M. Drath and that she be advised of her statutory rights pursuant to Wis. Stats. 893.80](#)

## M. HELD OVER BUSINESS

1. [Recommendation to Revise Rear Yard Drainage Grant Program \(Held 7/6/09\)](#)

## N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

## O. ADJOURNMENT

## MEETING NOTICE

**Monday, August 3, 2009 - Council Chambers  
Common Council – 6:00 PM  
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  
July 6, 2009  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 7:14 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, Atty Rich Carlson, PC Stanke, DPW Radtke,  
C/T Stoffel, AP Kester, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

[1. Administration Committee, 6/15/09](#)

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

Motion carried on voice vote

D. ACTION ITEMS

None

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Pack to adjourn at 7:15 p.m.

Motion carried on voice vote.

Respectfully submitted by  
Deborah A. Galeazzi, WCMC  
City Clerk

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
July 6, 2009  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:16 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, Atty Rich Carlson, PC Stanke, DPW Radtke,  
C/T Stoffel, AP Kester, PWS Jacobson, Jennifer Semrau (Winnebago  
County), Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [June 15, 2009](#)

Moved by Ald. Zelinski, 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; ADD: \\$8,484.00 \(Change Order No. 3\)](#)

DPW Radtke explained this change order is for additional grouting material to sanitary sewer laterals and to extend the contract by 107 days. The extended time is for avoidable delays in the project. The project has been under budget.

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

Motion carried on voice vote

2. [Consideration of Initiating Single Stream Recycling Operations](#)

Jennifer Semrau Recycling Specialist for Winnebago County and PWS Jacobson gave a presentation on the new single stream recycling program. Brown, Outagamie and Winnebago Counties will have one single stream recycling facility. Single stream recycling will allow residents to place all recyclables in one container for collection with separation occurring at the recycling facility. Blue plastic recycling bags will not be accepted after Jan 1., 2010. Each community can choose to stay with dual stream or switch to single stream collection.

Discussion ensued on the financing options for additional carts for recycling; switching to a bi-weekly recycling collection; cost of manpower of manual collection vs. automatic.

Ald. Hendricks recommended this item be kept in Board of Public Works for further discussion; requested information on manual collection vs. automatic collection.

3. [Resolution R-19-09 Acknowledging Review of City of Menasha 2008 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208 \(Ald. Hendricks\)](#)

DPW Radtke explained the resolution is in response to the low grade on the collection of sanitary sewer overflows the City earned on the Compliance Maintenance Annual Report for the wastewater collection system. The overflows occurred during heavy downpours of rain that caused some bypassing to save property damage.

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

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Wisneski to adjourn at 8:06 p.m.

Motion carried on voice vote.

Respectfully submitted by  
Deborah A. Galeazzi, WCMC  
City Clerk

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA  
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 1<sup>st</sup> 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

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**

**February 12, 2009  
7:45 AM**

**MINUTES**

**A. CALL TO ORDER**

1. Meeting called to order at 8:50am

**B. ROLL CALL/EXCUSED ABSENCES**

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

**C. MINUTES TO APPROVE**

1. Motion made by R. Rogers, seconded by S. Steffen to approve the January 8, 2009, minutes with date of meeting changed to reflect January 8. Carried.

**D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

1. Commission on Aging – Program: Winnebago County’s Adult Foster Family Care and Volunteer Guardianship Programs
2. Financial Report – no report available
3. Senior Center Supervisor
  - a. Congratulations to Lee Murphy and Sue Steffen for reappointment on the Committee on Aging by the Common Council to another 3 year term.
  - b. The Valentine Party on 2/13 will have close to 70 people attending. The Highlands at Mahler Park sponsored the food for this party. Germania Hall donated the pasta; A Birthday Party will be held in March (cake, ice cream and games)
  - c. Class TV in January was attended by 11 people. It may prove to be a good idea for future activities.
  - d. S. Nett, S. Bull met with Terri Sturn, Winnebago Co. Nutrition Director, to discuss ways in which the meal program at MSC can be promoted. Terri created a letter to seniors who have never visited the meal site to invite them to the site and includes a coupon for a free meal. This letter will be placed in the City’s spring newsletter, *The Horizon*, as well as MSC’s *Senior Chatter*.
  - e. MSC is working with a SALT team to help them promote File of Life. Volunteers with File of Life materials will be available at MSC parties as well as the Spring Banquet.
  - f. Sylvia asked advice from committee members regarding a request to print each month’s meal-site menu in the *Senior Chatter*. Because Sylvia would not be able to get the menu from Zaugs until after the newsletter printing date and printing the menu would also cause the subscription price to increase, members suggested placing an article in the newsletter saying that anyone could stop in MSC and pick up a copy of the menu for the entire month.

"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."

g. The Safety Committee has completed the Senior Center's EOEP-Emergency Operations and Evacuation Plan.

#### E. DISCUSSION

1. Four multi-day rentals for 2009 were presented to the Committee for approval: Fox Speaks Toastmaster/LuAnn Wickeham; Creative Memories/Sandy Hietpas; Creative Memories/Alexis Olson; and Dartball League/Marilyn Wolff. All have rented previously at MSC and are considered good renters. Motion made by J. Klundt, seconded by L. Murphy to accept 2009 rental applications from Fox Speaks Toastmaster/LuAnnWickeham, Creative Memories/Sandy Hietpas, Creative Memories/Alexis Olson and Dartball League/Marilyn Wolff. Carried
2. In preparation for accreditation, a few changes are required to MSC's Policy and Procedures. The Accreditation Committee presented the Committee on Aging with two new important policies they believe should be added to the manual: *Confidentiality Policy/Acknowledgement* for volunteers and staff and a *Participation/Behavioral Policy*.

In addition, Sylvia presented the Committee for acceptance an updated version of the Committee on Aging's *Duties and Powers*. It will read

“(a) Act as the clearinghouse for all senior citizen groups requesting aid of any type from the City of Menasha. Such requests may be made by the requesting group through the Menasha Committee on Aging. If approved by the Committee, the request will be forwarded to the Menasha Common Council for approval. The operation of the Senior citizen's group requesting aid of any type from the City of Menasha shall be under the jurisdiction of the Menasha Committee on Aging.

(b) Act as the mechanism through which the voices of senior citizens can be heard on any and all issues.

(c) Encourage the development of new and expanded programs for older adults consistent with the needs of our seniors in cooperation with Winnebago County, the Bay Area Agency on Aging, and other area agencies on aging.

(d) Responsible for reviewing, advising and formulating policies:

Facility – makes recommendations; oversees rental policy

Fundraising – approve any requests for exceptions to the fundraising policy when other organizations are involved

Policies & Procedures– reviews policies and makes recommendations, implements changes

Budget – makes recommendations, offers support at budget hearings, assists with fundraising

Personnel – may provide input to personnel department on job description for staff

Programming – recommends development; assists with planning and administering; requests and reviews progress/programming reports

Public – solicits public input, promotes senior center programming; acts as liaison between senior population and City of Menasha Common Council”.

Motion made by R. Rogers, seconded by J. Klundt to accept the Confidentiality Policy/Acknowledgement as presented, the Participation/Behavioral Policy with the addition of “Anyone violating this policy will be removed at Menasha Senior staff's discretion.” and the updated *Duties and Powers* of the Committee on Aging. Carried.

F. HELD OVER BUSINESS

1. Accreditation is nearing completion. Committee on Aging's review of the entire manual is anticipated at the March meeting.
2. The security deposit is required for one-day and multiple-day rentals. The policy reads:
  1. The deposit for one-day only rental will be returned within 10 days.
  2. The deposit for a multiple-day rental will be returned within 10 days at the end of the rental period. If the deposit is needed for clean up by the Menasha Senior Center or City of Menasha staff for any day during the rental period an additional \$25.00 will then be required before the next scheduled rental day.

G. ADJOURNMENT

Motion to adjourn meeting at 9:15am made by L. Murphy and seconded by M. Lueke. Carried

Next Meeting: Thursday, March 12, 2009

Call 967-3530 if you can not attend.

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**

**March 12, 2009  
7:45 AM**

**MINUTES**

**A. CALL TO ORDER**

1. Meeting called to order at 7:48am

**B. ROLL CALL/EXCUSED ABSENCES**

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

**C. MINUTES TO APPROVE**

1. Motion made by R. Rogers, seconded by B. Jankowski to approve February 12, 2009, minutes. Carried.

**D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

1. **Commission on Aging** - J. Klundt reported that presentation was Lutheran Social Services Mental Health Counseling program with Pat Valentyn. Also that there will be a different contractor for the Dial-a-Ride program for Winnebago County.
2. **Financial Report** – none available
3. **Senior Center Supervisor** –
  1. S. Bull indicated that both April and May will be busy months at MSC. She suggested committee members read the newsletter for all details – many presentations, a legal assistance clinic, important health screenings and the Chop Suey party with a polka band in April and the Spring Banquet in May.
  2. Barb Taylor, Activity Coordinator, will be on medical leave for 6 weeks which will be all of April and the first week in May. Volunteers will be called upon to help in the office.
  3. Both S. Nett and S. Bull met with the Oshkosh Senior Center Committee on Aging members as well as other area non-profit agencies about a future senior day conference/fair (similar to “Living in the 80’s, 90’s). The OSC Committee on Aging leading this endeavor and hope to plan for a 2010 conference. It is expected that this would be a county-wide conference. S. Nett volunteered for the Health Fair segment and S. Bull volunteered to be on the initial planning committee (when, where, etc.). Information will be shared as it develops.

**E. DISCUSSION**

1. Election of Officers – election of officers will be held at the April meeting. The commencement of Committee on Aging members to their terms was questioned in light of

"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."

the fact that for the last few years members have been officially appointed/re-appointed to their terms through the Mayor's office in February yet the MSC Policies and Procedures manual as well as the City's Ordinance states May. Motion to change the existing City of Menasha ordinance *SEC.2-4-10 COMMITTEE ON AGING. 120294 2:14* to read "All other terms commence on February 1 in the year of appointment." made by Bob Jankowski, seconded by Joyce Klundt. Carried. Committee members will have to research the process to make this change.

2. WASC Spring workshop – S. Bull announced that a WASC 2009 one-day spring workshop will be held on April 30 in Stevens Point. M. Lueke and J. Klundt said they were interested in attending.

#### F. HELD OVER BUSINESS

1. Accreditation – The date for the accreditation is Thursday, April 2nd S. Bull invited all committee members to attend. The Accreditation Committee members will meet with the WASC representatives on that day.

#### G. ADJOURNMENT

Motion to adjourn meeting at 9:30am made by Lee Murphy, seconded by Sue Steffen. Carried.

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**

**April 9, 2009  
7:45 AM**

**MINUTES**

**A. CALL TO ORDER**

1. Meeting called to order at 7:50am

**B. ROLL CALL/EXCUSED ABSENCES**

Present: Mary Luke, Bob Jankowski, Joyce Klundt, Roy Rogers, Sue Steffen, Lee Murphy, Sue Nett, Sylvia Bull and Jean Wollerman.

**C. MINUTES TO APPROVE**

1. Motion made by R. Rogers, seconded by S. Nett to approve March 12, 2009, minutes, with two corrections: change heading "AGENDA" to "MINUTES" and include Roy Rogers as being present at the meeting. Carried.

**D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

1. **Commission on Aging** – J. Klundt reported that the Valley Transit system has a new para transit bus, called Running, Inc.. It will be replacing Kobussen.
2. **Financial Report** – S. Nett stated that MSC was under budget for 2008. A 2009 report is not available at this time.
3. **Senior Center Supervisor** –
  - a. A resident of Menasha, who wishes to remain anonymous, donated a Nintendo Wii to the center, with an additional control. Staff will begin promoting this game and scheduling activities.
  - b. The meal-site coupon is in the City of Menasha's spring newsletter, *The Horizon*. S. Bull will report any response to it. The meal-site received five responses to the coupon in The Senior Chatter.
  - c. The May Banquet will be held on May 13 at Germania Hall from 12:30-2:30pm. S. Bull asked committee members to again donate paper products for the popular paper products raffle gift bag for the event.
  - d. A committee member asked if MSC could in some way honor Veterans. After some discussion, it was decided that MSC would have a large party/banquet in November (in lieu of the Christmas Banquet). Jean Wollerman suggested combining efforts with the N-M YMCA - all agreed. We will ask the Y-Nots to be entertainment and we will ask for sponsorship from the community as well.

"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."

#### E. DISCUSSION

1. Election of Officers –Motion made by R. Rogers, seconded by B. Jankowski to re-elect Joyce Klundt to another term of Chairperson to the City of Menasha Committee on Aging. Carried Thank you Joyce for your willingness to continue this position. Motion made by L. Murphy, seconded by M. Lueke to nominate Sue Steffen for the Vice Chairperson position. Carried. Thank you Sue for accepting this position.
2. Winnebago County grant – S. Nett informed committee members that she has submitted this grant to the Menasha Common Council for their approval on 4/20. It will then be forwarded to Winnebago County.

#### F. HELD OVER BUSINESS

1. Accreditation – S. Bull announced that the Menasha Senior Center now has accreditation status with the Wisconsin Association of Senior Centers. The accreditation was held on April 9. A plaque will be issued to the senior center with plans to promote and celebrate this achievement with the Menasha Common Council and the seniors at the May Banquet. S. Bull expressed her sincere appreciation for the Accreditation Committee member's hard work as well as the support from all Committee on Aging members.

#### G. ADJOURNMENT

Motion made by B. Jankowski, seconded by S. Steffen to adjourn meeting at 9:01 am. Carried.

**Next meeting:**  
May 14 at 7:45am

**Please call 967-3530 if you CANNOT attend.**

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**

**May 14, 2009  
7:45 AM**

**MINUTES**

**A. CALL TO ORDER**

1. Meeting called to order at 7:50am

**B. ROLL CALL/EXCUSED ABSENCES**

Present: Mary Luke, Bob Jankowski, Joyce Klundt, Roy Rogers, Sue Steffen, Lee Murphy, Sue Nett, Sylvia Bull Absent: Jean Wollerman.

**C. MINUTES TO APPROVE**

1. Motion made by R. Rogers, seconded by B. Jankowski to approve April 9, 2009, minutes. Carried.

**D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

1. **Commission on Aging** – J. Klundt reported that Cindy Draws, nurse supervisor for the Rural Health Screening Program for older adults, provided the program for the meeting.
2. **Financial Report** – Nothing to report at this time.
3. **Senior Center Supervisor** –
  - a. S. Bull handed out information on GWaar (Greater Wisconsin Agency on Aging Resources, Inc.) with its mission and web site as well as information on the Lakeland Long Term Care District with its mission, goals and web site.
  - b. S. Bull, M. Lueke, and J. Klundt reported on their experience and information obtained at the WASC spring workshop in Stevens Point.
  - c. A brief report was given on the May Spring Banquet.

**E. DISCUSSION**

1. S. Bull presented the Committee with what she feels are topics that need to be discussed in 2009: senior participation; utility fee charge; funding. Committee members agreed that all issues will be discussed at future meetings.

**F. HELD OVER BUSINESS**

1. S. Nett reported that MSC will not receive additional funds for 2010 from the Winnebago County Older Adults Grant through the Winnebago County Commission on Aging. A freeze was placed on all of 2010 service programs at the 2009 level.

"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."

G. ADJOURNMENT

Motion made by L. Murphy, seconded by S. Nett to adjourn meeting at 9:00am.  
Carried.

**Next meeting:**  
June 11 at 7:45am

**Please call 967-3530 if you CANNOT attend.**

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**

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

**MINUTES**

**A. CALL TO ORDER**

1. Meeting called to order at 7:45am

**B. ROLL CALL/EXCUSED ABSENCES**

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

**C. MINUTES TO APPROVE**

1. Motion made by R. Rogers, seconded by L. Murphy to approve May 14, 2009, minutes. Carried.

**D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

1. **Commission on Aging** – Nothing to report. No meeting in May.
2. **Financial Report** – Nothing to report at this time.
3. **Senior Center Supervisor** –
  - a. Barb Taylor and senior volunteers will be selling popcorn and soda on Thursdays during the Farmer's Market downtown Menasha.
  - b. MSC received \$120 from the Menasha Rotary to be used to enhance the Nintendo Wii exercise program for the seniors.
  - c. An Island Shores representative stopped in to offer volunteer services. His expertise is in marketing and he offered to lend us his help in this area.

**E. DISCUSSION**

1. MSC Behavioral Policy - The Committee discussed the need to complete MSC's Behavioral Policy with a "request to review" procedure for individuals in violation of the policy. S. Nett and S. Bull will prepare the procedure which will include a review with the Committee on Aging.
2. Utility Fees – The current "utility fee" of \$.25 asked of daily senior center participants (in effect for at least 10 years) needs to be re-evaluated. An increase is in order. Also past practice indicates that this fee was not collected equally across the board for all activities. After discussion, it was decided that a more appropriate fee – but one that would not cause undue hardship on seniors - needs to be assessed. Motion made by R. Rogers, seconded by J. Klundt to initiate an increase in utility fee for the Menasha Senior Center to \$.50 per individual per activity. Carried.

"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."

3. Computer lab – The money set aside for the 2009 completion of the senior computer lab is no longer available per Mayor Merkes direction. MSC will have to come up with alternative approaches. S. Bull will continue to send in grant requests for this purpose.
4. “Friends” – because City funds are now limited to MSC, we will have to begin serious thought and action to finding additional sources of funding. Creating a “Friends of MSC” is one such idea. The source of funds for a “friends of...” will come from others besides seniors themselves (i.e. their family members, businesses, general public) who believe the Menasha Senior Center is of value and worthy cause.

**F. HELD OVER BUSINESS**

1. Accreditation - The Review letter was distributed to committee members and the comments/recommendations were discussed.

**G. ADJOURNMENT**

Motion made by R. Rogers, seconded by S. Steffen to adjourn meeting at 9:05am.  
Carried.

**Next meeting:**  
July 9 at 7:45am

**Please call 967-3530 if you CANNOT attend.**

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

June 24, 2009

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 7:30 A.M., with Commissioners Bob Fahrbach, Joe Guidote, and Don Merkes present on roll call. Also present were Melanie Krause, Manager of Business Operations; Steve Grenell, Project Engineer; Lonnie Pichler, Electric Distribution Supervisor; Dave Rodriguez, Customer and Utility Services Manager; Kristin Hubertus, Business Operations Accountant; Dick Sturm, Manager of Steam Production; Jerry Sturm, Water Plant Supervisor; and Chris Voigtlander, Energy Services Representative.

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

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

Mary Nebel, 713 First Street, spoke regarding a correspondence letter from Boardman Law Firm regarding Disparagement of PCI Settlement Agreement, and decommissioning of the Steam Plant.

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

- A. Minutes of the Regular Meeting of May 27, and the Special Meeting of June 9, 2009.
- B. Minutes of the Closed Session of May 27 (Personnel), 2009.
- C. Approve and warrant payments summarized by checks dated June 4 - 24, 2009, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$1,660,199.06, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- D. Correspondence, as listed.

Copy of proposed minutes from May 15 MEUW Board of Directors meeting

Copy of Summons in a Civil Case served May 28, 2009, re: Sierra Club V. City of Menasha

Copy of letter dated June 5 to Mayor Merkes, from James Dugan, President, Cavanaugh Capital Management, re: Bond Anticipation Notes

Copy of letter dated June 10 to Menasha Utilities, from WI Dept. of Commerce, re: Final Closure of Remediation Site

Copy of letter dated June 12 to James Bartzen, Boardman Law Firm, from Attorney Patrick Lubenow, Smith Amundson LLC, re: Disparagement of PCI Settlement Agreement

Copy of letter dated June 16 to Menasha Utilities from Nick & Becky Carlson, re: Rental Agreement 30 Day Notice

Copy of letter dated June 17 to Attorney Patrick Lubenow, Smith Amundson LLC, from Attorney Anita Gallucci, Boardman Law Firm, re: Disparagement of PCI Settlement Agreement

Comm. Allwardt asked about the correspondence item regarding the Sierra Club notice and the dates on the document. Manager of Business Operations stated the notice of claim was filed in February but it was not served and received until May 28, 2009.

Comm. Allwardt also commented on the correspondence from Attorney Gallucci, and reminded staff and Commissioners not to disparage PCI in any form.

Item IV. May Financial and Operations Statement – Mrs. Krause reported consumption was down approximately 6% from last year. The residential sales were also down and the electric distribution losses are being reviewed but are also attributed to the variance in the way power is purchased and the billing cycles.

The Town of Menasha continues to take more water than budgeted, and the water treatment costs have increased especially in the chemical area. Water Plant Supervisor Jerry Sturm added although water quality is good, staff is trying to maintain the lowest quantities of chemicals to help offset the increase in chemical prices.

On the Steam financials, Mrs. Krause reported the steam takes for steam customers were down approximately 15% besides the pricing variance. There were no MISO sales during the month, which is offset by coal, chemical, and power costs. Maintenance costs are down because it has been kept to a minimal based on the path moving forward. The outside services include environmental costs, customer dispute items, and the strategic team.

Comm. Allwardt noted the coal usage is less than expected because of only running one boiler, and asked about the coal supply in light of the unsure schedule. Project Engineer Grenell stated there is coal on the dock in Green Bay, and he will be meeting with the vendor later today.

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

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.

Item VII. Unfinished Business, Storm Water Update – Manager of Customer and Utility Services Rodriguez reported the set-up for the billing has been finalized, and this would be a final report.

Personnel and Employee Transition Plan – Mrs. Krause stated revisions were made to the job descriptions as requested at the June 9 Special Commission meeting.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimous on roll call to approve the Manager of Engineering and Operations job description at the current salary structure.

Comm. Merkes made the motion to approve the revised Manager of Business Operations job description at the proposed salary range; Comm. Allwardt seconded the motion.

Comm. Allwardt stated these were dual leadership positions, and there is a large disparity in current salaries. Comm. Merkes commented this is a transition plan and may not be a permanent structure, and it was his opinion that an engineering position is not the same as an accounting position. He stated the salary range better blends with the City salary structure, and given the present financial situation it is difficult to justify going higher.

Comm. Guidote asked about the differences between the revised Manager of Business Operations job description and the current position. Mrs. Krause responded the role of General Manager was split between the two positions as well as supervising additional departments in addition to maintaining many of the duties of the current position.

Comm. Guidote made a motion to amend the previous motion to elevate salary of the Manager of Business Operations position to be equal to the salary approved for the Manager of Engineering and Operations position. Comm. Fahrback seconded the motion.

Manager of Steam Production Dick Sturm added the Manager of Business Operations position goes far beyond accounting. Interpreting accounting into business practices is a unique quality to the job and it far over weighs what one might consider accounting; it's the part that makes the business run.

On roll call, Comm. Allwardt, Fahrback, and Guidote voted aye to amend the salary range for the Manager of Business Operations position; Comm. Merkes voted no.

On roll call, Comm. Allwardt, Fahrback, and Guidote voted aye to approve the revised job description for the Manager of Business Operations position; Comm. Merkes voted no.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved on roll call to accept the Project Engineer job description at the current salary range.

Comm. Allwardt asked about a date for the potential plant closure. Mayor Merkes stated after the bond holders meeting there was no set date as to when that might occur. Discussions are still being held with bond holders and steam customers. Mr. Sturm reported the July 3 closure date is no longer viable, and based on recent discussions with the bond holders and customers the facility will remain operating.

Mayor Merkes added that things have been moving quickly the past several days behind the scene and a joint closed session will be scheduled soon to bring both the Council and Commission up to date on recent discussions.

A discussion ensued regarding maintenance issues, State inspections, permits, etc. if the plant were to operate beyond September 1.

Item VIII. New Business, Proposed Steam Utility Closing Schedule – Mr. Sturm stated the information was prepared with the objective of putting the building in condition to preserve the value of the plant beyond a year. A question arises regarding the RO building and the expense involved. The RO system is under lease and options for terminating the lease will need to be

discussed if and when a termination notice is given. Some contractors have been onsite already and have been asked to submit estimates for demolition.

In light of pending Common Council action on the plant closure, Comm. Allwardt asked if some of the shutdown items could be started. Mr. Sturm replied staff has taken the opportunity to organize some of those items in order to save expense. He also stated they will review the draft closing schedule to see if the total hours can be revised, however, he is open to any direction the Commission may choose. The current draft plan preserves the value of the plant for the long term and potential interested parties.

For the next meeting, Comm. Allwardt asked for the absolute essential items that need to be done that will comply with industry standards best methods of closing the plant. We have to make sure we are prudent with the money that is being spent, and basically spending the minimum needed to insure the assets are viable.

Water Plant Supervisor Jerry Sturm asked how long interested parties would be searched for before deciding to demolish the plant. He added it might be more economical to run the plant at a minimum rather than doing any decommission until a decision is made that there are no interested buyers. It was his opinion that running the plant would keep it in better shape than shutting it down and let equipment sit idle.

After a discussion regarding monitors, processors, and other high value items, Mr. Dick Sturm commented the security of the site is an issue that will need to be discussed in the long run.

Comm. Fahrback asked about the process of securing potential buyers. Mr. Sturm replied they are waiting advice from the consultants to indicate when the timing is right. Mrs. Krause added we are also waiting for results from the biomass study to be completed which could also be used as a selling point.

ATC Notice of 3<sup>rd</sup> Payment for Voluntary Additional Capital Contributions in 2009 – Mrs. Krause reported on the additional contribution request and the past practice of allowing WPPI Energy to make the contribution on our behalf.

The motion by Comm. Merkes, seconded by Comm. Fahrback, was unanimously approved on roll call not to participate on the voluntary call and to authorize WPPI Energy to make the contribution if they so choose.

Memo of Understanding, Local 1269 AFSCME AFL-CIO – Mrs. Krause stated the revised memo would extend the trial period for the Steam System Maintenance/Operations Superintendent from 90 days to 180 days.

The motion by Comm. Merkes, seconded by Comm. Guidote, was unanimous to approve the revised Memorandum of Understanding.

Request to Reallocate Funds for Energy Conservation Project – Mr. Rodriguez reviewed the request to transfer funds in the 2009 budget to upgrade the flood lighting at the office complex and the ornamental lighting in the Plaza. Payback for this project is calculated at 1.22 years with the reduction in energy costs and reduced maintenance expense.

The motion by Comm. Guidote, seconded by Comm. Fahrbach, was unanimously approved on roll call to reallocate the 2009 budget funds for the Energy Conservation Project.

Item IX. Project Reports, Third Street Water Main Project – Electric and Water Distribution Supervisor Pichler reported a final walk through with Omni Engineering, DNR, and the Department of Public Works will be scheduled on the project in order to facilitate closure for the Safe Drinking Water Fund loan. The street lighting has been ordered and approval has been received from ATC to mount the lighting on their poles. Mayor Merkes added they expect concrete will start to be poured the middle of July.

Item X. Staff Reports, Interim General Manager – in the absence of Interim General Manager Verhagen, there was no report for this month.

Electric and Water Distribution/Safety Report – Mr. Pichler added crews continue to pull poles.

Steam Utility – Mr. Sturm gave an update on the Sonoco, Alcan, and #4 boiler outages. In response to Comm. Fahrbach's question, he stated Dresser Rand is still cooperating with items they have agreed to and basic testing has been completed.

Project Engineer – Mr. Grenell added the draft biomass study is expected by mid-July.

Comm. Fahrbach asked if there was any progress on the telecommunications strategic plan. In the absence of Technical Services Engineer Teale, Mr. Grenell did not have an update.

Mayor Merkes stated the cost to the City of Menasha was projected to increase from \$400 per month to \$2,000 per month, and questioned the increase compared to net losses in telecommunications. Mrs. Krause stated the income statement did not cover principle and interest of the debt. The cash flow statement shows a major shortfall which includes previous loans from the Electric Utility.

Mayor Merkes indicated this is a drastic increase for the same services in a year, and we should be looking for new customers and new ways to generate income rather than just pushing the increase on current customers even though the Utilities and City are the two largest customers.

Comm. Allwardt add this was all part of the previous strategic plan discussions on the direction of telecommunications, and requested this item be placed on the next meeting agenda.

Mr. Grenell and Mr. Pichler departed at 9:10 a.m. to attend another meeting.

Water Plant – Mr. Jerry Sturm added staff is working through issues with the hypochloride storage tank issues. One tank is leaking and options for replacement versus repair are being investigated.

Telecommunications & Substations – there were no questions to the report presented.

Business Operations – Mrs. Krause noted there is a meeting scheduled on July 20 with the Water Division of the Public Service Commission to discuss chemical costs.

Customer and Utility Services – Comm. Fahrbach asked if we were going to continue renting out the property by the Water Plant. Mr. Rodriguez replied we would need to hire a firm to handle background checks, etc. if the decision is to continue renting the property.

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

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

Mary Nebel, 713 First Street, commented on the leased equipment in the Steam Plant, permit violations, and decommission versus the option to sell the Steam Plant.

Joanne Roush, 409 Cleveland Street, also commented on the leased equipment and alternative financing on a key component of the plant, the appearance of bond holders and lawyers driving the process, value of the physical asset to a buyer, the transition plan, and the possibility of reducing rates to compensate customers for the Steam Utility debt.

Comm. President Allwardt stated the lease of the equipment was approved by the Commission and has not been a hidden item in the project. Also, the Commission voted to follow the Stern Brothers report to close the Utility, and it was their recommendation to bring in another firm to ensure the City and Commission will not be caught off-guard during this process. It is taking longer than what most would like, but it is the right thing to do to make sure there are no surprises and to prevent any further litigation.

Item XII. The motion by Comm. Fahrbach, seconded by Comm. Guidote, was unanimously approved on roll call at 9:30 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: Whiting and Steam Customer Contracts and Potential Litigation

There being no further discussion, the motion by Comm. Merkes, seconded by Comm. Guidote, was unanimously approved to adjourn at 9:55 a.m. and to reconvene into Open Session of the Regular Meeting of the Water and Light Commission.

The motion by Comm. Guidote, seconded by Comm. Merkes, was unanimous to recommend the City of Menasha Common Council approve the Release and Settlement Agreement for Whiting Paper.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved on roll call at 10:00 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: Personnel: Staffing

There being no further discussion, the motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to adjourn at 10:45 a.m. and to reconvene into Open Session of the Regular Meeting of the Water and Light Commission.

The motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to offer the Manager of Engineering and Operations position to Mr. Dick Sturm at Step 3 of the salary structure, and to offer the revised Manager of Business Operations position to Mrs. Melanie Krause at Step 1 of the salary structure. Both Mr. Sturm and Mrs. Krause accepted the new positions.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to adjourn at 10:50 a.m.

By: MARK L. ALLWARDT  
President

Joseph P. Guidote  
Acting Secretary

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

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

June 24, 2009

**Draft**

Commission President Mark Allwardt called the Closed Session to order at 10:00 a.m., upon the unanimously approved motion by Comm. Guidote, and seconded by Comm. Merkes, 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: Personnel: Staffing

Commissioners Fahrbach, Guidote, and Merkes were present on roll call by Commission President Allwardt. Also present were Manager of Business Operations Krause and Manager of Steam Production Sturm.

The purpose of the Closed Session was to discuss personnel and staffing.

Mrs. Krause and Mr. Sturm were excused from the meeting at 10:05 a.m., and Comm. Fahrbach departed at 10:10 a.m.

Comm. President Allwardt left the meeting at 10:30 a.m. to meet individually with Mrs. Krause and Mr. Sturm.

There being no further discussion, the motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to adjourn at 10:45 a.m. and to reconvene into Open Session of the Regular Meeting of the Water and Light Commission. Comm. Allwardt, Mrs. Krause, and Mr. Sturm rejoined the meeting at this time.

The motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to offer the Manager of Engineering and Operations position to Mr. Sturm at Step 3 of the salary structure, and to offer the revised Manager of Business Operations position to Mrs. Krause at Step 1 of the salary structure. Both Mr. Sturm and Mrs. Krause accepted the new positions.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to adjourn at 10:50 a.m.

BY: Joseph P. Guidote  
Acting Secretary

**CITY OF MENASHA  
SUSTAINABILITY BOARD  
Common Council Chambers  
140 Main Street, Menasha  
Tuesday, June 16, 2009**

**Minutes**

**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

Present: Mike Dillon, Roger Kanitz, Sadie Schroeder, Becky Bauer, Linda Stoll

Excused: Linda Stoll, Trevor Frank

Also present: CDD Greg Keil,

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

No one spoke.

**D. MINUTES TO APPROVE**

1. Sustainability Board Minutes, 5/19/09

Motion made by Roger Kanitz, seconded by Mike Dillon to approve the minutes of the May 19, 2009 meeting.

The motion carried

**E. COMMUNICATIONS**

**F. DISCUSSION ITEMS**

1. Status Report on Green Scene

Mike Dillon reported that various displays and demonstrations will be presented at the SCA & McMahon Assoc. offices on McMahon Drive scheduled for 5:30 to 7:00 on Wednesday August 5. Greg Keil is to contact the Winnebago Co. Land & Water Conservation Dept. about rain garden and rain barrel displays. Linda Stoll is to obtain the groundwater model from UWEX. Becky Bauer reported on efforts being undertaken by the school district.

2. Status report on local government talk show (Sadie Schroeder)

Sadie Schroeder reported she had made a follow-up call to Dennis Platt at 91.1 and is awaiting a reply.

3. Status report on City Department TNS Presentations/Sustainability Policy

CDD Keil reported that he and Mayor Merkes have agreed to set up a training session focusing on energy. Mike Dillon volunteered to facilitate portions of the session.

4. Status report on Demonstration projects – Stormwater/Water quality, natural landscaping

CDD Keil reported that Natural Resources Consulting, Inc. agreed to donate engineering services for the final design of the rain garden at the ECWRPC office site. Installation is planned for early July.

5. Status report on Walking & Bike Audit

CDD Keil reported that intern Alisa Kahler started working on mapping attributes for the walking and bike audit. Greg is to work on coordinating the audit with the Safe Routes to School program.

6. Status report on Neighborhood Electric Vehicle Ordinance  
CDD Keil reported that the East Central Wisconsin Regional Planning Commission is continuing to work on a regional route plan for NEV's.
7. Follow up to Sustainability Board Volunteer Form responses  
Commissioners discussed follow-up with persons who responded to the volunteer forms. Linda Stoll is to create a letter to be sent to the respondents acknowledging their statement of interest and inviting further participation. Kristin Sewell is to create the mailing list. Kristin is also to send volunteer forms to the persons who participated in TNS study circles.
8. City of Menasha Redevelopment/Vision Plans  
Commissioners briefly discussed the plans that were distributed by email. Greg Keil is to distribute conceptual plans of the Gilbert site for the next meeting.

G. ACTION ITEMS

1. Set next meeting date  
Next meeting set for July 21, 2009

H. REPORT OF COMMISSIONERS

1. MJSD efforts/Green Team  
See Discussion Item #2.
2. Farm Fresh Market  
CDD Keil reported that all vendor spaces are now occupied. Commissioners discussed promotion of the market, identifying gaps in items offered by vendors and determining the number of persons attending the market. Commissioners acknowledged Kristin Sewall's initiatives to help make the market a success.

I. ADJOURNMENT

Motion made by Mike Dillon, seconded by to adjourn at 8:35 p.m.  
The motion carried.

*Respectfully Submitted by  
Community Development Director Greg Keil*

## Draft Minutes of the Housing Authority Meeting June 16,2009.

### 1. Call to Order

Meeting Called to order by Comm. Haffner at 6:00

### 2. Roll Call/Excused Absences

#### A.

Members Present: Frank Haffner, Cliff Fischer, Bob Gloede, Christine Kaup, Tim Maurer

Members Excused: Antoine Tines and Michael Sheleski

Others Present: Mary Bach and Greg Keil, CDD.

### 3. Minutes To Approve-Minutes & Communications to receive

Minutes from the last meeting will be sent to members for further review.

### 4. Public Comments on any mater of concern to the city

Five (5) minute time limit for each person

No one spoke

### 5. Discussion

#### A. Update on Neighborhood Stabilization Program

Mary Bach summarized the program's intent, requirements and funding. \$1.2 million is being allocated through the Winnebago County Housing Authority who is the lead agency. for purchase, rehab and resale of foreclosed, vacant and/or blighted properties in Winnebago County. Funds are also available for demolition and redevelopment of blighted properties, and land banking. It is assumed 3 or more homebuyer projects will be in Menasha and another 6 redevelopment projects done in conjunction with Habitat for Humanity will be committed within the 18 month time period.

#### B. 2009-2010 Small Cities CDBG Application

Mary Bach indicated that an application for CDBG funds had been submitted to the Division of Housing. Menasha has not received CDBG funds since 2000 since the funding guidelines for the CDBG Program had been changed in 2006. Mary Bach explained that we currently have less then \$34,000 in the CDBG RLF fund. Additional HOME funds have been set aside for rehab projects in Menasha as a result of our cooperative agreement with the Winnebago County Housing Authority who submitted a HOME application in 2008.

### 6. Action Items

Applicant #94-09. This project was an emergency assistance project that required the replacement of a faulty gas furnace. Project was completed for \$2411.00. Moved by Comm. Maurer, seconded by Comm. Fischer as completed. The motion passed.

Applicant #95-09. This project is for a roof repair including some structural reinforcement. HOME funds and/or CDBG

funds may be used for this project. Moved by Comm.Fischer, seconded by Maurer to authorize \$12,755 (as per bid)for roof repair. The motion passed

Applicant #96-09 This project is for an emergency sewer repair/replacement. Moved by Comm. Haffner, and seconded by Comm. Kaup to authorize \$5300 for the sewer repair on the condition that the water pipe be replaced at the same time as the sewer work is done if necessary and that additional CDBG funds be approved for that repair. The motion passed.

Applicant #97-09 This project is a request for window replacement,code work, weatherization upgrades, etc. Disabled vet purchased home earlier this month. Referred to ADVOCAP for waetherization improvements. Moved by Comm. Haffner to table the request, seconded by Comm.Maurer. The motion passed.

## 7. Adjourn

Moved by Comm. Haffner, seconded by Comm. Fisher to adjourn at approximately 6:15 PM.  
The motion passed.

Respectively submitted,  
Mary Bach

**CITY OF MENASHA**  
**PARKS AND RECREATION BOARD**  
**Jefferson Park Main Pavilion – 915 Third Street, Menasha**  
June 8, 2009  
**MINUTES**

---

**A. CALL TO ORDER**

Meeting called to order by Chr. D. Sturm at 6:00 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Ron Suttner, George Korth, Tom Konetzke, Nancy Barker, Mary Francis and Ald. Jason Pamerter

MEMBERS EXCUSED:

OTHERS PRESENT: Asst. PS Alix, Mayor Merkes, John Blahnik (952 Third Street)

**C. MINTUES TO APPROVE**

1. **Minutes to Approve:**

Moved by G. Korth, seconded by N. Barker to approve the minutes of the May 11, 2009 Park Board meeting with the following revisions: to remove the word "Alderman" under item F1 and under item G5 to change the word "in" to "for". Motion carried 7-0.

**D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute limit for each person.

1. John Blahnik expressed concern about the lack of fence protection on the ball diamond next to Kargus and across from his house. More fencing is needed to stop line drives. Asst. PS Alix would like to tie in the additional fence with other fencing projects. Additional fencing would extend outfield fence to prohibit fouls from going outside the field.

**E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

1. **Park Project Update – Asst. Park Superintendent Alix**

Pool is up and running, boiler has been checked, possible stimulus project to replace boiler, pool slide resurfaced, bull nose replaced around pool, pool drains/grate not replaced yet to meet compliance. East diamond electrical panel consisting of 8 to 10 outlets. Smith Park tuck pointing, flower beds planted. Racine Street in front of Post Office planted with moss roses at a cost of approximately \$300, day lilies will be divided and spread along Racine Street. Second sign added to 441 sign, missing cap stones to be replaced along riverwalk.

2. **Shorewall Repair Update – Asst. Park Superintendent Alix**

May not need permit to do work, will use galvanized steel sheet to repair.

3. **Correspondence Regarding New Park Superintendent**

No report distributed. Mayor Merkes explained that an offer had been made but not accepted. Mayor Merkes will send memo to Parks Board with update.

4. **PRD Tungate's Report**

**F. DISCUSSION ITEMS**

1. **Parking Lot Condition – East End of Jefferson Park**

In 2008 there was \$28,000 in the budget for repair. This is not sufficient. The soft spots could be dug out and filled. The east half is in rough shape. Park staff could do the paving at a cost of \$16,000 for materials. Trailers have been parked on the east side of lot but should be on the west end. PRD Tungate should bring this budget item to the next Board meeting. Was money held over? Could this be tied through boat launch funds?

2. **Board Member Items for July Meeting**

- PRD Tungate is requested to develop a timeline for the park east of Oneida Street.

- G. Korth requested a monthly vandalism report.
- Chr. D. Sturm requested a forestry check on tree health.
- N. Barker questioned why the burial mounds at Smith Park are being cut flat rather than a little longer than the grass around the mounds.
- N. Barker requested some help from the Parks Department to get the Tayco Street Bridge back in shape. The presentation is on laser disc is outdated.

**G. ACTION ITEMS**

1. **None**

**H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute time limit for each person.

1. No one spoke

**I. ADJOURNMENT**

Moved by T. Konezke, seconded by G. Korth to adjourn at 6:45 PM. Motion carried 7-0.

**CITY OF MENASHA**  
**PARKS AND RECREATION BOARD**  
**Council Chambers, City Hall – 140 Main Street**  
July 13, 2009  
**DRAFT MINUTES**

---

**A. CALL TO ORDER**

Meeting called to order by Vice Chr. T. Konetzke at 6:05 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Ron Suttner, George Korth, Tom Konetzke, Nancy Barker, Ald. Jason Pamerter and Mary Francis

MEMBERS EXCUSED: None

OTHERS PRESENT: Dan Rippl – Seafood Fest, Mayor Don Merkes, Wa Meng Lee and David Popke – Student Visitors, PRD Tungate, PS Maas

**C. MINTUES TO APPROVE**

**1. Introduction of New Park Superintendent, Vince Maas**

Vince Maas was introduced as the new Superintendent of Parks, Forestry and Cemeteries.

**2. Minutes to Approve:**

The following revisions to the June 8, 2009 meeting were made: Meeting called to order at 6:00 PM, G. Korth moved and N. Barker seconded the motion to approve the May 11, 2009 minutes, this motion carried unanimously, meeting time ended at 6:45 PM. A motion was made by G. Korth, seconded by N. Barker to approve the revised minutes for June 8, 2009. Motion carried 6-0.

**D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute limit for each person.

1. No one spoke.

**E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

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

PS Maas gave a report on the park projects and vandalism. Pool is functioning well mechanically, tuck pointing and some minor block repair work will be occurring at the Smith Park pavilion, second 441/Calder sign was installed. It is hoped that the Jefferson Park shoreline repair work can be done before the Otto Grunski festival, cap stone repair work being done along the Riverwalk. Some large oak tree limbs and dying trees should be removed from Smith Park. PS Maas will bring back a recommendation. One vandalism incident at Hart Park was reported. Estimated value was \$355.40. G. Korth suggested some trimming of shrubbery north of the Smith Park pavilion before repair work is undertaken.

**2. Hart Park Report from Police Department**

The Board reviewed written comments by CPO Jeff Jorgenson about recent calls for service at Hart Park. General comments included: taking down one hoop may be a good incremental step towards helping the situation, hiring older attendants is a good idea, the people watching the basketball games (not usually the players) may be a problem, talking with Stan Sevenich prior to taking any action is a good idea, current group of attendants have been less effective than in past years, having the PD hire or become more involved with the attendant program was suggested, PD has used some directed patrol at Hart Park, use of K-9 unit was effective at the park, but there appear to be a scheduling shift issue with using the K-9 unit when its busy at Hart Park. After a lengthy discussion it was suggested that an ad-hoc committee be appointed by the Mayor to explore multiple ideas towards solving the problems at Hart Park. Mayor Merkes was agreeable to this.

**F. DISCUSSION ITEMS**

1. **Jefferson Park East Parking Lot**

The condition of the Jefferson Park east parking lot was discussed. Some work was done in 2008, however, the Board is concerned with the condition of the lot. PRD Tungate will look into the possibility of city crews patching the worst sections along with some other areas they are already planning to do.

2. **2010 Parks and Recreation Budget – 2009 Budget Attached**

Copies of the 2009 budget were distributed. Some potential revenue ideas were discussed. The Board will discuss the 2010 budget at their August meeting.

3. **Maintenance of Smith Park Burial Mounds – N. Barker**

Smith Park burial mounds were discussed. The Park Caretaker will go back to keeping the grass on the mounds a little longer so they are easier to identify.

4. **Tree Health – Chr. D. Sturm**

D. Sturm committed on the condition of 10-12 ash trees in Jefferson Park. PS Maas stated that ash trees are susceptible to sporadic die back and the Park Crew will look into trimming the dead limbs.

5. **Board Member Items for the August Meeting at Hart Park**

Items for the August meeting are requested by Board Members:

- N. Barker – report of alcohol consumption and several dogs at Smith Park during the July 4, 2009 fireworks, boats and dog shows in city parks
- D. Sturm – vending in the parks, Park Department's thoughts on how the July 4<sup>th</sup> celebration ran in Jefferson Park and any suggestions for improvement
- Ald. J. Pamerter – remedy for mud hole near trail at Jefferson Park pavilion, painting interior of Jefferson Park pavilion
- G. Korth – asked PS Maas to report on larger park maintenance projects scheduled for the rest of the year

**G. ACTION ITEMS**

1. **Consider Action to Help Alleviate Problems at Hart Park**

No action taken.

2. **Seafood Fest – September 11-12, 2009 – Jefferson Park – Dan Rippl**

Dan Rippl, described this year's event. Inflatable games may be placed on the west diamond, this year the proceeds, estimated at between \$10,000-\$15,000, will go towards lighting and trail enhancements on the segment on the west side of the Heckrodt Wetland Reserve. Organizers also have an improved recycling plan in place. Moved by N. Barker, seconded by G. Korth to approve the Seafood Fest event on September 11-12, 2009 in Jefferson Park. Motion carried 7-0.

3. **R & R Tournament – August 7, 8, 9, 2009 – Jefferson Park – Kathy Beyer (to be received)**

No action taken, but Park Board is willing to set a special meeting if necessary to accommodate the R & R Softball tournament.

**H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute time limit for each person.

1. No one spoke.

**I. ADJOURNMENT**

Moved by Ald. J. Pamerter, seconded by G. Korth to adjourn at 8:05 PM. Motion carried 7-0.

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**July 7, 2009**  
**DRAFT MINUTES**

---

**A. CALL TO ORDER**

The meeting was called was called to order at 3:40 p.m. by Mayor Donald Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Sanders, Cruickshank and Schmidt

OTHERS PRESENT: CDD Keil, Jim Mann, Ryan Hawkins and Jason Gallmier

**C. MINTUES TO APPROVE**

1. **Minutes of the June 16, 2009 Plan Commission Meeting**

Moved by DPW Radtke, seconded by Ald. Benner to approve the June 16, 2009 Plan Commission meeting minutes.

The motion carried.

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

1. No one spoke.

**E. DISCUSSION**

1. **Rezoning of Non-Conforming Two-Family Residences**

Commissioners discussed the implications of rezoning individual properties to address nonconforming use issues as related to obtaining financing at the time of property sales versus potential impact on neighborhoods by further entrenching two family use. Due to those concerns and that there has not been a substantial number of inquires about rezoning of those properties, commissioners came to the consensus that no action needed to be taken at this time.

**G. ACTION ITEMS**

1. **Site Plan Amendment – Van’s West Development**

Commissioners discussed turning radius, canopy height , traffic circulation patterns and landscaping on the Oneida Street frontage.

Moved by Mayor Merkes, seconded by Comm. Sturm to approve with the condition that the building owners work with staff to insure proper turning radius and to add landscaping to the area between the drive thru and the street.

The motion carried.

2. **CSM – Lake Park Road**

The CSM divides an existing lot into two parcels with shared driveway access.

Moved by DPW Radtke, seconded by Comm. Sturm to approve the CSM.

The motion carried.

**H. ADJOURNMENT**

Moved by DPW Radtke, seconded by Ald. Benner to adjourn at 4:24 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, Community Development Director*

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, City Hall – 140 Main Street**  
July 8, 2009  
**DRAFT MINUTES**

---

**A. CALL TO ORDER**

Meeting called to order by Chairman Joe Weidert at 4:30 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Kristi Lynch, Mary Nebel, Patti Rudolph, and Joe Weidert  
LANDMARKS MEMBERS EXCUSED: Charlie Cross, Bernie Zimmerman, Ald. Mike Taylor  
OTHERS PRESENT: CDD Keil

**C. MINTUES TO APPROVE**

1. **Minutes of the June 10, 2009 Landmarks Commission Meeting**

Moved by Comm. Nebel, seconded by Comm. Rudolph to approve the minutes of the June 10, 2009 Landmarks Commission meeting.

Motion carried.

**D. PUBLIC COMMENT ON ANY ITME OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE LANDMARKS REPSONSIBILITIES OF THE LANDMARKS COMMISSION**

1. No one spoke.

**E. ACTION ITEMS**

1. **Establishment of Landmarks Commission Goals and Work Plan**

Chairman Weidert requested that commissioner's share what they've identified as their two top goals for the commission to accomplish over the next year. The following goals were among those identified:

- Develop welcome packet for new businesses/building owners
- Create/update brochures related to the Landmarks Commission and the Historic Districts
- Develop signage for the Historic Districts and Structures
- Develop a tracking System for grant and loan funds
- Establish goals/timetables for having buildings upgraded
- Increase ordinance enforcement
- Document the appearance of existing buildings and track changes
- Develop guidelines for buildings along the lines of those prepared for signage

Following discussion, the consensus of the commissioners' was to establish the creation of a welcome packet and the development of a grant/loan tracking system as the top two goals for the next year.

2. **Outdoor Food and Alcoholic Beverage Service – 204 Main Street – Menasha Grill (referred by the Common Council)**

Commissioners discussed the role of the Landmarks Commission in reviewing the outdoor service proposals in the context of the authority granted to the commission by the ordinance establishing the Landmarks Commission and the relation of the outdoor seating to the appearance of the Upper Main Street Historic District. Commissioner's felt that the ordinance language was broad enough to cover the outdoor seating as an alteration, and that the outdoor seating areas would have an impact on the appearance of the district. Commissioner's also felt that their role should be limited to the appearance of the outdoor seating.

At this point of the meeting Comm. Lynch stated she needed to leave, breaking the quorum.

Commissioners' agreed to schedule a meeting for Thursday, July 16, 2009 to continue discussion of this matter

**F. DISCUSSION**

1. **Status Report – Façade Improvement Grant/Loan Capacity**  
This item is to be carried over to the next meeting.
2. **Status Report – Historic Survey**  
This item is to be carried over to the next meeting

**G. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE RESPONSIBILITIES OF THE LANDMARKS COMMISSION**

1. No one spoke.

**H. ADJOURNMENT**

Moved by Comm. Lynch, seconded by Comm. Rudolph to adjourn at 5:37 PM.

Motion carried



June 26, 2009

SENT VIA FAX

Mr. Thomas Stoffel  
Treasurer  
City of Menasha  
140 Main Street  
Menasha, WI 54952

Re: City of Menasha Steam Utility Revenue Bond Anticipation Notes

Dear Mr. Stoffel:

I appreciate the City of Menasha coordinating the bondholder meeting last week; however, I must state I was very disappointed in the outcome. I sensed a real lack of urgency on the part of the City to address the repayment of its financing. With default looming only two and a half months away, I expected much more preparation and progress in analyzing and assessing potential revenue sources on the part of the City.

Neither the residents of the City nor the bondholders benefit from a default. As a bondholder, the California Dental Association is willing to work with your City and other bondholders to structure a plan ensuring full repayment of the City's steam utility debt. I am aware of, and support, the short-term proposal set forth on June 19, 2009 by Mr. James Chatterton of American Bank. Mr. Chatterton's proposal calls for the utilization of reserves of approximately \$3.4 million to reduce the revenue bonds maturing September 1, 2009 with a 90-day extension for the City to develop a long-term repayment plan. I am hopeful the City and the bondholders can arrive at a mutually beneficial resolution to this issue.

In addition, pursuant to the Wisconsin Public Records Law (WI Statutes sections 19.31-19.39), I am requesting a list of all current holders (as of June 1, 2009) of the steam utility revenue bond anticipation notes maturing September 1, 2009. Please include all contact information including, but not limited to, the bondholder's name, address, phone number and e-mail address, as well as their bondholding. Please send this information to my attention at 1201 K Street, 14<sup>th</sup> Floor, Sacramento, CA 95814.

Thank you for your prompt attention to this matter.

Cordially,

A handwritten signature in black ink, appearing to read "R F Spinelli", written over a horizontal line.

Robert F. Spinelli, CPA  
Chief Financial Officer

cc: Mayor Donald Merkes  
Ms. Deborah A. Galeazzi, City Clerk  
Mr. Charles Forest, Stern Brothers & Co.  
Mr. James Chatterton, American Bank  
Mr. Thomas Graff, Cavanaugh Capital Management  
Mr. Robert MacMillan, Prime Advisors

**California Dental Association**

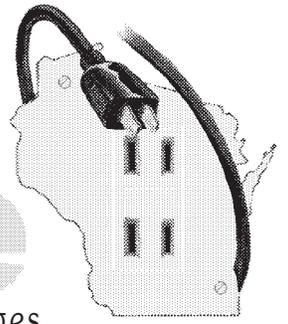
1201 K Street, 14<sup>th</sup> Floor, Sacramento, CA 95814 | t. 800.232.7645 | p. 916.443.0505 | f. 916.443.2943 | cda.org

A Coalition  
to preserve  
Wisconsin's  
Reliable and  
Affordable  
Electricity

# Customers First!

## the Wire

Plugging you in to electric industry changes



608/286-0784 • P.O. Box 54 • Madison, WI 53701 • www.customersfirst.org • JULY 2009 • Vol. 14, No. 7

## Electric grid overseer sees changes

The planning, design, and operation of electricity delivery systems have been for the most part invisible to end-use customers, but with the infrastructure requirements of greater reliance on wind and other renewable energy sources, that may change, according to the group that sets reliability standards for the nation's electrical grid.

Grid operators have been making it clear that expanded wind generation capacity will mean a major new transmission build-out for Midwestern states. Now, the North American Electric Reliability Corporation (NERC) has weighed in with a report that begins to examine how wind development over the coming decade will fundamentally alter the way the grid is planned and operated.

In "Accommodating High Levels of Variable Generation," published this spring, the NERC says the adjustments needed to integrate the vast new wind capacity anticipated in response to state and federal policy mandates "have the potential to fundamentally change the way the system is planned, operated and used—from the grid operator to the average residential customer."

Within the territory of the Roseville, Minnesota-based Midwest Reliability Organization (MRO), the NERC said an installed capacity of 45,000 megawatts of wind generation is expected by 2017, compared with less than 5,000 megawatts installed as of last year. Operating under NERC and federal authority, the MRO serves Wisconsin, Upper Michigan, Minnesota, Iowa, the Dakotas, Nebraska, and parts of Manitoba and Saskatchewan.

Overall, the NERC's 2008 *Long-Term Reliability Assessment* estimates more than 145 gigawatts of wind generation either planned or proposed by 2017 in North America, and one essential response to the geographic

remoteness of much of that capacity and the variable nature of its availability will be a more robust transmission system, the organization concludes.

"Many new variable generation plants interconnecting to the bulk power system will be located in areas remote from demand centers and existing transmission infrastructure due to fuel availability," the NERC report says by way of noting that just 7 percent of the U.S. population lives in the top 10 states for wind potential.

Planning and forecasting for grid operation will face special challenges, the report says, noting, "The output of variable resources is characterized by steep 'ramps' as opposed to the controlled, gradual 'ramp' up or down of electricity demand and the output of conventional generation. Managing these ramps can be challenging for system operators, particularly if 'down' ramps occur as demand increases and vice versa."

Though errors in forecasting demand are typically small, errors in forecasting wind availability can be large, the NERC said. A 12-hour demand forecast for a system with 10 megawatts peak demand would typically be subject to an error of about 3 percent, while a 12-hour forecast of wind availability for the same system



Sergel

could "readily" be subject to error of 20 percent to 100 percent, "And forecast errors grow appreciably with time horizon," the report said.

In February 2008, NERC President Rick Sergel said the organization

had seen "a lot of public support for wind and

renewables development over the past year, but in order to realize the value of these resources, we need the same kind of support for the transmission lines that will link them to population centers." 

## Wind bill, modified, advances

Statewide wind-energy siting standards were advanced by an Assembly committee in June—after the panel added a few more criteria for determining appropriate locations.

Among a number of changes adopted by the Assembly Committee on Energy and Utilities is one allowing a municipality to deny a permit for a wind project if the affected area is already designated for future residential or commercial development. Such a denial could be appealed to the Public Service Commission, which could overturn it if it finds the project to be in the public interest.

Also added to the bill: provisions directing the Department of Natural Resources to identify areas where wind turbine placement might have a significant adverse effect on bat and migratory bird populations and to study whether the department's statutory authority is sufficient to adequately protect wildlife and the environment from any potential adverse effect of siting a wind system.

The committee endorsed the revisions, in the form of a substitute amendment to Assembly Bill 256, on a vote of 10-2 and sent it on for consideration by the full house. 

THE WIRE is a monthly publication of the *Customers First!* Coalition—a broad-based alliance of local governments, small businesses and farmers, environmental groups, labor and consumer groups, retirees and low-income families, municipal electric utilities, rural electric cooperatives, wholesale suppliers, and an investor-owned utility. *Customers First!* is a coalition dedicated to preserving Wisconsin's reliable and affordable electricity.

If you have questions or comments about THE WIRE or the *Customers First!* Coalition, please call 608/286-0784.



## KEEPING CURRENT

With CFC Executive Director Matt Bromley



When the Governor's Global Warming Task Force considered strategies to cut greenhouse emissions, members quickly recognized a need for aggressive energy efficiency and conservation measures. Perhaps the most significant of the first proposals put forth in February 2008 is a recommendation to substantially increase energy efficiency and conservation through Focus on Energy and similar programs run by municipal utilities and electric cooperatives. The biggest change moves the Focus program away from a spending level capped at 1.2 percent of utilities' revenues to an amount sufficient to achieve a certain percentage reduction of energy use. As it is now, ratepayers bear the cost (and benefits) of these programs through their utility bills.

So what kind of money are we talking about? In 2008, the Focus program spent about \$90 million based on 1.2 percent of utility revenues. That achieved about a half-percent reduction of electricity use and a little less for natural gas.

The Task Force recommends a 2 percent annual reduction for electricity and 1 percent for natural gas by 2015, more than tripling the energy use reductions through Focus, so simple math shows program spending could increase to about \$300 million annually.

Although the dollar amount may cause heartburn for some customers, the investment should in the long run actually help them keep energy bills in check as efficiency and conservation measures become more integrated and households and customers use, and pay for, less energy.

To get a better handle on how much investment could potentially occur and the related cost-benefits, the Public Service Commission opened an investigation into the increased conservation and energy efficiency goals (see PSC Docket 5-UI-115). As part of this proceeding, the Energy Center of Wisconsin submitted a study of the state's achievable energy efficiency potential. It found that by 2012 Wisconsin could obtain annual energy savings totaling 1.6 percent of electricity sales and 0.9 percent of natural gas sales with an investment of \$340 million per year and changes to the design and marketing of the Focus programs. It goes on to say the energy costs savings would be a whopping \$1.3 billion. Some may question this figure, but for those concerned about high energy bills and the environmental impact of energy production, efficiency and conservation may be well worth the investment. 💡



Bromley

## Transmission called biggest obstacle to new wind

Attendees at a national conference have identified a clogged transmission grid as the biggest challenge to overcome in expanding wind energy capacity—far ahead of financing and access to capital.

NRG Systems, a manufacturer of wind measurement devices and turbine-control sensors, polled attendees at the American Wind Energy Association's WINDPOWER 2009 Conference in Chicago this spring. Half (49 percent) of respondents said transmission or interconnection issues are the biggest barriers to additional U.S. wind energy development.

While economic worries clearly play an

important role, they lagged far behind transmission access. Twenty-eight percent ranked the economy, specifically financing and access to capital, as the second biggest barrier to development.

Forty-three percent said an upgraded national transmission system would be the biggest help to wind development, well ahead of even a national renewable energy standard (31 percent) and cap-and-trade legislation (only 9 percent).

More than 400 conference attendees, 85 percent of whom said it was important to them to work in a "green" job, participated in the poll. 💡

# Route change suggested for new line

A large new transmission line between the Twin Cities and La Crosse may traverse more of Wisconsin than previously expected in order to accommodate environmental concerns raised by federal officials.

The proposal to consider a longer run across Wisconsin farmland was prompted by indications that the U.S. Fish and Wildlife Service would be unlikely to permit additional right-of-way through the Upper Mississippi Wildlife Refuge. Last month, planners for the CapX2020 project suggested the new line could cross the Mississippi into Wisconsin at Alma, run eastward across Buffalo and Trempealeau Counties to Blair, and then turn southward to La Crosse.

The change would add about 15 miles to the route of the planned 345-kilovolt line, compared with the original proposal to follow

the Mississippi River valley from Hastings, Minnesota, to La Crosse.

Transmission right-of-way with existing lines of significant size—though not so large as the one now proposed—follows the river valley on the Wisconsin side roughly from the

confluence of the Mississippi and Chippewa Rivers at Nelson in Buffalo County down to the vicinity of Lynxville in Crawford County.

CapX2020, which includes Dairyland Power Cooperative, Xcel Energy, WPPI Energy, and cooperative and municipal utilities in Minne-

sota, aims primarily at boosting transmission capacity in that state. In April, it won preliminary approval for three new 345-kilovolt lines in Minnesota.

The approval process for the Wisconsin segment of the overall \$1.7 billion project is still in its early stages. 💡



## Study: Merchant generators recession-proof

Despite the troubled economy, the profits of companies selling wholesale electricity outside the framework of regulated utilities held steady or increased in 2008, a new study by the American Public Power Association (APPA) has found.

The analysis looked at nine of the biggest sellers of non-utility (read: unregulated) generation in the PJM (Pennsylvania, New Jersey, Maryland) wholesale power market. It found the biggest profits flowing to companies that owned generation for the most part paid for by ratepayers prior to restructuring.

Of the nine companies, just three report financial data separately for their generation segments, and those, Exelon, Public Service Enterprise Group, and PPL Energy, reported annual returns on equity of 30 percent for 2007 and 2008, tripling the return for utilities operating under traditional regulation.

The APPA concluded—on the basis of this and prior studies—that wholesale markets run by regional transmission operators have failed to produce the “just and reasonable” rates required by federal law. 💡

## Texas wholesale market faulted

Possibly even more so than in other states that restructured their electric utilities, a debate continues in Texas as to whether the change has been good for customers.

It's beyond question that Texas electric rates have risen sharply over the years, but enthusiasts maintain things would be even worse if restructuring hadn't happened. Now comes the AARP with a new study that takes a slightly different perspective.

Released this spring, the AARP study suggests changes in the Texas wholesale electricity market might actually deliver some of the savings customers were expecting from utility restructuring when their state joined the movement back in 1999.

Operating basically with a grid of its own, the Lone Star State doesn't show up individually in most of the other, more nationally or regionally focused studies we've noted in *The Wire*. But in May, AARP reported its estimate that flaws in Texas wholesale power markets add \$52 annually to the average residential electric bill.

The report blames a lack of transparency and competitiveness in the wholesale market; for instance, it faults state law for not requiring fast and extensive disclosure of wholesale market

bidding information, some of which need not be released for 60 days.

Others maintain that the most relevant information—the bid submitted by generators that ends up setting the price for wholesale power in a given period—must be disclosed within 48 hours.

Defenders of the current system point to falling wholesale prices in the early months of 2009. Critics note that the lower prices coincided with plummeting demand—especially demand for natural gas, which fuels most of Texas' newer generating facilities—amid the economic slowdown. 💡

### Energy saver tip

Going on vacation? An empty house doesn't need the same level of climate control as one that's occupied, so set air conditioning equipment to allow higher temperatures while you're away. Adjust the water heater to cut running time. Close curtains or drapes to help stabilize temperatures and use automatic lamp timers to make it appear someone's at home during your absence. 💡



# Quotable Quotes

*“These [regional] wholesale power markets were created to assure competition and lower electric rates and have done neither. Instead they produce power costs that unfairly reward a few generators and punish consumers.”*

—Mark Crisson, American Public Power Association CEO, on a study of electric restructuring’s cost penalties to consumers, in a June 1, 2009, statement through *PRNewswire*

Be sure to check out the Customers First! web site at



**www.customersfirst.org**

Help us share our messages with others. If you know of businesses or organizations that would like to learn more about protecting Wisconsin’s reliable and affordable electricity, please feel free to copy and share with them all or part of this newsletter, or you can call 608/286-0784 to arrange an informational meeting.

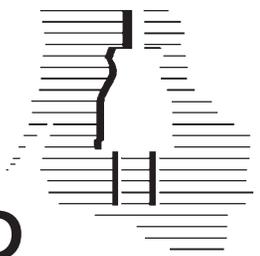
## Customers First! Plugging Wisconsin In



A Coalition  
to preserve  
Wisconsin’s  
Reliable  
and Affordable  
Electricity

P.O. Box 54  
Madison, WI 53701

# Customers First!



Town of Menasha Utility District Commission Regular Meeting  
Municipal Complex - Assembly Room - Monday, April 6, 2009

Minutes

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

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were President Tews, Commissioners Gerhart, Hanson, Ziegler and Youngquist. Also present were Administrator Sturgell, Finance Dir. Piergrossi, Accts. Mgr/Deputy Treas. Pagel, Com. Dev. Dir. Dearborn, Engineer Werner, Wastewater Supt. Laabs, Water Supt. Roth, P. C. News Reporter Mike King, Crista Schmidli, Don Castonia, Barb Knaack, Josh Woodside, John Andres of Virchow Krause.

2. Awards/Presentations

a) Review of 2008 Utility Financial Statement - Virchow Krause: John Andres, CPA, gave a presentation of the Town of Menasha Water and Sewer Utilities and comparison of water gallons sold; Water Utility Rate of Return; explained the Grand Chute-Menasha West (GCMW) expansion and the financial effects on the Town; Debt Coverage for Water & Sewer Utility; Unrestricted funds on hand for water & sewer utilities; and Net Assets vs. Net Plant for 2005-2008. Finance Dir. Piergrossi stated she is working with Quarles & Brady for an opinion on the expected 2009 Bond Debt Service coverage amount. If there is a change in this amount, Dir. Piergrossi stated it will be amended prior to placing it before the Commission for approval. Commission members posed questions regarding the Town assuming the debt for GCMW; and commented on encouraging more frequent water rate increases. Overall, Mr. Andres feels the Town is doing fairly well financially.

3. Public Forum

Res. Don Castonia, Airport Road, stated diggers hotline must correct their mapping of the water and sewer lines on his property; complained of sinking on Airport Road where the water main is run, and Supt. Roth stated he would look into it.

4. Discussion Items

5. Old Business

6. New Business

a) 090406-1:UD Expenditures

MOTION: Youngquist/Gerhart to approve the expenditures as submitted with the exception of none. Motion carried.

7. Ordinances/Policies/Agreements

8. Approval of Minutes

a) Regular Utility District Meeting - March 23, 2009

MOTION: Youngquist/Hanson to dispense with reading of the above minutes and approve as submitted. Motion carried. Commissioner Gerhart abstained.

9. Correspondence

a) Water Main Breaks - March 2009

MOTION: Youngquist/Hanson to accept the correspondence for filing as submitted. Motion carried.

10. Reports

a) President Tews - Shady Lane Water Main Break: Pres. Tews visited the site on 3/25 and commended the crew for their energy and effort when tending to the repair of two water breaks.

- b) **Water Superintendent Roth - Well Project Updates:** Supt. Roth gave updates on wells #7 and #8. Commissioner Hanson inquired about the status of Mr. Arora who reportedly rented a house without an operating septic system.

11. Motions by Commissioners

12. Adjournment

At 5:45 p.m., MOTION: Hanson/Ziegler to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

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

Town of Menasha Utility District Commission Regular Meeting  
Municipal Complex - Assembly Room - Monday, April 20, 2009

Minutes

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

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were President Tews, Commissioners Gerhart, Hanson, Ziegler and Youngquist. Also present were Administrator Sturgell, Finance Dir. Piergrossi, Accts. Mgr/Deputy Treas. Pagel, Com. Dev. Dir. Dearborn, Wastewater Supt. Laabs, Water Supt. Roth, Engineer Werner, Melvin Schultz, Winn. Cty. Supv. Joanne Sievert.

2. Awards/Presentations

3. Public Forum

4. Discussion Items

5. Old Business

6. New Business

a) 090420-1:UD Bid Award - 2009 Water Main Reconstruction projects

MOTION: Youngquist/Ziegler to approve as submitted. The Commissioners and staff discussed the awarding of the bid going to Donald Hietpas & Sons rather than David Tenor Corp., and cited reasons why. Eng. Werner explained McMahon's response back to D. Tenor Corp. about rejecting their bid. Commissioners stated it is not uncommon to reject the lowest bidder. Discussion ensued about the project. Commissioner Hanson requested monthly updates on their progress. On the motion, motion carried.

b) 090420-2:UD Recommendation of Town of Menasha Utility Commission Vice President - Commissioner #2 Barbara Hanson

MOTION: Ziegler/Gerhart to approve as submitted. Motion carried 4-1. Commissioner Hanson abstained.

c) 090420-3:UD Expenditures

MOTION: Youngquist/Ziegler to approve the expenditures as submitted with the exception of none. Motion carried.

7. Ordinances/Policies/Agreements

8. Approval of Minutes

a) Regular Utility District Meeting - April 6, 2009

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

9. Correspondence

a) Water Pumpage - March 2009

MOTION: Youngquist/Ziegler to accept the correspondence for filing as submitted. Motion carried.

10. Reports

a) Wastewater Superintendent Laabs

- *Update on Septic System at 4139 W. Prospect Avenue:* Reported the outlet pipe was found to be plugged and it has been cleaned and repaired. Winn. County stated the septic tank is now compliant and no longer in violation.
- *Update on Midway Road Cleaning Project:* La Londe Contractors hired Speedy Queen to remove debris from Midway Road and work will be done by week's end. There will be no cost to the Town.
- President Tews reported he received a letter from a resident complimenting Mark Schmitt, Lift Station Operator, and his crew for the good work they did on his Palisades Drive property.

- b) Water Superintendent Roth - Well Project Update: Gave an update on the east side well #7; the crew is preparing the well to install a test pump.

11. Motions by Commissioners

12. Adjournment

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

Respectfully submitted,

Karen Backman, Secretary

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

Town of Menasha Utility District Commission Regular Meeting  
Municipal Complex - Assembly Room - Monday, May 4, 2009

Minutes

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

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

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - April 20, 2009

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

4. Minutes and Correspondence to Receive

Minutes

a) Grand Chute Menasha West Sewerage Commission Meeting - March 4, 2009

b) Neenah-Menasha Sewerage Commission Meeting - March 24, 2009

MOTION: Hanson/Ziegler to accept the minutes for filing. Motion carried.

Correspondence - none

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

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 090504-1:UD Bid Award - 2009 CIPP Lining Project, Ehlers Road and Haase Street

MOTION: Youngquist/Ziegler to approve the bid awarded to Michels Corporation in the amount of \$178,814.00. Discussion ensued regarding the disparity in price per item within each of the bidders. On the motion to approve, motion carried.

b) 090504-2:UD Bid Award - 2009 Sanitary Sewer Reconstruction, Glenview Drive

MOTION: Youngquist/Gerhart to approve the bid awarded to De Groot, Inc. for the total bid of \$181,597.33. The alternate bid was discussed, as well as itemized cost differences and product quality. On the motion to approve, motion carried.

c) 090504-3:UD Expenditures

MOTION: Youngquist/Gerhart to approve the expenditures with the exception of none. Motion carried.

9. Reports

a) *Water Superintendent Roth - Well Project Update*: Stated Well #7 on the east side will be running a 24-hour test pump to determine water quality; the west side Well #8 outer casing is in and drilling continues; stated bids were being accepted for new pumping equipment and due back in approximately two weeks. President Tews complimented Supt. Roth on the Water Quality Report for 2008-West Side which was mailed with the utility bills.

10. Motions by Commissioners

11. Adjourn

At 5:16 p.m., MOTION: Hanson/Gerhart to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

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

Town of Menasha Utility District Commission Regular Meeting  
Municipal Complex - Assembly Room - Monday, May 18, 2009

Minutes

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

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

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - May 4, 2009

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

4. Minutes and Correspondence to Receive

Minutes - none

Correspondence

a) Water Pumpage Report - April 2009

b) Water Main Breaks - April 2009

MOTION: Youngquist/Ziegler to accept the correspondence for filing. Motion carried.

5. Public forum on any matters of concern to the Town

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 090518-1:UD Expenditures

MOTION: Youngquist/Gerhart to approve the expenditures with the exception of none. Motion carried.

9. Reports

a) Water Superintendent Roth

- **Well Project Update:** Reported completing the test pumping and developing of Well #7 on the east side; stated there's a good availability of water estimated to 500 gals./minute with the prospect of producing up to 1000 gals./minute; sand wore the current pump out (common), and stated they will be changing out the pump for another. Drilling of Well #8 on the west side continues with approximately 100 feet to go. President Tews asked about using more water in the upcoming months, and the timeframe for hooking up to well #7, and Supt. Roth stated they first must wait to be sure of successful well development and water flow.
- **Water Main Relays:** Stated the crew is currently working on water mains in the area of Linda Avenue, Sandys Lane, and Bonnie Drive.

10. Motions by Commissioners

11. Adjourn

At 5:06 p.m., MOTION: Ziegler/Hanson to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

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

Town of Menasha Utility District Commission Regular Meeting  
Municipal Complex - Assembly Room - Monday, June 8, 2009

Minutes

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

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

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - May 18, 2009

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

4. Minutes and Correspondence to Receive

Minutes - none

Correspondence

a) Water Main Breaks report - May 2009

b) Water Pumpage Report - May 2009

MOTION: Youngquist/Hanson to accept the correspondence for filing as submitted. Motion carried.

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

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 090608-1:UD Expenditures

MOTION: Youngquist/Gerhart to approve the expenditures with the exception of none as submitted. Motion carried.

9. Reports

a) Wastewater Superintendent Laabs

- **Wastewater Capital Projects Update:** Glenview Dr. sanitary sewer replacement is going well; all laterals will be hooked up at the property lines. Ehlers Rd. and Haase St. will be cleaned next week and slip-lining will be performed. Commissioner Gerhart wanted residents to know that the purchase and use of our own televising equipment has saved the Town a considerable amount of money. Supt. Laabs agreed.

b) Water Superintendent Roth

- **Well Project Update:** At Well #8 on American Dr., drilling has been completed, and samples of the formation sand have been sent in for analysis, and for design of a well screen. Well #7 on University Dr. continues to have sand infiltration and will install an air packer to block off portions of the screen to determine where the sand is coming from.
- **Water Main Relay Projects Update:** Work will be performed on water main relays this week on Linda Ave. and Bonnie Dr. Next week, the crew will move to Valley Rd. between Chain Dr./Heritage Woods Dr., and when completed will proceed to the west end of Valley Rd. near Racine and Midway Roads. Supervisor Hanson mentioned receiving telephone calls inquiring about the red flashing light on the Frances St. lift station. Supt. Laabs explained and stated residents should notify the Town Utility office.

10. Motions by Commissioners

11. Adjourn

At 5:10 p.m., MOTION: Hanson/Gerhart to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

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

11/10/09 A.D. Taylor TD:CC



**JULY 24TH 2009 FRIDAY EVENING 5PM - 10 PM**

CHICKEN, BRATS, HAMBURGERS, CORN, ICE CREAM, DESSERT, KETTLE CORN  
REFRESHMENTS: BEER, SODA, WINE, WATER

- MENASHA POOL/ WATER PARK HOURS 1:00 - 8:00 PM
- KIDS INFLATABLE PLAYGROUND AND CARNIVAL 4:00 - 10:00 PM
- FAMOUS DAVES RIB TRAILER 5:00 - 10:00 PM
- KICKBALL TOURNEY ON THE WEST DIAMOND 5:00 - 10:00 PM
- MUSIC BY KICK N' BACK 6:00 - 10:00 PM

**JULY 25TH 2009 SATURDAY 8AM - 10 PM**

CHICKEN, BRATS, HAMBURGERS, CORN, ICE CREAM, DESSERT, KETTLE CORN  
REFRESHMENTS: BEER, SODA, WINE, WATER

- DOG AGILITY CONTEST 8:00AM - 2:00PM
- ANTIQUÉ BICYCLE RALLY AND SHOW 8:00AM - 3:00PM
- VIEW 250 KAYAKS DURING THE PARK TO PARK PADDLE 9:15 AM
- MOPED RALLY AND RIDE REGISTRATION 8:30 - 9:30 AM
- MOPED RALLY AND RIDE 10:00 - NOON
- CHILDREN'S SPRINT BIKE RACE 11:00 AM
- KAYAK DEMONSTRATIONS BY PRECISION SPORTS 11:00 AM - 4:30 PM
- KIDS INFLATABLE PLAYGROUND AND CARNIVAL 10:00AM - 10:00 PM
- MUSIC BY THE BROAD STREET BAND NOON - 3:00PM
- MENASHA POOL/ WATER PARK HOURS 1:00 - 8:00 PM
- FAMOUS DAVES RIB TRAILER 11:00AM - 10:00 PM
- KICKBALL TOURNEY ON THE WEST DIAMOND 10:00AM - 8:00 PM
- WEBFOOTERS WATER SKI SHOW 4:00 - 5:30PM
- MUSIC BY OUTLAW 3:00 - 6:00 PM
- MUSIC BY WAVELENGTH 6:00-10:00 PM

FOR INFORMATION CALL 725-4857

[WWW.GRUNSKI.COM](http://WWW.GRUNSKI.COM)

**MOPED REGISTRATION**

JULY 25TH 8:30 - 9:30 AM

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_  
 ZIP \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

**KIDS BICYCLE SPRINT  
REGISTRATION**

SATURDAY, JULY 25TH 10:00 - 11:00 AM

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_  
 ZIP \_\_\_\_\_ PHONE \_\_\_\_\_  
 CHILD'S NAME \_\_\_\_\_ AGE \_\_\_\_\_

**KICKBALL TOURNAMENT  
REGISTRATION**

CALL 920-725-4857

TEAM NAME \_\_\_\_\_  
 CONTACT \_\_\_\_\_  
 PHONE ( ) \_\_\_\_\_

**SPONSORS:**

- FAITH TECHNOLOGIES - MIHM'S CHARCOAL GRILL - THE LOCKER ROOM
- ALDERMAN MICHAEL TAYLOR - FAMOUS DAVES BAR-B-QUE
- BECHER ELECTRIC LIGHTING LLC - ANCHOR BANK
- MICHAEL AUSTIN PROPERTIES - TANK WASH SPECIALISTS LLC
- JDOG STUDIOS PHOTOGRAPHY - POSTAL ANNEX

BROUGHT TO YOU BY COMMUNITY FORWARD INC.

[WWW.GRUNSKI.COM](http://WWW.GRUNSKI.COM)

## Public Notice of an Air Pollution Permit Application Review

### Facility Description.

Alliance Industries, Inc., 320 Appleton Street, Menasha, Winnebago County, Wisconsin, FID 471166300, submitted to the Department of Natural Resources (DNR) a request to revise an existing construction permit to fix incorrect stack heights (Department error) and the significant revision of operation permit 471166300-F01 to incorporate this change. Air Pollution construction permit no. 09-JJW-067-R1, and permit 471166300-F02, revision of a synthetic minor source, non-Part 70 permit.

### Application Review.

DNR has made a preliminary determination that the application meets state and Federal air pollution control requirements and that the permit should be approved. You can review the permit application, the DNR's analysis and draft permit prepared by the DNR at the Department of Natural Resources Bureau of Air Management Headquarters, Seventh Floor, 101 South Webster Street, Madison, Wisconsin; Northeast Region Air Program, Oshkosh Service Center, 625 E. County Road Y, Suite 700, Oshkosh, Wisconsin, tel. 920-424-3050; and at the Menasha Public Library, 440 First Street, Menasha, Wisconsin, or contact Jonathan Wright at 920-303-5432 or by e-mail at Jonathan.Wright@wisconsin.gov.

This type of proposal normally does not have the potential to cause significant adverse environmental effects and the DNR has not prepared an Environmental Assessment of the proposal. This preliminary determination does not constitute approval from the Air Management Program or any other DNR sections which may also require a review of the project.

### Public Comments.

Interested persons wishing to comment on the application or DNR's review of it or wishing to request a public hearing should do so within 30 days of publication of this notice and send comments or requests to:

Wisconsin Department of Natural Resources, Northeast Region Air Program, Oshkosh Service Center, 625 E. County Road Y, Suite 700, Oshkosh, WI 54901-9731. Attn.: Jonathan Wright.

If a hearing is requested, the requester shall indicate their interest in the permit and the reasons why a hearing is warranted. Information on the public commenting and hearing process is available at <http://dnr.wi.gov/air/citguide.htm>.

Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request.

STATE OF WISCONSIN  
DEPARTMENT OF NATURAL RESOURCES  
For the Secretary

By: Imelda Stamm  
Imelda Stamm  
Environmental Engineer Supervisor

RECEIVED

JUL 9 2009

CITY OF MENASHA

BY dg

**FOR  
INFORMATION ONLY**

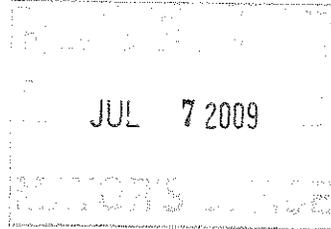


**Arbor Day Foundation™**

P.O. Box 81415 • Lincoln, NE 68501-1415 • 888-448-7337 [arborday.org](http://arborday.org)

*We inspire people to plant, nurture, and celebrate trees.*

June 22, 2009



Don Merkes  
Mayor  
140 Main Street  
Menasha, WI 54952

Dear Don,

We noticed that Menasha was recognized on *Post Crescent.com* for your community's commitment to trees and the environment through your participation in the Arbor Day Foundation's Tree City USA program. Menasha has received this national recognition for 26 years.

We would like to take this opportunity to congratulate you on behalf of Menasha for this recognition of your commitment to community forestry. Tree City USA is a successful program because of leaders just like you, across the country, in communities large and small, working to improve the quality of life for the residents of your city.

Trees are an essential component of the infrastructure in our cities and towns. They clean our air and water, control storm water runoff, moderate temperature, conserve soil, and bring nature into our daily lives. A community, and its citizens, that recognize these benefits and provide needed care for its trees deserves recognition and thanks.

Thank for your leadership, and never hesitate to contact us if we can help in any way.

Once again, congratulations on your commitment to Menasha's tree care program.

Sincerely,

Dan Lambe  
Vice President, Programs

cc: Tracy Salisbury



## MEMORANDUM

To: Common Council

From: Greg Keil, CDD GK

Date: July 14, 2009

RE: Status of Department of Commerce Brownfield Grant Application – Gilbert Site

The Department of Community Development submitted a Department of Commerce (DOC) grant application in June. The application requested a total of \$431,616 for demolition, building renovation, and infrastructure.

We were recently contacted by the DOC Project Manager Jason Scott concerning the DOC project review committee's preliminary assessment of the application. The review committee's consensus was that they liked the project, but had concerns about two factors – the absence of any significant remediation of a site contamination and project financing.

With respect to environmental remediation, there are two known sources of environmental contamination on-site. These sources are currently capped by asphalt paving, and there is no active release of contaminants in the environment. There are no existing or pending orders to remediate these sources of contamination. DOC's criteria for scoring grant applications places emphasis on environmental remediation. We may need to modify the development plan in such a way as to utilize a portion or portions of the site where contamination is present to actively address the contaminated area(s) as opposed to continuing the passive management of contaminated areas.

With respect to project financing, DOC's concerns are that there are minimal public and private financing commitments to redevelopment of the site. Although DOC acknowledges the past and ongoing financial commitments to the Gilbert Site (new office construction, renovation of the old office building, renovation of the warehouse, site demolition and asbestos abatement) they are more interested in how the next stages of the redevelopment will be financed. Again in order to meet DOC scoring criteria, sources of funding commitments will need to be found in either the public, private or combined financing components.

There are several prospects in the public arena – mostly through other grant programs – that could be used to support public site improvements (shoreline enhancements, fishing decks, trail improvements, and the whitewater park). These grant programs generally required reasonably well developed engineering/architectural plans and in-place environmental permitting. I have been working with PRD Tungate and others to identify options to elevate plans to the required levels of detail using resources other than those supported by the tax levy.

The amount and timing of private financing is difficult to pin down given that in nearly all instances, it is determined by buyer commitments to purchase land and buildings and/or tenant commitments to lease space. The developer has been working with prospects, but there are no firm commitments at this time. These efforts will continue going forward.

The DOC Brownfields Grant program was funded at \$6.5 million per year in the biennial budget. We have asked that DOC table our funding request until we can better fit the program requirements with respect to environmental remediation and project financing. Toward that end PRD Tungate, myself, the site developer/owner, and other potential project partners will attempt to put together the substantive basis for repackaging the grant application. The timetable for completing this effort extends into spring of 2010.

As an aside, DOC termed the whitewater park an "important" component of the site redevelopment. It is our intention to keep the whitewater park in the redevelopment plan for the site recognizing, however, that private funding sources or grant funds will be needed to support the construction of the whitewater features.

---



**Memorandum**

To: Common Council  
From: Greg Keil, CDD *ek*  
Date: July 16, 2009  
RE: Lock Site Mural Dedication

A dedication ceremony for the historical mural sponsored by Menasha 2000 is planned for Saturday, July 25, 2009. It will be held at the Menasha lock site at approximately 11:30 AM, and is to coincide with the Park to Park Paddle event. Council members and all other community residents are invited to participate.

CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, July 6, 2009  
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Wisneski, Pack, Hendricks, Zelinski, Englebert, Benner, Pamerter, Taylor,  
ALSO PRESENT: Mayor Merkes, Atty. Rich Carlson, PC Stanke, FC Vander Wyst, DPW Radtke,  
AP Kester, C/T Stoffel, PRD Tungate, Clerk Galeazzi and the Press  
DEPT. HEAD EXCUSED: PHD Nett

D. PUBLIC HEARING

None

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

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

Jeff Harvey, 514 Broad Street. Keep 500 block of Broad Street as one-way.

Mary Meyers, 522 Broad Street. Keep 500 block of Broad Street as one-way.

Tom Van Handle, Five Oaks Park. Stormwater utility fee for property owners at Five Oaks is higher than other City property owners.

Ron Budweiser, Five Oaks Park. Concerned with stormwater utility fee.

Adeline Krame, 140 Bessie O'Hallorans Lane. Concerned with stormwater utility fee.

Gerald Van Patten, 255 Misty Meadows. Concerned with stormwater utility fee.

Chris Klein, 730 Keyes Street. City continues to hire even with a hiring freeze; questioned marketing of lots at Lake Park; need to stop spending.

Mary Nebel, 713 First Street. Outdoor Alcohol Beverage Permit should go to Landmarks Commission.

Michael Ehlers, 9 Dakota Grove. Questioned when meeting for discussing stormwater utility fee for Five Oaks Park.

Peter Koercana, Five Oaks Park. Concerned with stormwater utility fee.

Mary Ann Mulvley, 274 Misty Meadows. Questioned hiring at Library.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. [Update on Valley Transit – Deborah Wetter & Jason Kakatsch](#)

Jason Kakatsch, Principal Transportation Planner East Central Wisconsin Regional Planning Commission and Deborah Wetter, General Manager Valley Transit gave a presentation on the Transit Development Plan. They gave an overview of the five year plan and their recommendations on how it will service the area.

2. [Update on Steam Plant \(Ald. Taylor\)](#)

Mayor Merkes explained the Council will be updated on the Steam Plant at a Special Common Council Meeting scheduled for July 8.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS, Cont'd.

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

Minutes to receive:

- a. [Administration Committee, 6/15/09](#)
- b. [Board of Public Works, 6/15/09](#)
- c. [Board of Health, 5/13/09](#)
- d. [Board of Review, 6/9/09](#)
- e. [Landmarks Commission, 6/10/09](#)
- f. [NMFR Joint Finance & Personnel Committee, 6/23/09](#)
- g. [NM Sewerage Commission, 4/28/09, 5/26/09](#)
- h. [NM Sewerage Commission, 3/24/09; Closed Session](#)
- i. [Safety Committee, 5/6/09; City Hall](#)
- j. [Safety Committee, 5/26/09; Public Works & Parks](#)
- k. [Water & Light Commission, 6/9/09; Special Meeting](#)

Communications:

- l. [WisDOT, 6/26/09; Notice of intent to reissue a WI pollutant discharge elimination system \(Menasha Utilities\)](#)
- m. [Boardman Law, 6/17/09; PCI Management & Consulting Co. & Menasha Utilities, et al.](#)
- n. [Cavanaugh Capital Management, 6/5/09; Steam Utility Revenue Bond Anticipation Note holders](#)
- o. [Addis Hilliker \(Headwaters Owners Association\), 6/24/09; Support of conversion of Broad Street to a two way street](#)
- p. [Residents in the 500 Block of Broad St., 6/16/09; Support of keeping Broad Street a one way street and request of two-way traffic flow study](#)
- q. [Arbor Day Foundation, 3/19/09; City of Menasha achieving Tree City USA status for 2008](#)
- r. [Dept. of Army Corps of Engineers, 6/11/09; Lower Fox River Dams meeting notice](#)
- s. [Mayor Merkes to ThedaCare & SCA Tissue, 5/27/09; Thank you for sponsoring the Farm Fresh Market](#)
- t. [Mayor Merkes to Vincent Maas, 6/12/09; Employment offer-Supt. Of Parks, Forestry and cemeteries](#)
- u. [Menasha Utilities, 6/09; Steam financials for the month ending May 31, 2009](#)
- v. [Winnebago County Branch V Circuit Court, 6/23/09; Notice of Sheriff's Sale \(175 Main St.\)](#)
- w. [CDD Keil, 6/30/09; Approval of Subdivision Name Change](#)
- x. [PWD Radtke, 6/12/09; SSES Phase 4, Segment 1 Foundation Drain & Sump Pump Inspections](#)
- y. [PWD Radtke, 7/2/09; WisDOT stimulus project award notice-Tayco Street](#)

Ald. Taylor: Comm. V (Notice of Sheriff's Sale, 175 Main St.), questioned if the buyer of the property could removed historical items from the building. Mayor Merkes explained City has no authority on items inside the building; Comm. Y (DOT stimulus project), questioned concrete vs asphalt for Tayco St. DPW Radtke explained concrete is better for part of Tayco St. that has more truck traffic.

Ald. Wisneski: Comm. W (Subdivision name change), questioned why the name change. Mayor Merkes explained Plan Comm. & Common Council originally approved the plat map as one name, when the final plat map was presented for signatures the developer had changed the name of the subdivision.

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, 6/15/09](#)
2. [Special Common Council, 6/29/09](#)

Administration Committee, 6/15/09 – Recommends Approval of:

3. [Amendment to Listing Contract with Bomier Properties Inc., Province Terrace and Midway Business Park](#)

Board of Public Works, 6/15/09 – Recommends Approval of:

4. [Street Use Permit – Grunski Runski, 10K and 2 Mile Run/Walk; Saturday, August 8<sup>th</sup>, 2009; 8:15 AM – 10:15 AM; \(City of Menasha Parks and Recreation Department\)](#)
5. [Acceptance of City of Menasha Quiet Zone Detailed Plan](#)
6. [Recommendation to Revise Rear Yard Drainage Grant Program](#)

Ald. Benner requested to remove item 6 from Consent Agenda.

Moved by Ald. Hendricks, seconded by Ald. Wisneski to approve items 1-5 of Consent Agenda.

Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner, seconded by Ald. Hendricks to hold item 6 (Recommendation to revise Real Yard Drainage Grant program) of the Consent Agenda.  
Item is held.

I. ORDINANCES AND RESOLUTIONS

1. [R-16-09 Resolution Transferring/Appropriating Funds \(Recommended by the Administration Committee, Introduced by Ald. Wisneski\)](#)

Moved by Ald. Wisneski, seconded by Ald. Pack to adopt R-16-09.  
Motion carried on roll call 8-0

2. [R-17-09 Resolution Continuing Appropriations \(Recommended by the Administration Committee, Introduced by Ald. Wisneski\)](#)

Moved by Ald. Wisneski, seconded by Ald. Englebert to adopt R-17-09.  
Motion carried on roll call 8-0.

3. [R-18-09 Resolution Addendum C to Mutual Aid Box Alarm System Agreement \(Recommended by the NMFR Joint Finance & Personnel Committee, Introduced by Ald. Benner & Wisneski\)](#)

Moved by Ald. Wisneski, seconded by Ald. Hendricks to adopt R-18-09.  
Motion carried on voice vote.

J. ACTION ITEMS

1. [Outdoor Alcoholic Beverage Permit, Charlie Cross d/b/a Menasha Grill, 204 Main Street, Menasha, July 7, 2009-June 30, 2010](#)

Moved by Ald. Pack, seconded by Ald. Pamerter to approve outdoor alcoholic beverage permit.  
Discussion ensued on concerns with pedestrian traffic; position of fenced in area too close to public sidewalk; alteration to building located in historical section of downtown; Landmarks Commission should review.  
Moved by Ald. Taylor, seconded by Ald. Hendricks to refer item to Landmarks Commission.  
Motion carried on voice vote.

2. [Accounts payable and payroll for the term 6/12/09 – 7/2/09 in the amount of \\$1,405,999.37](#)

Moved by Ald. Wisneski, seconded by Ald. Pack, to approve accounts payable and payroll.  
Discussion  
Motion carried on roll call 8-0.

K. APPOINTMENTS

1. Mayor's Appointment to Ad-Hoc Complete Count Committee:
  - a) Jan Davey, 1232 Grove St., Menasha;
  - b) Ken Kubiak, 1214 Fieldview Dr., Menasha;
  - c) Gina Grogan, 6400 Paynes Point Rd., Neenah (MJSD Representative)
  - d) Mary Crawmer, 1001 Lucerne Dr. #3, Menasha;
  - e) Elena Leon, 709 Grove St., Menasha;
  - f) Mary Bach, 79 Lawson St., Menasha;
  - g) Nancy Barker, 506 Keyes St., Menasha

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

L. CLAIMS AGAINST THE CITY

None

M. HELD OVER BUSINESS

1. Licenses: Renewal liquor and malt beverage applications for the licensing year July 1, 2009-June 30, 2010 for:
  - a) [Get Reel, Inc, d/b/a Fox Cinema, 400 Third Street](#)

Moved by Ald. Hendricks, seconded by Ald. Pack to table.  
Motion carried on roll call 8-0.

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)  
None

O. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Pack to adjourn at 7:10 p.m.  
Motion carried on voice vote.

CHANGE ORDER NO. CO-1450701A-03 DATE March 15, 2009

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: March 15, 2009  
REVISED COMPLETION DATE June 30, 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: Revise contract price to reflect as-built quantities. Contractor is granted a 107-day time extension for "avoidable delays" to provide the necessary project closeout documentation.

ADDITIONAL NUMBER OF CONTRACT DAYS PROVIDED BY THIS CHANGE ORDER: 107 DAYS  
Enclosures: Unit Price Spreadsheet.

The changes result in the following adjustment of Contract Price:

Contract Price Prior to this Change Order	<u>\$1,580,723.00</u>
Net (Increase/ <del>Decrease</del> ) Resulting from this Change Order	<u>\$ 8,484.00</u>
Current Price, including this Change Order	<u>\$1,589,207.00</u>

The above changes are approved:

FOR THE ENGINEER: By: Taryn S. Nall Date: 6/10/09  
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: 6/9/09  
Michael Smyth, Project Manager

Unit Price Contract  
 E145-07-01A Sanitary Sewer Lining  
 March 15, 2009

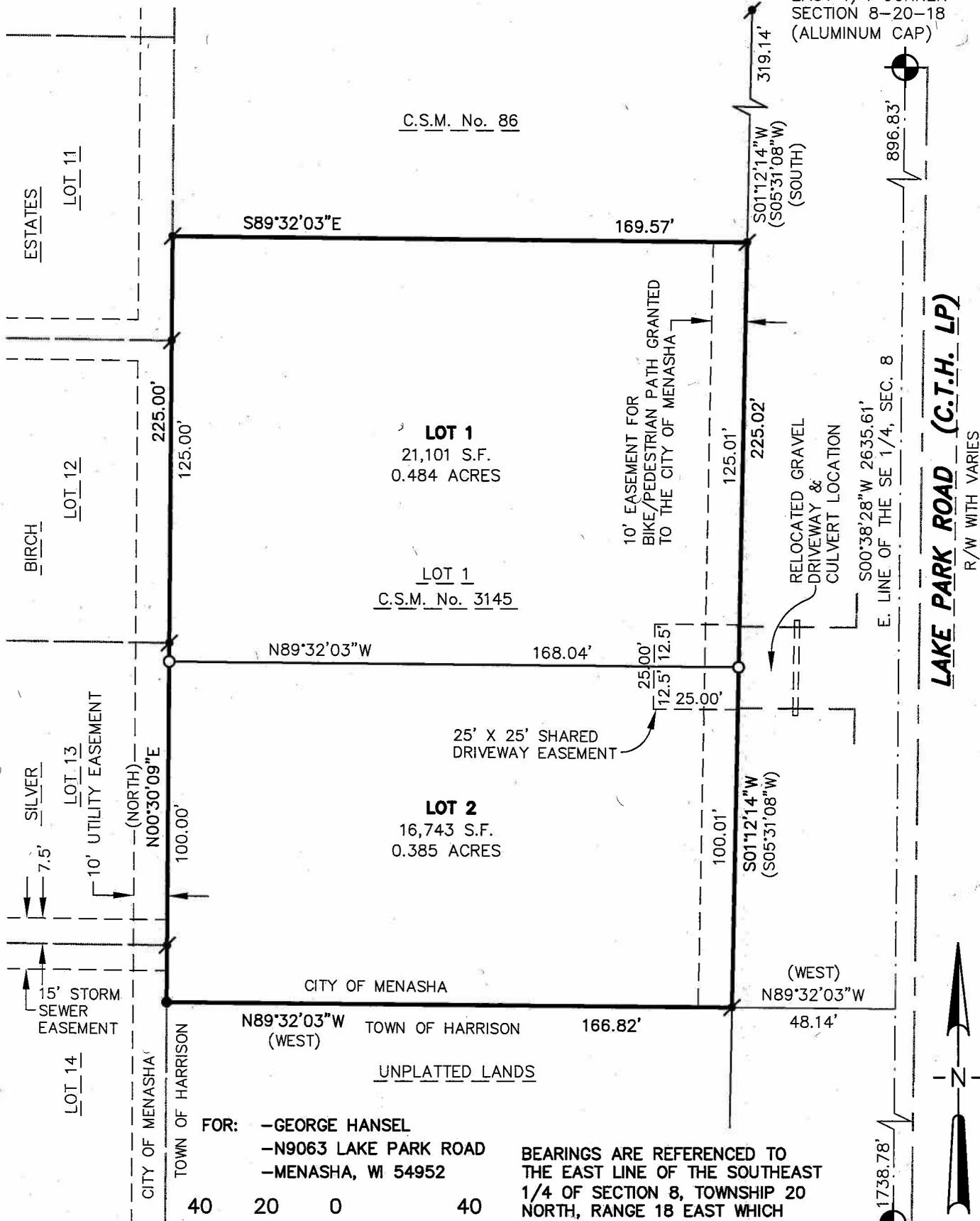
ITEM NO.	DESCRIPTION	UNITS	UNIT PRICE	BID QTY.	BID TOTAL	PREVIOUSLY REQUESTED		CURRENT REQUEST		REVISED * QUANTITY	TOTAL	ADD (+) DEDUCT (-)
						QTY.	TOTAL	QTY.	TOTAL			
1A	21-inch sanitary sewer CIPP lining	LF	\$64.00	1,006	\$64,384.00	1,006	\$64,384.00		\$0.00	1,006	\$64,384.00	\$0.00
2A	18-inch sanitary 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	161	\$48,300.00	167	\$50,100.00	328	\$98,400.00	\$32,400.00
8A	Pressure inject grout material as specified in Article C2.18	GAL	\$25.00	580	\$14,500.00	510	\$12,750.00	753	\$18,825.00	1,263	\$31,575.00	\$17,075.00
<b>OPTIONAL WORK ITEMS</b>												
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
<b>TOTAL, PART A ITEMS 1A THROUGH 13A</b>						<b>\$1,582,723.00</b>					<b>\$1,520,282.00</b>	
<b>CHANGE ORDER #CO-1450701A-02</b>												
Provide credit for damage to PVC sanitary sewer downstream from Manhole 683				1	-\$2,000.00	0	\$0.00	0	\$0.00	0	\$0.00	\$2,000.00
<b>TOTAL CHANGE ORDER #CO-1450701A-02</b>						<b>-\$2,000.00</b>					<b>\$0.00</b>	
<b>TOTAL CONTRACT AMOUNT TO DATE</b>						<b>\$1,580,723.00</b>					<b>\$68,925.00</b>	<b>\$1,589,207.00</b>
<b>CHANGE ORDER #CO-1450701A-03</b>												
Revised quantities				1	\$8,484.00	0	\$0.00	0	\$0.00	0	\$0.00	-\$8,484.00
<b>TOTAL CHANGE ORDER #CO-1450701A-03</b>						<b>\$8,484.00</b>					<b>\$0.00</b>	<b>-\$8,484.00</b>
<b>TOTAL CONTRACT AMOUNT TO DATE</b>						<b>\$1,589,207.00</b>					<b>\$68,925.00</b>	<b>\$1,589,207.00</b>

ALL OF LOT 1 OF CERTIFIED SURVEY MAP No. 3145 AS RECORDED IN VOLUME 26 OF CERTIFIED SURVEY MAPS ON PAGE 209, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 8, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN

C.S.M. No. 86

EAST 1/4 CORNER SECTION 8-20-18 (ALUMINUM CAP)

ckalkofen W:\DWG\W0997\990519\00\2 LOT CSM.dwg 07/14/09 12:42 PM (Silver Birch Final plat, HAR01)



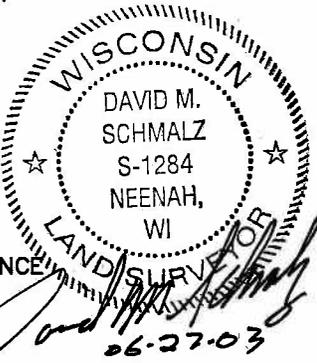
FOR: -GEORGE HANSEL  
 -N9063 LAKE PARK ROAD  
 -MENASHA, WI 54952

BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 8, TOWNSHIP 20 NORTH, RANGE 18 EAST WHICH BEARS S00°38'28"W PER SILVER BIRCH ESTATES.

**LEGEND**

**SCALE - FEET**

- - 3/4" x 24" ROUND IRON REBAR WEIGHING 1.5 lbs./lineal ft. SET
- ⚡ - 3/4" ROUND STEEL REBAR FOUND
- - 1" PIPE FOUND (1.315" O.D.)
- ⊙ - CERTIFIED LAND CORNER CALUMET COUNTY
- ( ) - RECORDED BEARING AND/OR DISTANCE
- S.F. - SQUARE FEET



**McMAHON**  
 ENGINEERS ARCHITECTS

1445 McMAHON DRIVE NEENAH, WI 54956  
 Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025  
 Tel: (920) 751-4200 Fax: (920) 751-4284  
 www.mcmgrp.com

DRAFTED BY: Corey Kalkofen



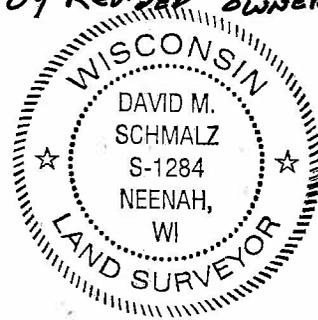
ALL OF LOT 1 OF CERTIFIED SURVEY MAP No. 3145 AS RECORDED IN VOLUME 26 OF CERTIFIED SURVEY MAPS ON PAGE 209, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 8, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, David M. Schmalz, Wisconsin Registered Land Surveyor S-1284, certify that I have surveyed, divided and mapped all of Lot 1 of Certified Survey Map No. 3145 as recorded in Volume 26 of Certified Survey Maps on Page 209, located in the Northeast 1/4 of the Southeast 1/4, Section 8, Township 20 North, Range 18 East, City of Menasha, Winnebago County, Wisconsin containing 37,844 square feet (0.869 acres) of land.

I further certify that this map is a correct representation of the exterior boundary lines of the lines of the land surveyed and the division of that land, and that I have complied with Section 236.34 of the Wisconsin Statutes, the City of Menasha Subdivision Ordinances in surveying, dividing and mapping the same.

Given under my hand and seal this 27th day of June, 2009.  
107-14-09 REVISED OWNER  
David M. Schmalz  
David M. Schmalz, Reg. WI Land Surveyor S-1284



- THIS CSM IS PART OF TAX PARCEL ID No.: 5738
- THE PROPERTY OWNERS OF RECORD ARE: CHARLES W. WACHTER & DEBRA J. WACHTER.
- THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN DOC. No. \_\_\_\_\_.

CERTIFICATE OF TREASURERS

I, being the duly elected, qualified and acting Treasurer, do hereby certify that in accordance with the records in my office there are no un-paid taxes or un-paid special assessments on any of the lands included in this Certified Survey Map as of:

\_\_\_\_\_  
City Treasurer Date  
Thomas Stoffel

\_\_\_\_\_  
County Treasurer Date  
Mike Schlaak

COMMON COUNCIL RESOLUTION

Resolved, this Certified Survey Map in the City of Menasha is hereby approved by the Common Council on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor Dated  
Donald Merkes

\_\_\_\_\_  
City Clerk Dated  
Deborah Galeazzi

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

PAGE 3 OF 3

ALL OF LOT 1 OF CERTIFIED SURVEY MAP No. 3145 AS RECORDED IN VOLUME 26 OF CERTIFIED SURVEY MAPS ON PAGE 209, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 8, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Charles W. Wachter & Debra J. Wachter, As Owners, We hereby certify that we caused the land described on this plat to be surveyed, divided and mapped as represented on this Certified Survey Map.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Charles W. Wachter

\_\_\_\_\_  
Debra J. Wachter

State of Wisconsin)  
                                  )ss  
\_\_\_\_\_County)

Personally appeared before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the above named person(s) to me known to be the person(s) who executed the foregoing instrument, and acknowledged the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My commission expires \_\_\_\_\_



*David M. Schmalz*  
06-27-09

REVISED 07-14-09 OWNER

## **RESOLUTION R-19-09**

### **A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2008 COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN ADMINISTRATIVE CODE NR 208**

*Introduced by Ald. Hendricks*

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades of "C" or less and/or an overall grade point average <3.00;

NOW, THEREFORE BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha concurring, that in response to the "F" grade for the Collection section of the 2008 CMAR, the City of Menasha acknowledges actions are necessary to minimize future sanitary sewer overflows and will abide by the terms of the December 22, 2008 Compliance Agreement executed between the Department of Natural Resources and the City of Menasha to address the violations to WPDES Permit WI-0047341-04.

*Passed and approved this \_\_\_\_ day of July, 2009.*

\_\_\_\_\_  
*Donald J. Merkes, Mayor*

ATTEST: \_\_\_\_\_  
*Deborah A. Galeazzi, City Clerk*

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/2/2009

Reporting Year: 2008

## Financial Management

Questions	Points						
1. Person Providing This Financial Information							
<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Name:</td> <td>Thomas Stoffel</td> </tr> <tr> <td>Telephone:</td> <td>(920) 967-3631</td> </tr> <tr> <td>E-Mail Address(optional):</td> <td>tstoffel@ci.menasha.wi.us</td> </tr> </table>	Name:	Thomas Stoffel	Telephone:	(920) 967-3631	E-Mail Address(optional):	tstoffel@ci.menasha.wi.us	
Name:	Thomas Stoffel						
Telephone:	(920) 967-3631						
E-Mail Address(optional):	tstoffel@ci.menasha.wi.us						
2. Are User Charge or other Revenues sufficient to cover O&M Expenses for your wastewater treatment plant AND/OR collection system ?	0						
<p> <input checked="" type="radio"/> Yes (0 points)  <input type="radio"/> No (40 points)                 </p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>							
3. When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2007	0						
<p> <input checked="" type="radio"/> 0-2 years ago (0 points)  <input type="radio"/> 3 or more years ago (20 points)  <input type="radio"/> Not Applicable (Private Facility)                 </p>							
4. Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?	0						
<p> <input checked="" type="radio"/> Yes  <input type="radio"/> No (40 points)                 </p>							
<b>REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)</b>							
5. Equipment Replacement Funds							
5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2008	0						
<p> <input checked="" type="radio"/> 1-2 years ago (0 points)  <input type="radio"/> 3 or more years ago (20 points)  <input type="radio"/> Not Applicable Explain:                 </p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>							
5.2 What amount is in your Replacement Fund?							
<b>Equipment Replacement Fund Activity</b>							
5.2.1 Ending Balance Reported on Last Year's CMAR:	\$30,000.00						
5.2.2 Adjustments if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+ \$0.00						
5.2.3 Adjusted January 1st Beginning Balance	\$30,000.00						

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/2/2009

Reporting Year: 2008

Financial Management (Continued)

	<p><b>5.2.4</b> Additions to Fund (e.g., portion of User Fee, earned interest, etc.) + \$10,000.00</p> <p><b>5.2.5</b> Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*). - \$0.00</p> <p><b>5.2.6</b> Ending Balance as of December 31st for CMAR Reporting Year \$40,000.00</p> <p>(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.)</p> <p>*5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>								
	<p><b>5.3</b> What amount <u>should</u> be in your replacement fund? \$40,000.00</p> <p>(If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP option button.)</p>								
	<p>5.3.1 Is the Dec. 31 Ending Balance in your Replacement Fund above (#5.2.6) equal to or greater than the amount that should be in it(#5.3)?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No Explain:</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>								
<b>6.</b>	<b>Future Planning</b>								
	<p>6.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating or new construction of your treatment facility or collection system?</p> <p><input type="radio"/> Yes (If yes, please provide major project information, if not already listed below)</p> <p><input checked="" type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Project Description</th> <th style="width: 15%;">Estimated Cost</th> <th style="width: 25%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Project Description	Estimated Cost	Approximate Construction Year					
Project Description	Estimated Cost	Approximate Construction Year							
<b>7.</b>	<b>Financial Management General Comments:</b>								
	<div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>The City has a CWFP recommendation of annual \$10,000 deposits to our replacement fund. These payments started in 2005 and reflect funds necessary to replace, or make major repairs to, our lift stations in the system.</p> </div>								

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

## Sanitary Sewer Collection Systems

	Questions	Points
1.	Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?	
	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2.	Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance or CMOM program last calendar year?	0
	<input checked="" type="radio"/> Yes (go to question 3) <input type="radio"/> No (30 points) (go to question 4)	
3.	Check the elements listed below that are included in your Operation and Maintenance (O&M) or CMOM program.:	
	<input type="checkbox"/> <b>Goals:</b> Describe the specific goals you have for your collection system: <input type="checkbox"/> <b>Organization:</b> Do you have the following written organizational elements (check only those that you have): <input type="checkbox"/> Ownership and governing body description <input type="checkbox"/> Organizational chart <input type="checkbox"/> Personnel and position descriptions <input type="checkbox"/> Internal communication procedures <input type="checkbox"/> Public information and education program <input checked="" type="checkbox"/> <b>Legal Authority:</b> Do you have the legal authority for the following (check only those that apply): <input checked="" type="checkbox"/> Sewer use ordinance Last Revised MM/DD/YYYY <span style="border: 1px solid black; padding: 2px;">11/01/2004</span> <input type="checkbox"/> Pretreatment/Industrial control Programs <input checked="" type="checkbox"/> Fat, Oil and Grease control <input checked="" type="checkbox"/> Illicit discharges (commercial, industrial) <input checked="" type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc) <input type="checkbox"/> Private lateral inspections/repairs <input type="checkbox"/> Service and management agreements <input checked="" type="checkbox"/> <b>Maintenance Activities: details in Question 4</b> <input checked="" type="checkbox"/> <b>Design and Performance Provisions:</b> How do you ensure that your sewer system is designed and constructed properly? <input checked="" type="checkbox"/> State plumbing code <input checked="" type="checkbox"/> DNR NR 110 standards <input checked="" type="checkbox"/> Local municipal code requirements <input checked="" type="checkbox"/> Construction, inspection and testing <input type="checkbox"/> Others:	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

Sanitary Sewer Collection Systems (Continued)

	<input checked="" type="checkbox"/> <b>Overflow Emergency Response Plan:</b> Does your emergency response capability include (check only those that you have): <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Alarm system and routine testing</li> <li><input checked="" type="checkbox"/> Emergency equipment</li> <li><input checked="" type="checkbox"/> Emergency procedures</li> <li><input type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc)</li> </ul> <input checked="" type="checkbox"/> <b>Capacity Assurance:</b> How well do you know your sewer system? Do you have the following? <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Current and up-to-date sewer map</li> <li><input checked="" type="checkbox"/> Sewer system plans and specifications</li> <li><input checked="" type="checkbox"/> Manhole location map</li> <li><input type="checkbox"/> Lift station pump and wet well capacity information</li> <li><input checked="" type="checkbox"/> Lift station O&amp;M manuals</li> </ul> Within your sewer system have you identified the following? <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Areas with flat sewers</li> <li><input checked="" type="checkbox"/> Areas with surcharging</li> <li><input checked="" type="checkbox"/> Areas with bottlenecks or constrictions</li> <li><input type="checkbox"/> Areas with chronic basement backups or SSO's</li> <li><input type="checkbox"/> Areas with excess debris, solids or grease accumulation</li> <li><input type="checkbox"/> Areas with heavy root growth</li> <li><input type="checkbox"/> Areas with excessive infiltration/inflow (I/I)</li> <li><input type="checkbox"/> Sewers with severe defects that affect flow capacity</li> <li><input type="checkbox"/> Adequacy of capacity for new connections</li> <li><input type="checkbox"/> Lift station capacity and/or pumping problems</li> </ul> <input type="checkbox"/> <b>Annual Self-Auditing of your O&amp;M/CMOM Program</b> to ensure above components are being implemented, evaluated, and re-prioritized as needed. <input checked="" type="checkbox"/> <b>Special Studies Last Year (check only if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Infiltration/Inflow (I/I) Analysis</li> <li><input checked="" type="checkbox"/> Sewer System Evaluation Survey (SSES)</li> <li><input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP)</li> <li><input type="checkbox"/> Lift Station Evaluation Report</li> <li><input checked="" type="checkbox"/> Others:</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                     We continued with Phase 3 (of 4) of our citywide SSES program to identify I/I sources and sewer system defects.                 </div>	
--	---	--

4.	Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained:	
----	---	--

Cleaning	75	% of system/year	
Root Removal	5	% of system/year	
Flow Monitoring	2	% of system/year	
Smoke Testing	0	% of system/year	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

Sanitary Sewer Collection Systems (Continued)

Sewer Line Televising	<input style="width: 50px;" type="text" value="8"/>	% of system/year
Manhole Inspections	<input style="width: 50px;" type="text" value="10"/>	% of system/year
Lift Station O&M	<input style="width: 50px;" type="text" value="1"/>	# per L.S./year
Manhole Rehabilitation	<input style="width: 50px;" type="text" value="5"/>	% of manholes rehabed
Mainline Rehabilitation	<input style="width: 50px;" type="text" value="4"/>	% of sewer lines rehabed
Private Sewer Inspections	<input style="width: 50px;" type="text" value="10"/>	% of system/year
Private Sewer I/I Removal	<input style="width: 50px;" type="text" value="5"/>	% of private services
<p>Please include additional comments about your sanitary sewer collection system below:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

5. Provide the following collection system and flow information for the past year:

<input style="width: 80px;" type="text" value="33.05"/>	Total Actual Amount of Precipitation Last Year
<input style="width: 80px;" type="text" value="31"/>	Annual Average Precipitation (for your location)
<input style="width: 80px;" type="text" value="54.3"/>	Miles of Sanitary Sewer
<input style="width: 80px;" type="text" value="4"/>	Number of Lift Stations
<input style="width: 80px;" type="text" value="0"/>	Number of Lift Station Failure
<input style="width: 80px;" type="text" value="0"/>	Number of Sewer Pipe Failures
<input style="width: 80px;" type="text" value="0"/>	Number of Basement Backup Occurrences
<input style="width: 80px;" type="text" value="0"/>	Number of Complaints
<input style="width: 80px;" type="text" value="3.08"/>	Average Daily Flow in MGD

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

## Sanitary Sewer Collection Systems (Continued)

6.20	Peak Monthly Flow in MGD(if available)	
	Peak Hourly Flow in MGD(if available)	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

## Sanitary Sewer Collection Systems (Continued)

NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)					80
	Date	Location	Cause	Estimated Volume (MG)	
1.	04/11/2008 12:30:00 AM to 04/11/2008 8:00:00 PM	Ninth Street at Elmwood Drive Lift Station	Rain, Rain Snowmelt	0.138	
2.	04/10/2008 10:00:00 PM to 04/11/2008 10:30:00 PM	Manhole at Park Street and Keyes Street	Rain, Rain Snowmelt	0.31	
3.	04/11/2008 2:45:00 AM to 04/11/2008 8:00:00 PM	Manhole at Seventh Street and Ida Street	Rain, Rain Snowmelt	0.428	
4.	04/11/2008 1:00:00 AM to 04/11/2008 10:00:00 PM	Manhole at Fifth Street and London Street	Rain, Rain Snowmelt	0.205	
5.	06/12/2008 8:00:00 PM to 06/13/2008 2:30:00 PM	Park Street and Keyes Street Manhole	Rain	0.355	
6.	06/12/2008 8:30:00 PM to 06/13/2008 2:00:00 PM	Seventh Street and Ida Street Manhole	Rain	0.79	
7.	06/12/2008 9:30:00 PM to 06/13/2008 3:30:00 AM	Ninth Street and Elmwood Street Lift Station	Rain	0.07	
8.	06/12/2008 9:00:00 PM to 06/13/2008 11:00:00 AM	Fifth Street and London Street Manhole	Rain	0.495	
<p>Were there SSOs that occurred last year that are not listed above?</p> <p style="margin-left: 20px;"> <input type="radio"/> Yes  <input checked="" type="radio"/> No                 </p> <p>If Yes, list the SSOs that occurred:</p> <div style="border: 1px solid black; height: 20px; width: 600px; margin-left: 20px;"></div>					
<p><b>PERFORMANCE INDICATORS</b></p> <p> <input style="width: 50px;" type="text" value="0.00"/> Lift Station Failures(failures/ps/year)                 </p> <p> <input style="width: 50px;" type="text" value="0.00"/> Sewer Pipe Failures(pipe failures/sewer mile/yr)                 </p> <p> <input style="width: 50px;" type="text" value="0.15"/> Sanitary Sewer Overflows (number/sewer mile/yr)                 </p> <p> <input style="width: 50px;" type="text" value="0.00"/> Basement Backups(number/sewer mile)                 </p>					

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

Sanitary Sewer Collection Systems (Continued)

	0.00	Complaints (number/sewer mile)	
	2.0	Peaking Factor Ratio (Peak Monthly:Annual Daily Average)	
	0.0	Peaking Factor Ratio(Peak Hourly:Annual daily Average)	
6.	Was infiltration/inflow(I/I) significant in your community last year?		
	<p style="margin-left: 20px;"> <input checked="" type="radio"/> Yes  <input type="radio"/> No                 </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                     Due to the age of our system, I/I continues to be significant, but the City has continued its sewer improvement program to correct cost effective defects identified in our SSES and we also continued our home inspection program which identifies, and orders corrections to, cross connected private foundation drains.                 </div>		
7.	Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?		
	<p style="margin-left: 20px;"> <input checked="" type="radio"/> Yes  <input type="radio"/> No                 </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                     We had two separate SSO occurrences last year which are attributable to the wet weather flows.                 </div>		
8.	Explain any infiltration/inflow(I/I) changes this year from previous years?		
	<div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                     PFR has increased from previous year which is likely attributable to the two occasions of very heavy rainfall, one accompanied by rapid snow melt.                 </div>		
9.	What is being done to address infiltration/inflow in your collection system?		
	<div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                     We continued with the implementation of Phase 3 (of 4) of the citywide SSES program. We also completed Phase 3 sewer improvements which included manhole rehabilitation, main line sewer replacement, CIPP of main line sewer, grouting sewer main lines, and eliminating private foundation cross connections. In addition, we are implementing the terms of our WisDNR Compliance Agreement to address the sewer bypass occurrences in 2008.                 </div>		

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

---

Sanitary Sewer Collection Systems (Continued)

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:  
7/1/2009

Reporting Year: 2008

Sanitary Sewer Collection Systems (Continued)

Total Points Generated	80
Score (100 - Total Points Generated)	20
Section Grade	F

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:

Reporting Year: 2008

WPDES No.0047341

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial Management	A	4.0	1	4
Collection Systems	F	0.0	3	0
TOTALS			4	4
GRADE POINT AVERAGE(GPA)=1.00		1.00		

Notes:

A = Voluntary Range

B = Voluntary Range

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor  
Matthew J. Frank, Secretary  
Ronald W. Kazmierczak, Regional Director

Northeast Region Headquarters  
2984 Shawano Ave.  
Green Bay, Wisconsin 54313  
Telephone 920-662-5100  
FAX 920-662-5413  
TTY Access via relay - 711

December 22, 2008

Mark Radtke, Director of Public Works  
City of Menasha  
140 Main Street  
Menasha, Wisconsin 54212

Casetrack # 2008-NEEE-059  
WPDES Permit: WI-0047341-04  
Winnebago County

Subject: **Compliance Agreement**

Dear Mr. Radtke:

Thank you for timely executing the compliance agreement between the Department of Natural Resources (Department) and the City of Menasha (Menasha). Enclosed for Menasha's reference is the finalized compliance agreement. Please ensure adherence to the timelines agreed upon during our negotiations. If changes are needed, contact me in advance of the timeline for a timely resolution to the issue.

If you have technical questions regarding your wastewater system, please contact Wastewater Engineer Mr. Jim Savinski at (920) 424-4013. If you have questions regarding this letter, please contact me at (920) 662-5163.

Sincerely,

Anne M. Van Grinsven  
Environmental Enforcement Specialist - Leadworker

Enc - Compliance Agreement

Cc: J. Savinski - Oshkosh  
M. Hoefler - LC/8  
T. Gilbert - WT/3

COMPLIANCE AGREEMENT BY  
THE DEPARTMENT OF NATURAL RESOURCES  
AND  
THE CITY OF MENASHA  
OF APPLICABLE REGULATIONS AND  
ACTIONS REQUIRED TO RETURN TO COMPLIANCE

Mark Radtke, Director of Public Works  
City of Menasha  
140 Main Street  
Menasha, Wisconsin 54212

City of Menasha / Winnebago County  
WPDES Permit WI-0047341-04  
CT # 08-NEEE-059

The following is an agreement between the Department of Natural Resources (DNR) and the City of Menasha (Menasha) regarding permit requirements that apply and the actions that Menasha is required to undertake in response to unscheduled sanitary sewer overflows. Menasha is the owner/operator of a sanitary collection system.

Signing of this agreement does not excuse past violations by Menasha nor preclude the Department from taking enforcement action for any past violations.

APPLICABLE PERMIT REQUIREMENTS

1. Menasha's wastewater collection system operates under the authority of WPDES Permit WI-0047341-04, effective March 1, 2006 (Permit).
2. Section 2.1 of the Permit prohibits Menasha from unscheduled sanitary sewer overflows with limited exceptions.
3. Section 2.2 of the Permit requires Menasha to verbally notify the Department within 24 hours of initiation of the sanitary sewer overflow and in writing within 5 days of the conclusion of the sanitary sewer overflow of the items outlined in the Permit.
4. For the occurrences outlined in the September 25, 2008 Notice of Violation, Menasha did not meet any of the sanitary sewer overflow exceptions outlined in the Permit.

AGREEMENT

Menasha acknowledges that the actions listed below are necessary in order to eliminate sanitary sewer overflows in the future and to comply with the Permit, and accordingly agrees to do the following with regard to Menasha's sewage collection system (note – the Phase numbers refer to the designated areas in Menasha's ongoing SSES and sewer evaluation program):

1. Notify the Department both verbally and in writing of any sanitary sewer overflows as required by the Permit.
2. For each report identified below and required to be submitted, Menasha shall identify the necessary corrective actions and the timeline by which they will be completed.

3. Phase 1 evaluations -

- a. Menasha shall evaluate the Ninth Street Sewage Lift Station near Ninth Street and Elmwood Drive to determine the lift station's capacity to pump the peak wastewater flow from the Phase 1 area. Menasha shall complete this work by no later than December 31, 2008. After completion of the evaluation, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than January 15, 2009. The lift station and sewage force main improvements that are needed, based on the evaluation, will be completed within 15 months of the DNR approval of the evaluation.
- b. Menasha shall meter the flow entering into the lift station. After completion of the metering project, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than April 30, 2009.
- c. Menasha shall conduct residential sump pump and foundation drain inspections to determine compliance with Menasha's rules. After completion of the residential sump pump inspections, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than May 31, 2009.

4. Phase 2 evaluations -

- a. Menasha shall evaluate the contribution of wastewater received from Waverly and determine if that amount is excessive. After completion of the Waverly evaluation, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than March 31, 2009.
- b. Menasha shall evaluate the hydraulic capacity of the major trunk and interceptor sewers that serve the Phase 1 and Phase 2 areas. The hydraulic evaluation will include a review of the impact of the surcharge of the manhole at Fifth Street and London Street and on the bypassing at Seventh Street and Ida Street. After completion of the hydraulic evaluation, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than March 15, 2009. The collection system improvements that are needed will be completed within 18 months of the DNR approval of the evaluation.
- c. Menasha shall evaluate the sewer system to determine if there are any cross connections between the Phase 2 area and Phase 3 area that would have caused bypassing at the two bypass locations in the Phase 2 area. After completion of the sewer system evaluation, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than January 15, 2009.

5. Phase 4 evaluations –

- a. Menasha shall conduct home inspections in and around Keyes and Park Streets to determine sump pump and foundation drain connections. After completion of these home inspections, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than June 30, 2009.
- b. Menasha shall conduct inspections of sanitary manholes in order to determine the impact of infiltration from the manholes on the bypassing events at the Keyes Street and Park Street manhole. Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than March 31, 2009. The manhole rehabilitation work that is needed, based on the inspection program, will be completed by June 30, 2010.
- c. Menasha shall televise the sewer lines that are necessary in order to determine their potential impact to bypassing events at the Keyes and Park Streets manhole. After completion of the televising project, Menasha shall submit a summary of its findings to Jim Savinski, 625 E County Road Y, Suite 700, Oshkosh, WI 54901, by no later than July 15, 2010. The sewer rehabilitation work that is needed, based on the sewer televising program, will be completed by September 30, 2011.

FOR:

City of Menasha



Mark Radtke, Director of Public Works

12-9-08

Date

FOR:

THE DEPARTMENT OF NATURAL RESOURCES



Anne Van Grinsven, Environmental Enforcement Specialist

12/22/08

Date



Jim Savinski, Wastewater Engineer

12/18/08

Date

Cc: Tom Gilbert – WT/3

**CITY OF MENASHA DISBURSEMENTS**

Accounts Payable for 7/9/09-7/16/09 Checks # 21875 - 22026	\$194,110.27
Payroll Checks for 7/9/09-7/16/09	<u>178,707.45</u>
Total	\$372,817.72

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

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

## AP Check Register

### Check Date: 7/9/2009

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
ADVANTIDGE INC	21875	7/9/2009	216762	100-0801-521.30-10	106.90	50 card/50 ribbon
			<b>Total for check: 21875</b>		<b>106.90</b>	
AMERICAN PAVEMENT SOLUTIONS	21876	7/9/2009	M003-990136-A	100-1003-541.20-10	18,509.70	2009 Crack Seal Program
			<b>Total for check: 21876</b>		<b>18,509.70</b>	
APPLETON HYDRAULIC COMPONENTS	21877	7/9/2009	17908	731-1022-541.29-04	1,392.52	VEHICLE REPAIR
			<b>Total for check: 21877</b>		<b>1,392.52</b>	
BADGER HIGHWAYS CO INC	21878	7/9/2009	145602	100-1003-541.30-18	134.32	HOTMIX ASPHALT COURSE
		7/9/2009	145617	100-1003-541.30-18	24.00	TACK COAT B
			<b>Total for check: 21878</b>		<b>158.32</b>	
BECK ELECTRIC INC	21879	7/9/2009	F108	100-0703-553.24-03	195.61	REPLACE RECEPTACLE JEFFERSON EAST DIAM
		7/9/2009	F111	100-1008-541.21-06	880.00	REBUILD TRAFFIC LIGHT MANITOWOC/ONEIDA
				100-1008-541.30-18	31.70	REBUILD TRAFFIC LIGHT MANITOWOC/ONEIDA
		7/9/2009	F131	100-0704-552.24-04	69.12	MOTOR CONTROL SWITCH DISPENSER
		7/9/2009	F40	100-1012-541.30-18	15.71	KNOCK DOWN REPAIR
				100-1012-541.21-06	186.24	KNOCK DOWN REPAIR
		7/9/2009	F41	100-1008-541.21-06	74.88	ONEIDA/MANITOWOC
		7/9/2009	F74	100-1008-541.21-06	314.88	KNOCK DOWN REPAIR THIRD/RACINE
			<b>Total for check: 21879</b>		<b>1,768.14</b>	
BOUWER PRINTING INC	21880	7/9/2009	82299	100-0801-521.29-01	231.50	CARBONLESS FORM
			<b>Total for check: 21880</b>		<b>231.50</b>	

**AP Check Register**  
**Check Date: 7/9/2009**

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BRAZEE ACE HARDWARE	21881	7/9/2009	005375	100-0703-553.30-13	31.13	PAINT SUPPLIES SMITH PARK
			<b>Total for check: 21881</b>		<b>31.13</b>	
BUBRICK'S	21882	7/9/2009	235884	100-0801-521.30-10	170.51	OFFICE SUPPLIES
			<b>Total for check: 21882</b>		<b>170.51</b>	
C&C	21883	7/9/2009	308	100-0701-533.24-03	1,469.77	PUMP/RESTHAVEN
			<b>Total for check: 21883</b>		<b>1,469.77</b>	
CASPERS TRUCK EQUIPMENT INC	21884	7/9/2009	39300	731-1022-541.29-04	471.24	POWER INVERTER
			<b>Total for check: 21884</b>		<b>471.24</b>	
CDW GOVERNMENT INC	21885	7/9/2009	PKG9792	100-0403-513.30-12	20.06	LBL TAPE
			<b>Total for check: 21885</b>		<b>20.06</b>	
CHALCHOFF & JELINSKI LLC	21886	7/9/2009	409	100-0201-512.21-01	2,800.20	CITY ATTORNEY SERVICES
			<b>Total for check: 21886</b>		<b>2,800.20</b>	
COMBINED LOCKS POLICE DEPARTMENT	21887	7/9/2009		100-0000-201.03-00	159.60	BOND REPORT #09-2286
			<b>Total for check: 21887</b>		<b>159.60</b>	
VALERIE DAVIS	21888	7/9/2009		100-0903-531.33-01	21.23	MILEAGE
				100-0905-531.33-01	3.16	MILEAGE

## AP Check Register

### Check Date: 7/9/2009

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
VALERIE DAVIS...	21888...	7/9/2009...	...	100-0903-531.34-04	6.50	PARKING
			<b>Total for check: 21888</b>		<b>30.89</b>	
DELORES GEAR	21889	7/9/2009	GEAR	100-0000-201.11-00	40.00	REFUND CANCELED TRIP
			<b>Total for check: 21889</b>		<b>40.00</b>	
FIRST SUPPLY LLC	21890	7/9/2009	7903489-00	100-0704-552.24-04	78.64	CHEMTROL
			<b>Total for check: 21890</b>		<b>78.64</b>	
FOX VALLEY STONE & BRICK CO INC	21891	7/9/2009	110419	100-0703-553.30-18	65.40	DECOMPOSTED GRANITE
			<b>Total for check: 21891</b>		<b>65.40</b>	
GANNETT WISCONSIN MEDIA	21892	7/9/2009	4135678	100-0405-513.29-02	396.09	LEGAL NOTICES
				100-0000-201.15-00	314.28	FARMERS MARKET AD
			<b>Total for check: 21892</b>		<b>710.37</b>	
GERRY HENSLER	21893	7/9/2009	HENSLER	601-1020-543.21-02	205.00	REIMBURSE SUMP PUMP
			<b>Total for check: 21893</b>		<b>205.00</b>	
GRAINGER INC	21894	7/9/2009	9013265088	100-0704-552.30-18	50.40	MOTOR GREASE
		7/9/2009	9013672747	100-0704-552.24-04	13.08	GAUGE
			<b>Total for check: 21894</b>		<b>63.48</b>	
GUNDERSON UNIFORM & LINEN RENTAL	21895	7/9/2009	1310125	100-1001-514.20-01	15.76	MOP/MAT SERVICE
				100-0920-531.30-13	3.48	MOP/MAT SERVICE

## AP Check Register

### Check Date: 7/9/2009

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
GUNDERSON UNIFORM & LINEN RENTAL...	21895...	7/9/2009...	1310125...	100-0703-553.30-13	3.47	MOP/MAT SERVICE
		7/9/2009	1312921	100-0801-521.30-13	32.44	TOWEL/MAT
	<b>Total for check: 21895</b>				<b>55.15</b>	
INTERSTATE BATTERY OF GREEN BAY	21896	7/9/2009	90053239	731-1022-541.38-03	125.73	BATTERY/POLARIS RANGER
<b>Total for check: 21896</b>				<b>125.73</b>		
JOANN HART	21897	7/9/2009	HART	100-0000-201.11-00	20.00	REFUND CANCELED TRIP
<b>Total for check: 21897</b>				<b>20.00</b>		
JODY LONGSINE	21898	7/9/2009	LONGSINE	100-0000-441.24-00	16.00	REFUND
<b>Total for check: 21898</b>				<b>16.00</b>		
KAEMPFER & ASSOCIATES INC	21899	7/9/2009	14763	601-1020-543.21-02	1,072.55	IND DISC REG PROG
		7/9/2009	14764	601-1020-543.21-02	412.50	IND DISC REG PROG
		7/9/2009	14765	601-0000-196.00-00	1,177.48	WW COLL SYS REHAB IMPROV
		7/9/2009	14766	601-1020-543.21-02	961.30	WET WEATHER FLOW BYPASS
		7/9/2009	14767	601-1020-543.21-02	1,289.37	NINTH ST LIFT STATION
		7/9/2009	14768	601-1020-543.21-02	1,229.89	NINTH ST LIFT STATION
		7/9/2009	14769	601-1020-543.21-02	620.80	WW COLL SYS IMPROV
		7/9/2009	14770	601-1020-543.21-02	1,305.13	SSES MANHOLE INSPECTION
		7/9/2009	14771	601-1020-543.21-02	182.92	SSES SEWER TELEVISIONING
<b>Total for check: 21899</b>				<b>8,251.94</b>		
KITZ & PFEIL INC	21902	7/9/2009		100-0704-552.30-18	(0.02)	CREDIT
		7/9/2009	052114-0070	100-0703-553.21-06	32.32	CEMENT/COUPLING/PIPE LAKE PARK VILLAS
		7/9/2009	052209-0011	731-1022-541.30-18	9.99	BRIQUETS

**AP Check Register**  
**Check Date: 7/9/2009**

Date: 7/9/2009

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
KITZ & PFEIL INC...	21902...	7/9/2009	052214-0018	100-0704-552.24-03	79.23	POOL SUPPLIES
		7/9/2009	052214-0246	100-1003-541.30-18	1.16	BUNGEE CORD
		7/9/2009	052614-0008	100-0704-552.30-13	7.63	CLEANER/TRIM GUARD
		7/9/2009	052614-0200	100-0701-533.24-03	13.56	RESTHAVEN SUPPLIES
		7/9/2009	052714-0030	100-1003-541.30-18	9.89	RED CHALK
		7/9/2009	052714-0043	100-0703-553.30-13	18.42	PLUMBING SUPPLIES
		7/9/2009	052814-0036	100-0704-552.24-03	15.95	POOL SUPPLIES
		7/9/2009	052814-0110	100-0704-552.30-13	17.07	MONITOR CABLES/BATTERY
		7/9/2009	052903-0013	731-1022-541.38-03	29.74	FILTER/SPARK PLUG
		7/9/2009	052914-0055	601-1020-543.30-18	1.34	SUMP PUMP CONNECTION 900 WOODLAND
		7/9/2009	052914-0077	100-0920-531.30-13	13.49	HOSE
		7/9/2009	060109-0036	266-1027-543.30-18	9.44	NYLON TWINE
				100-1016-543.30-18	9.43	NYLON TWINE
		7/9/2009	060214-0065	731-1022-541.30-18	15.05	LACQUER THINNER
		7/9/2009	060214-0101	100-0801-521.24-03	1.68	COUPLING
				100-0501-522.24-03	1.68	COUPLING
		7/9/2009	060214-0158	100-0801-521.24-03	6.16	SUPPLIES/H2O HEATER LEAK
				100-0501-522.24-03	6.15	SUPPLIES/H2O HEATER LEAK
		7/9/2009	060314-0099	100-0703-553.24-03	8.68	TOILET REPAIR
		7/9/2009	060414-0108	100-0703-553.24-03	3.41	OIL ENAMEL/CLOVIS
		7/9/2009	060414-0169	100-0703-553.24-03	6.27	FOUNTAIN SUPPLIES
		7/9/2009	060414-0173	100-1002-541.30-18	16.99	SLEDGE HAMMER
		7/9/2009	060414-0195	100-0703-553.24-03	10.58	TAYCO REPAIR SUPPLIES
		7/9/2009	060509-0005	100-0703-553.30-18	2.96	NYLON TWINE
		7/9/2009	060509-0055	100-0703-553.30-18	32.23	PARK MISC SUPPLIES
		7/9/2009	060514-0241	100-0703-553.30-13	13.02	BRUSH/DROP CLOTH/KNIFE
		7/9/2009	060814-0071	100-0703-553.30-18	11.04	PARK SUPPLIES
		7/9/2009	060914-0044	100-0703-553.24-03	21.07	FOUNTAIN REPAIR
		7/9/2009	060914-0196	100-1003-541.30-15	17.99	SPRAYER

**AP Check Register**  
**Check Date: 7/9/2009**

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
KITZ & PFEIL INC...	21902...	7/9/2009	061014-0149	100-0703-553.24-03	21.37	TOILET REPAIR SUPPLIES CLOVIS
		7/9/2009	061414-0080	100-0704-552.30-10	26.99	BOLT CUTTER
		7/9/2009	061414-0095	100-0704-552.30-10	5.39	SLIDE WAX
		7/9/2009	061514-0101	100-0702-552.30-18	22.50	KEYS
		7/9/2009	061514-0190	100-0703-553.24-03	13.88	PARK REPAIR SUPPLIES
		7/9/2009	061614-0215	100-0501-522.24-03	207.42	PAINT & BRUSHES STATION 35
		7/9/2009	061714-0039	100-0704-552.24-04	1.72	POOL REPAIR SUPPLIES
		7/9/2009	061814-0039	100-0801-521.24-03	12.58	SWITCHES
		7/9/2009	061814-0069	100-0703-553.30-13	2.14	BULBS/KOSLO
		7/9/2009	061814-0108	207-0707-552.24-03	5.34	MARINA REPAIRS
		7/9/2009	061914-0007	100-0704-552.30-18	19.87	POOL SUPPLIES
		7/9/2009	061914-0067	100-1001-514.30-18	6.00	SHED KEYS
				<b>Total for check: 21902</b>		<b>788.80</b>
LAKE PARK VILLAS HOMEOWNERS ASSN	21903	7/9/2009		100-0703-553.21-06	815.98	LAKE PARK VILLAS PROJECT
				100-0703-553.22-03	232.43	LAKE PARK VILLAS PROJECT
				100-1012-541.22-03	30.22	LAKE PARK VILLAS PROJECT
				625-1010-541.22-03	1,066.34	LAKE PARK VILLAS PROJECT
				625-1010-541.21-06	388.28	LAKE PARK VILLAS PROJECT
			<b>Total for check: 21903</b>		<b>2,533.25</b>	
LINCOLN CONTRACTORS SUPPLY INC	21904	7/9/2009	10507230	100-1003-541.30-15	34.53	4 CUT SDS MAX ROT HMR
			<b>Total for check: 21904</b>		<b>34.53</b>	
LOUIS HAASE	21905	7/9/2009	HAASE	100-0000-201.11-00	10.00	REFUND CANCELED TRIP
			<b>Total for check: 21905</b>		<b>10.00</b>	

**AP Check Register**  
**Check Date: 7/9/2009**

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MANAWA TELEPHONE CO	21906	7/9/2009		100-0403-513.22-01	39.95	INTERNET SERVICE
			<b>Total for check: 21906</b>		<b>39.95</b>	
MARGARET DAMIE	21907	7/9/2009	DAMIE	100-0000-201.10-00	100.00	EXC PERMIT RETURN DEPOSIT
			<b>Total for check: 21907</b>		<b>100.00</b>	
MENASHA EMPLOYEES CREDIT UNION	21908	7/9/2009	20090709	100-0000-202.05-00	2,150.00	PAYROLL SUMMARY
			<b>Total for check: 21908</b>		<b>2,150.00</b>	
MENASHA EMPLOYEES LOCAL 1035	21909	7/9/2009	20090709	100-0000-202.06-00	310.00	PAYROLL SUMMARY
			<b>Total for check: 21909</b>		<b>310.00</b>	
TOWN OF MENASHA POLICE DEPARTMENT	21910	7/9/2009		100-0000-201.03-00	176.80	BOND REPORT #09-2225
			<b>Total for check: 21910</b>		<b>176.80</b>	
POSTMASTER	21911	7/9/2009		827-0000-441.27-00	60.00	AUGUST NEWSLETTER
			<b>Total for check: 21911</b>		<b>60.00</b>	
ELISHA D SMITH PUBLIC LIBRARY	21912	7/9/2009		100-0601-551.30-10	3.00	REPLENISH PETTY CASH
				100-0601-551.30-13	15.00	REPLENISH PETTY CASH
				100-0601-551.30-16	84.05	REPLENISH PETTY CASH
				100-0601-551.30-18	12.68	REPLENISH PETTY CASH
				100-0601-551.30-11	13.42	REPLENISH PETTY CASH
			<b>Total for check: 21912</b>		<b>128.15</b>	

**AP Check Register**  
**Check Date: 7/9/2009**

Date: 7/9/2009

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA UTILITIES	21914	7/9/2009		100-1008-541.22-03	215.61	ELECTRIC/WATER/STORM
				100-1008-541.22-05	59.67	ELECTRIC/WATER/STORM
				100-1008-541.22-06	1,005.87	ELECTRIC/WATER/STORM
				601-1020-543.22-03	23.73	ELECTRIC/WATER/STORM
				100-0704-552.22-03	2,053.47	ELECTRIC/WATER/STORM
				100-0704-552.22-05	6,320.22	ELECTRIC/WATER/STORM
				731-1022-541.22-03	1,142.40	ELECTRIC/WATER/STORM
				731-1022-541.22-05	435.09	ELECTRIC/WATER/STORM
				266-1028-543.22-03	8.48	ELECTRIC/WATER/STORM
				266-1028-543.22-06	1,995.50	ELECTRIC/WATER/STORM
				100-0801-521.22-03	1,652.94	ELECTRIC/WATER/STORM
				100-0801-521.22-05	242.81	ELECTRIC/WATER/STORM
				100-0801-521.22-06	81.52	ELECTRIC/WATER/STORM
				100-0000-123.00-00	1,196.95	ELECTRIC/WATER/STORM
				100-0000-123.00-00	175.82	ELECTRIC/WATER/STORM
				100-0000-123.00-00	59.04	ELECTRIC/WATER/STORM
				100-0601-551.22-03	3,319.73	ELECTRIC/WATER/STORM
				100-0601-551.22-05	688.41	ELECTRIC/WATER/STORM
				100-0601-551.22-06	134.87	ELECTRIC/WATER/STORM
				207-0707-552.22-05	269.30	ELECTRIC/WATER/STORM
				100-1019-552.22-03	213.73	ELECTRIC/WATER/STORM
				100-1019-552.22-05	3.47	ELECTRIC/WATER/STORM
				100-0000-123.00-00	3.45	ELECTRIC/WATER/STORM
				100-0703-553.22-03	1,972.14	ELECTRIC/WATER/STORM
				100-0703-553.22-05	123.06	ELECTRIC/WATER/STORM
		100-0703-553.22-06	213.69	ELECTRIC/WATER/STORM		
	7/9/2009	BILLING #2	100-1008-541.22-03	154.44	ELECTRIC/WATER	
			100-0703-553.22-03	591.71	ELECTRIC/WATER	
			100-0000-123.00-00	7.98	ELECTRIC/WATER	

## AP Check Register

### Check Date: 7/9/2009

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA UTILITIES...	21914...	7/9/2009...	BILLING #2...	100-0903-531.22-03	132.04	ELECTRIC/WATER
				100-0903-531.22-05	42.20	ELECTRIC/WATER
				601-1020-543.22-03	68.47	ELECTRIC/WATER
				100-0703-553.22-03	12.29	ELECTRIC/WATER
				100-0703-553.22-05	62.36	ELECTRIC/WATER
				<b>Total for check: 21914</b>		
MORTON SAFETY	21915	7/9/2009	401138	731-1022-541.30-18	43.40	EAR PLUGS
				<b>Total for check: 21915</b>		
N&M AUTO SUPPLY	21916	7/9/2009	270496	731-1022-541.30-18	18.93	INTAKE CLNR
			270981	100-0704-552.24-04	7.31	PARTS/POOL
			271102	731-1022-541.38-03	10.56	THERMOSTAT
			271145	731-1022-541.38-03	37.97	WATER PUMP
			<b>Total for check: 21916</b>			
NEENAH-MENASHA MUNICIPAL COURT	21917	7/9/2009		100-0000-201.03-00	177.00	BOND REPORT #09-184
				100-0000-201.03-00	121.40	BOND
				100-0000-201.03-00	280.60	BOND REPORT #09-171 & 172
				100-0000-201.03-00	197.00	BOND
			<b>Total for check: 21917</b>			
NORMA HEINZ	21918	7/9/2009	HEINZ	100-0000-201.11-00	20.00	REFUND CANCELED TRIP
<b>Total for check: 21918</b>				<b>20.00</b>		

## AP Check Register

### Check Date: 7/9/2009

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
OFFICE DEPOT	21919	7/9/2009	402648046	100-0920-531.30-11	59.71	COPY PAPER LABELS
			<b>Total for check: 21919</b>		<b>59.71</b>	
OIL EQUIPMENT COMPANY INC	21920	7/9/2009	0141473-IN	207-0707-552.24-03	278.00	GAS PUMP SERVICE
			<b>Total for check: 21920</b>		<b>278.00</b>	
PIGGLY WIGGLY MIDWEST LLC	21921	7/9/2009	5240303	100-0702-552.30-18	35.75	REC SUPPLIES
		7/9/2009	5252394	100-0702-552.30-18	45.48	REC SUPPLIES
			<b>Total for check: 21921</b>		<b>81.23</b>	
POSTAL ANNEX	21922	7/9/2009	148910	100-0901-515.30-11	15.05	HEALTH POSTAGE
		7/9/2009	149100	100-0000-123.00-00	8.79	HEALTH POSTAGE REIMBURSEABLE
		7/9/2009	149318	100-0403-513.30-11	37.55	EQUIPMENT RETURN POSTAGE
		7/9/2009	149435	100-0801-521.30-11	6.85	POLICE POSTAGE
		7/9/2009	149514	100-0000-123.00-00	9.08	HEALTH POSTAGE REIMBURSEABLE
			<b>Total for check: 21922</b>		<b>77.32</b>	
RUTH ANN BORNEMANN	21923	7/9/2009	BORNEMANN	100-0000-201.11-00	50.00	TRIP REIMBURSEMENT
			<b>Total for check: 21923</b>		<b>50.00</b>	
SERVICE MOTOR COMPANY	21924	7/9/2009	IV77720	731-1022-541.38-03	119.43	ELEMENT
			<b>Total for check: 21924</b>		<b>119.43</b>	
SERVICEMASTER BUILDING MAINTENANCE	21925	7/9/2009	123883	100-0801-521.20-01	1,395.00	CONTRACT JANITORIAL

## AP Check Register

### Check Date: 7/9/2009

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
SERVICEMASTER BUILDING MAINTENANCE	21925...	7/9/2009	123948	100-0801-521.20-01	50.00	CONTRACT JANITORIAL CLEAN GARAGE
<b>Total for check: 21925</b>					<b>1,445.00</b>	
SURVEY SUPPLY SHOP INC	21926	7/9/2009	1148	100-1002-541.30-18	391.00	LATHES/HUBS
<b>Total for check: 21926</b>					<b>391.00</b>	
SUSAN LOCKE	21927	7/9/2009	LOCKE	100-0000-201.11-00	20.00	REFUND CANCELED TRIP
<b>Total for check: 21927</b>					<b>20.00</b>	
THOMPSON POLYGRAPH SERVICE	21928	7/9/2009		100-0801-521.21-06	350.00	POLYGRAPH EXAMINATION
<b>Total for check: 21928</b>					<b>350.00</b>	
TOUGH SOLUTIONS	21929	7/9/2009	TSI332390	100-0403-513.30-15	614.00	PRINTERS/CABLE FOR SQUADS
<b>Total for check: 21929</b>					<b>614.00</b>	
UNIFIRST CORPORATION	21930	7/9/2009	097 0050342	731-1022-541.20-01	97.91	MAT/MOP/CLOTHING SERVICE
<b>Total for check: 21930</b>					<b>97.91</b>	
UNITED PAPER CORPORATION	21931	7/9/2009	18019	100-0704-552.30-13	143.55	SOAP
		7/9/2009	18108	100-0704-552.30-13	30.37	MOP HEAD
<b>Total for check: 21931</b>					<b>173.92</b>	
UNIVERSITY OF WISCONSIN-FOX VALLEY	21932	7/9/2009	10-22005	100-0405-513.21-08	915.00	VIDEOTAPE COUNCIL MTG
<b>Total for check: 21932</b>					<b>915.00</b>	

**AP Check Register**  
**Check Date: 7/9/2009**

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
US CELLULAR	21933	7/9/2009	200267787-064	100-0101-511.22-01	62.73	CELL PHONE
				100-0204-512.22-01	4.79	CELL PHONE
				100-0201-512.22-01	64.69	CELL PHONE
				100-0401-513.22-01	5.41	CELL PHONE
				100-0403-513.22-01	110.34	CELL PHONE
				601-1020-543.22-01	4.79	CELL PHONE
				100-1001-514.22-01	37.94	CELL PHONE
				100-0601-551.22-01	5.41	CELL PHONE
				100-0801-521.22-01	474.75	CELL PHONE
				100-0919-531.22-01	41.42	CELL PHONE
				100-0904-531.22-01	32.69	CELL PHONE
				100-1002-541.22-01	114.58	CELL PHONE
				100-0702-552.22-01	73.63	CELL PHONE
				100-0704-552.22-01	10.20	CELL PHONE
				100-0703-553.22-01	177.55	CELL PHONE
				100-0304-562.22-01	24.46	CELL PHONE
				731-1022-541.22-01	91.97	CELL PHONE
				100-1008-541.22-01	10.03	CELL PHONE
				601-1020-543.22-01	16.92	CELL PHONE
<b>Total for check: 21933</b>					<b>1,364.30</b>	
VALLEY POPCORN CO INC	21934	7/9/2009	90909	827-0920-531.30-18	116.80	POPCORN
				<b>Total for check: 21934</b>		
VISION NSURANCE PLAN OF AMERICA	21935	7/9/2009	73396	100-0000-204.10-00	1,066.90	VISION INSURANCE
				<b>Total for check: 21935</b>		

## AP Check Register

### Check Date: 7/9/2009

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WAUSHARA COUNTY CLERK OF COURTS	21936	7/9/2009		100-0000-201.03-00	236.00	BOND
			<b>Total for check: 21936</b>		<b>236.00</b>	
WBAY	21937	7/9/2009	243921	100-0000-201.15-00	515.00	FARM MARKET AD
			<b>Total for check: 21937</b>		<b>515.00</b>	
WE ENERGIES	21938	7/9/2009		100-0903-531.22-04	8.60	316 RACINE
			<b>Total for check: 21938</b>		<b>8.60</b>	
WEYERS EQUIPMENT INC	21939	7/9/2009	29460	731-1022-541.38-03	31.04	TANK
			<b>Total for check: 21939</b>		<b>31.04</b>	
WINNEBAGO COUNTY CLERK OF COURTS	21940	7/9/2009		100-0000-201.03-00	535.00	BOND
				100-0000-201.03-00	150.00	BOND
				100-0000-201.03-00	250.00	BOND
			<b>Total for check: 21940</b>		<b>935.00</b>	
WINNEBAGO COUNTY REGISTER OF DEEDS	21941	7/9/2009	123179	100-0203-512.21-08	15.00	CROCUS ESTATES
			<b>Total for check: 21941</b>		<b>15.00</b>	
WISCONSIN SUPPORT COLLECTIONS	21942	7/9/2009	20090709	100-0000-202.03-00	440.23	PAYROLL SUMMARY

**AP Check Register**  
**Check Date: 7/9/2009**

---

---

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISCONSIN SUPPORT COLLECTIONS...	21942...	7/9/2009...	20090709...	100-0000-202.04-00	138.40	PAYROLL SUMMARY
			<b>Total for check: 21942</b>		<u>578.63</u>	
					<u>78,420.09</u>	

PREPARED 07/16/2009, 10:11:16  
 PROGRAM: GM346L  
 City of Menasha

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
21943	24	AIRGAS NORTH CENTRAL			07/16/2009	731-1022-541.30-18	124.07 124.07 *	124.07
21944	29	ALL-SPORT TROPHY			07/16/2009	100-0702-552.30-18	90.00 90.00 *	90.00
21945	37	AMERICAN MILLWORK & HARDW			07/16/2009 07/16/2009 07/16/2009	100-1003-541.30-18 100-1003-541.30-18 100-1003-541.30-18	115.57 150.51- 45.67 10.73 *	10.73
21946	42	AMERICAN RED CROSS NEENAH			07/16/2009 07/16/2009	100-0903-531.30-18 100-0702-552.34-02	60.00 45.00 105.00 *	105.00
21947	43	AMERICAN TEST CENTER INC			07/16/2009	731-1022-541.29-04	345.00 345.00 *	345.00
21948	58	ARING EQUIPMENT CO INC			07/16/2009	731-1022-541.29-04	515.60 515.60 *	515.60
21949	70	BADGER HIGHWAYS CO INC			07/16/2009 07/16/2009 07/16/2009 07/16/2009	100-1003-541.30-18 100-0703-553.30-18 100-1003-541.82-02 100-0000-123.00-00	1,142.40 251.42 8,251.20 8,251.20 17,896.22 *	17,896.22
21950	80	BECK ELECTRIC INC			07/16/2009	100-0703-553.30-13	231.18 231.18 *	231.18
21951	83	BERGSTROM			07/16/2009	100-0801-521.29-05	100.00 100.00 *	100.00
21952	99	BRAZEE ACE HARDWARE			07/16/2009 07/16/2009 07/16/2009 07/16/2009	731-1022-541.30-13 207-0707-552.24-04 207-0707-552.24-04 100-0703-553.30-18	9.22 6.53 9.49 17.69 42.93 *	42.93
21953	100	BRICK & SUPPLY COMPANY			07/16/2009	601-1020-543.30-18	437.50 437.50 *	437.50
21954	111	CAREW CONCRETE & SUPPLY C			07/16/2009 07/16/2009	100-1003-541.30-18 100-1003-541.30-18	514.00 598.00 1,112.00 *	1,112.00
21955	112	CASPERS TRUCK EQUIPMENT I			07/16/2009	731-1022-541.38-03	300.00 300.00 *	300.00
21956	118	CLEAR WATER CAR WASH			07/16/2009	100-0801-521.29-05	14.99 14.99 *	14.99

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
21957	773	CREATIVE BRICK			07/16/2009	100-0703-553.24-03	36.33 36.33 *	36.33
21958	133	DARBOY STONE & BRICK			07/16/2009	100-0703-553.30-18	51.00 51.00 *	51.00
21959	1	DIANE SCHABACH			07/16/2009 07/16/2009 07/16/2009 07/16/2009	207-0707-552.24-03 207-0707-552.29-01 207-0707-552.30-11 207-0707-552.24-01	64.41 583.53 118.86 333.61 1,100.41 *	1,100.41
21960	141	DIGICORPORATION			07/16/2009 07/16/2009	100-0702-552.29-01 100-0704-552.30-10	197.95 48.00 245.95 *	245.95
21961	151	FABCO EQUIPMENT INC			07/16/2009	731-1022-541.38-03	513.50 513.50 *	513.50
21962	152	FASTENAL COMPANY			07/16/2009	207-0707-552.24-03	86.06 86.06 *	86.06
21963	154	FERRELLGAS			07/16/2009 07/16/2009	266-1027-543.21-06 266-1027-543.21-06	121.49 49.81 171.30 *	171.30
21964	760	FREDERICKSON TRUCKING & E			07/16/2009	100-0703-553.30-18	52.50 52.50 *	52.50
21965	722	GERDAU AMERISTEEL			07/16/2009	100-1003-541.30-18	96.19 96.19 *	96.19
21966	562	GOLD CROSS AMBULANCE SERV			07/16/2009	100-0000-132.00-00	199.96 199.96 *	199.96
21967	175	GOPHER SPORT			07/16/2009 07/16/2009	100-0702-552.30-18 100-0702-552.30-18	49.95 213.28 263.23 *	263.23
21968	769	GUNDERSON CLEANERS			07/16/2009	100-0801-521.30-13	4.68 4.68 *	4.68
21969	183	GUNDERSON UNIFORM & LINEN			07/16/2009 07/16/2009	100-0801-521.30-13 100-0801-521.30-13	32.44 31.70 64.14 *	64.14
21970	187	HAWKINS INC			07/16/2009	100-0704-552.30-18	538.23 538.23 *	538.23
21971	193	HORN PRECAST			07/16/2009	625-1010-541.30-18	232.00 232.00 *	232.00

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
21972	771	INTEGRATED TIME SYSTEMS			07/16/2009	100-0704-552.24-04	168.00 168.00 *	168.00
21973	207	INTERNATIONAL TRANSLATORS			07/16/2009	100-0903-531.21-05	15.00 15.00 *	15.00
21974	213	JOHN'S SAW SERVICE			07/16/2009	731-1022-541.38-03	27.98 27.98 *	27.98
21975	731	JONATHON FOSTER			07/16/2009	100-0000-211.00-00	20.00 20.00 *	20.00
21976	772	JOURNAL COMMUNITY PUBLISH			07/16/2009	100-0702-552.29-03	110.00 110.00 *	110.00
21977	1	KATHLEEN M PEMBLE			07/16/2009	100-0000-201.03-00	35.00 35.00 *	35.00
21978	224	KONE INC			07/16/2009	100-0801-521.24-03	149.34 149.34 *	149.34
21979	229	KUNDINGER FLUID POWER INC			07/16/2009	731-1022-541.38-03	25.47 25.47 *	25.47
21980	235	LAMERS BUS LINES INC			07/16/2009	100-0702-552.20-05	92.55 92.55 *	92.55
21981	239	LAWSON PRODUCTS INC			07/16/2009	731-1022-541.30-18	133.47 133.47 *	133.47
21982	243	LEVENHAGEN CORPORATION			07/16/2009 07/16/2009 07/16/2009 07/16/2009 07/16/2009 07/16/2009 07/16/2009 07/16/2009 07/16/2009 07/16/2009	207-0707-552.38-01 207-0707-552.38-01 207-0707-552.38-01 207-0707-552.38-01 207-0707-552.38-01 207-0707-552.38-01 207-0707-552.38-01 207-0707-552.38-01 207-0707-552.38-01 207-0707-552.38-01	2,323.73 4,216.97 787.64 4,316.27 3,721.11 3,282.79 3,484.07 3,462.74 2,594.47 28,189.79 *	28,189.79
21983	245	LINCOLN CONTRACTORS SUPPL			07/16/2009	100-1003-541.30-15	165.82 165.82 *	165.82
21984	255	MATTHEWS TIRE & SERVICE C			07/16/2009 07/16/2009 07/16/2009 07/16/2009 07/16/2009 07/16/2009	731-1022-541.38-02 731-1022-541.38-02 731-1022-541.38-02 731-1022-541.38-02 731-1022-541.38-02 731-1022-541.38-02	130.00 72.87 792.00 112.00 195.50 368.76 1,671.13 *	1,671.13

PREPARED 07/16/2009, 10:11:16  
 PROGRAM: GM346L  
 City of Menasha

ACCOUNTS PAYABLE CHECK REGISTER

PAGE 4  
 ACCOUNTING PERIOD 2009/07  
 REPORT NUMBER 38

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
21985	263	MEMORIAL FLORISTS INC			07/16/2009	100-0703-553.30-18	1,662.93	
					07/16/2009	100-0703-553.30-18	760.62	
					07/16/2009	100-0703-553.30-18	6.90	
					07/16/2009	207-0707-552.30-18	958.10	
					07/16/2009	100-0703-553.30-18	94.00	
					07/16/2009	100-0703-553.30-18	394.20	
					07/16/2009	100-0703-553.30-18	1,275.27	
					07/16/2009	100-0703-553.30-18	709.92	
							5,861.94	5,861.94
21986	267	MENASHA EMPLOYEES CREDIT	PR0716		07/16/2009	100-0000-202.05-00	18,650.00	18,650.00
							18,650.00	
21987	269	MENASHA EMPLOYEES LOCAL 1	PR0716		07/16/2009	100-0000-202.06-00	310.00	310.00
							310.00	
21988	270	MENASHA EMPLOYEES LOCAL 1	PR0716		07/16/2009	100-0000-202.07-00	260.13	260.13
							260.13	
21989	446	MENASHA POLICE DEPARTMENT			07/16/2009	100-0801-521.30-11	5.54	
					07/16/2009	100-0801-521.33-03	4.29	
					07/16/2009	100-0801-521.34-04	46.20	
					07/16/2009	100-0801-521.34-03	47.77	
							103.80	103.80
21990	451	MENASHA SENIOR CENTER			07/16/2009	827-0920-531.30-18	96.74	96.74
							96.74	
21991	266	MENASHA UTILITIES			07/16/2009	601-1021-543.25-01	16,013.36	
					07/16/2009	100-1013-541.22-03	3.13	
							16,016.49	16,016.49
21992	280	MINNESOTA LIFE INSURANCE			07/16/2009	100-0000-204.07-00	5,438.40	5,438.40
							5,438.40	
21993	283	MODERN DAIRY INC			07/16/2009	100-0704-552.30-17	201.66	
					07/16/2009	100-0704-552.30-17	85.65	
					07/16/2009	100-0704-552.30-17	175.65	
					07/16/2009	100-0704-552.30-17	705.74	
					07/16/2009	100-0704-552.30-17	252.38	
					07/16/2009	100-0704-552.30-17	248.22	
							1,669.30	1,669.30
21994	286	MORTON SAFETY			07/16/2009	100-0702-552.30-18	45.42	
					07/16/2009	100-0702-552.30-18	90.54	
							135.96	135.96
21995	2	N&M AUTO SUPPLY			07/16/2009	731-1022-541.38-03	17.22	
					07/16/2009	731-1022-541.38-03	44.40	
					07/16/2009	731-1022-541.38-03	33.21	
					07/16/2009	731-1022-541.38-03	7.75	

PREPARED 07/16/2009, 10:11:16  
 PROGRAM: GM346L  
 City of Menasha

ACCOUNTS PAYABLE CHECK REGISTER

PAGE 5  
 ACCOUNTING PERIOD 2009/07  
 REPORT NUMBER 38

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
21995	2	N&M AUTO SUPPLY			07/16/2009	731-1022-541.38-03	15.52-	
					07/16/2009	731-1022-541.38-03	6.70-	
					07/16/2009	731-1022-541.30-18	12.50	
					07/16/2009	731-1022-541.38-03	19.77	
					07/16/2009	731-1022-541.38-03	11.10	
					07/16/2009	731-1022-541.38-03	44.61	
							64.04 *	64.04
21996	303	NOFFKE LUMBER INC			07/16/2009	100-1003-541.30-18	23.40	
					07/16/2009	100-0703-553.30-18	23.70	
					07/16/2009	100-0701-533.24-03	22.74	
							69.84 *	69.84
21997	310	OFFICE DEPOT			07/16/2009	100-0702-552.30-10	21.60	
							21.60 *	21.60
21998	311	OFFICEMAX INC			07/16/2009	100-0304-562.30-10	93.63	
					07/16/2009	100-0703-553.30-10	14.39	
					07/16/2009	100-1002-541.30-10	24.62	
					07/16/2009	100-1001-514.30-10	11.32	
							143.96 *	143.96
21999	312	OGDEN PLUMBING & HEATING			07/16/2009	100-0704-552.20-04	75.00	
							75.00 *	75.00
22000	116	ONE COMMUNICATIONS			07/16/2009	100-0402-513.22-01	5.64	
					07/16/2009	100-0201-512.22-01	5.64	
					07/16/2009	100-0000-123.00-00	11.85	
					07/16/2009	100-0203-512.22-01	17.45	
					07/16/2009	100-0304-562.22-01	24.34	
					07/16/2009	100-1001-514.22-01	80.04	
					07/16/2009	100-0401-513.22-01	47.33	
					07/16/2009	731-1022-541.22-01	63.42	
					07/16/2009	100-0903-531.22-01	98.30	
					07/16/2009	100-0403-513.22-01	23.49	
					07/16/2009	100-0601-551.22-01	208.22	
					07/16/2009	100-0101-511.22-01	13.51	
					07/16/2009	100-0702-552.22-01	18.97	
					07/16/2009	100-0703-553.22-01	121.43	
					07/16/2009	100-0202-512.22-01	18.61	
					07/16/2009	100-0801-521.22-01	369.60	
					07/16/2009	100-1002-541.22-01	59.95	
					07/16/2009	100-0920-531.22-01	41.40	
					07/16/2009	100-1008-541.22-01	5.64	
					07/16/2009	100-0502-522.22-01	67.63	
					07/16/2009	100-1019-552.22-01	53.38	
					07/16/2009	207-0000-123.00-00	40.40	
					07/16/2009	100-0704-552.22-01	72.41	
					07/16/2009	100-0000-123.00-00	457.27	
							1,925.92 *	1,925.92

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
22001	317	PACKER CITY INTERNATIONAL			07/16/2009	731-1022-541.38-03	112.46 112.46 *	112.46
22002	319	PARTS ASSOCIATES INC			07/16/2009 07/16/2009	731-1022-541.30-18 731-1022-541.30-18	140.55 101.92 242.47 *	242.47
22003	321	PEPSI AMERICAS			07/16/2009	100-0704-552.30-17	190.32 190.32 *	190.32
22004	501	PIGGLY WIGGLY MIDWEST LLC			07/16/2009	827-0920-531.30-18	68.39 68.39 *	68.39
22005	338	REDI-WELDING CO			07/16/2009	731-1022-541.30-18	193.56 193.56 *	193.56
22006	545	REGISTRATION FEE TRUST			07/16/2009	100-0000-454.00-00	500.00 500.00 *	500.00
22007	340	REINDERS INC			07/16/2009	731-1022-541.38-03	25.46 25.46 *	25.46
22008	144	ROUTE 41 PIZZA LLC			07/16/2009 07/16/2009	100-0702-552.30-18 100-0702-552.34-03	175.68 116.75 292.43 *	292.43
22009	484	SAGE SECURITY SOLUTIONS			07/16/2009	100-0703-553.30-18	112.00 112.00 *	112.00
22010	731	SAM KERN			07/16/2009	100-0704-552.30-10	24.22 24.22 *	24.22
22011	732	SARAH LEE			07/16/2009	827-0920-531.30-18	79.02 79.02 *	79.02
22012	361	SHERWIN-WILLIAMS CO			07/16/2009 07/16/2009	100-1008-541.30-18 100-0703-553.30-18	365.40 57.36 422.76 *	422.76
22013	362	SHOPKO STORES INC			07/16/2009	100-0704-552.30-10	46.96 46.96 *	46.96
22014	740	SILTON SEIFERT CARLSON SC			07/16/2009	100-0201-512.21-01	2,557.50 2,557.50 *	2,557.50
22015	371	SPORT-O-MOTIVE			07/16/2009	731-1022-541.38-03	29.97 29.97 *	29.97
22016	372	SPORTS GRAPHICS			07/16/2009 07/16/2009 07/16/2009	100-0702-552.30-18 100-0702-552.30-18 100-0702-552.30-18	48.85 426.75 851.40	

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
22016	372	SPORTS GRAPHICS			07/16/2009	100-0704-552.30-10	252.70	
					07/16/2009	100-0702-552.30-18	150.00	
							1,729.70	1,729.70
22017	84	STANLEY SECURITY SOLUTION			07/16/2009	100-0703-553.24-03	237.92	
							237.92	237.92
22018	379	STUMPF CREATIVE LANDSCAPE			07/16/2009	100-0703-553.30-18	280.00	
							280.00	280.00
22019	399	UNIFIRST CORPORATION			07/16/2009	731-1022-541.20-01	97.91	
							97.91	97.91
22020	405	UNITED WAY FOX CITIES	PR0716		07/16/2009	100-0000-202.09-00	76.00	
							76.00	76.00
22021	410	US OIL CO INC			07/16/2009	100-0000-131.00-00	5.50	
					07/16/2009	100-0000-131.00-00	2.50	
							8.00	8.00
22022	766	WAUKESHA COUNTY TECH COLL			07/16/2009	100-0801-521.34-02	220.00	
							220.00	220.00
22023	429	WAVERLY SANITARY DISTRICT			07/16/2009	100-0703-553.22-05	81.65	
							81.65	81.65
22024	114	WC INDUSTRIAL SUPPLY COMP			07/16/2009	731-1022-541.38-03	126.23	
							126.23	126.23
22025	431	WE ENERGIES			07/16/2009	100-0701-533.22-03	8.26	
					07/16/2009	100-0701-533.22-03	9.07	
							17.33	17.33
22026	476	WISCONSIN SUPPORT COLLECT	PR0716		07/16/2009	100-0000-202.03-00	1,152.15	
			PR0716		07/16/2009	100-0000-202.04-00	138.40	
							1,290.55	1,290.55
BANK/CHECK TOTAL							115,690.18	115,690.18
ALL BANKS/CHECKS TOTAL							115,690.18	115,690.18



July 15, 2009

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: Ramsey & Ramsey, d/b/a R&R Bar  
2 Tayco Street

A "Class B" application to deal in liquor and fermented malt beverages for the 2009-2010 licensing year has been filed by Ramsey & Ramsey, d/b/a R&R Bar for the premises at 2 Tayco Street.

The Police Dept. has done a background checks on the two officers/directors of Ramsey & Ramsey and has no reason to deny a license based on their findings. The Fire Dept., Health Dept., and Building Inspectors have inspected the property and find it is in compliances with City code.

I see no reason to withhold action on this license.

**Debbie Galeazzi**

---

**From:** Lissa Field [Lissa.Field@sscglaw.com]  
**Sent:** Friday, July 10, 2009 2:48 PM  
**To:** Debbie Galeazzi; Don Merkes  
**Subject:** From Rich on Ramsey & Ramsey

**TO:** Debbie Galeazzi  
**FROM:** Rich Carlson  
**DATE:** July 10, 2009  
**RE:** Ramsey & Ramsey

After reviewing the documents provided by Ramsey & Ramsey, it appears that the new applicant and application meet all relevant City ordinance requirements and state statutory requirements. In general, the applicant has responded to and resolved all ordinance questions and problems raised by the City.

There is no legal impediment to issuing a license. There may be some lingering questions about what involvement, if any, Jones may have in the business over the upcoming license year, but that is a matter to be addressed and decided by the City Council in its discretion.

Sincerely yours,

Richard J. Carlson

RJC/lkf  
cc: Mayor Merkes

LISSA FIELD

LEGAL ASSISTANT  
SILTON SEIFERT CARLSON, S.C.  
331 EAST WASHINGTON STREET  
APPLETON, WI 54911  
PHONE (920) 739-2366  
FAX (920) 739-8893  
[WWW.SILTONLAWFIRM.COM](http://WWW.SILTONLAWFIRM.COM)

THIS MESSAGE AND ANY ACCOMPANYING ATTACHMENT IS A TRANSMISSION FROM THE LAW FIRM OF SILTON SEIFERT CARLSON, S.C. AND MAY CONTAIN INFORMATION WHICH IS PRIVILEGED, CONFIDENTIAL, AND PROTECTED BY THE ATTORNEY-CLIENT OR ATTORNEY WORK-PRODUCT PRIVILEGES. IF YOU ARE NOT

7/10/2009

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

Applicant's Wisconsin Seller's Permit Number: <u>004-0000441444-01</u>	
Federal Employer Identification Number (FEIN): <u>39-1871595</u>	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.</u>
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$ <u>325.00</u>
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>25.00</u>
<b>TOTAL FEE</b>	<b>\$ <u>450.00</u></b>

For the license period beginning July 1, 2009; ending June 30, 2010

TO THE GOVERNING BODY of the:  Town of  Village of  City of } Menasha

County of Winnebago Aldermanic Dist. No. 2 (if required by ordinance)

CHECK ONE  Individual  Partnership  Limited Liability Company  Corporation/Nonprofit Organization

**Complete A or B. All must complete C.**

A. Individual or Partnership:  
 Full Name(s) (Last, First and Middle Name) \_\_\_\_\_ Home Address \_\_\_\_\_  
 Post Office & Zip Code \_\_\_\_\_

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ Ramsey + Ramsey Inc  
 Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ \_\_\_\_\_

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:  

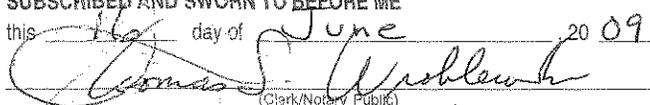
Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>Mary Anne Saunders</u>	<u>2226 N. Bay St</u>	<u>Appleton 54911</u>
Vice President/Member	<u>Karen Jo Gallagher</u>	<u>712 Ida St.</u>	<u>Menasha 54952</u>
Secretary/Member	_____	_____	_____
Treasurer/Member	_____	_____	_____
Agent ▶	<u>Kathleen Bayer</u>	_____	_____

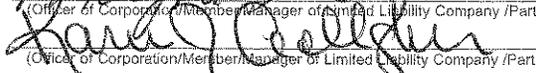
 Directors/Managers \_\_\_\_\_

C. 1. Trade Name ▶ R+R Bar Business Phone Number 920-729-6363  
 2. Address of Premises ▶ 2 Tayco St Post Office & Zip Code ▶ Menasha 54952

3. Is agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 1st Floor Barroom, Liquor room + office + Full Basement
5. Legal description (omit if street address is given above): \_\_\_\_\_
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any municipality? If yes, complete reverse side  Yes  No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license?  Yes  No  
 If yes, explain. Officer change
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee?  Yes  No  
 If not, explain. \_\_\_\_\_
9. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown under Section A or B above? [phone (608) 266-2776]  Yes  No
10. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

**SUBSCRIBED AND SWORN TO BEFORE ME**  
 this 18th day of June, 2009  
  
 (Clerk/Notary Public)  
 My commission expires permanent

  
 (Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)  
  
 (Officer of Corporation/Member/Manager of Limited Liability Company /Partner)  
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK		
Date received and filed with municipal clerk	Date reported to council/board	Date license granted
<u>6/18/09</u>		
License number issued	Date license issued	Signature of Clerk / Deputy Clerk
		<u>Deborah A. Malozzi</u>

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name) <u>Saunders</u>		(First Name) <u>MARY</u>	(Middle Name) <u>ANNE</u>	SOCIAL SECURITY NUMBER <u>[REDACTED]</u>	
HOME ADDRESS (Street/Route) <u>2226 N. BAY ST</u>		POST OFFICE <u>Appleton</u>		STATE <u>WI</u>	ZIP CODE <u>54911</u>
HOME PHONE NUMBER <u>920-734-8641</u>	AGE <u>[REDACTED]</u>	DATE OF BIRTH <u>[REDACTED]</u>		PLACE OF BIRTH <u>[REDACTED]</u>	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Officer of Ramsey + Ramsey Inc  
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)  
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 50+ years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes  No   
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? . . . . Yes  No   
(If yes, describe status of charges pending.)
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? . . . . . Yes  No   
(If yes, identify.) \_\_\_\_\_  
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? . . . . . Yes  No   
(If yes, identify.) \_\_\_\_\_  
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	From	Employed To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 16 day of June, 2009  
Thomas J. Wroblewski  
(CLERK/NOTARY PUBLIC)

Mary A. Saunders  
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires permanent

**AUXILIARY QUESTIONNAIRE  
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
Gallagher		Karen	JO	[REDACTED]	
HOME ADDRESS (Street/Route)		POST OFFICE		STATE	ZIP CODE
112 Ida St		Menasha		WI	54952
HOME PHONE NUMBER		AGE	DATE OF BIRTH	PLACE OF BIRTH	
920-729-9212		[REDACTED]	[REDACTED]	Fond du Lac, WI	

54935

The above named individual provides the following information as a person who is (check one):

Applying for an alcohol beverage license as an individual.

A member of a partnership which is making application for an alcohol beverage license.

Vice-President of Ramsey & Ramsey  
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)  
 which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 53 YEARS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes  No   
 (If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? . . . . Yes  No   
 (If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? . . . . . Yes  No   
 (If yes, identify.) \_\_\_\_\_  
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? . . . . . Yes  No   
 (If yes, identify.) \_\_\_\_\_  
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	From	Employed To
REK Bar	2 Tracy St Menasha	7-1-88	Present

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 3rd day of July, 2009  
Mary Saunders  
(CLERK/NOTARY PUBLIC)

Karen J Gallagher  
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 3/4/2012

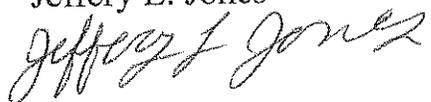
June 1,2009

State of Wisconsin  
Department of Financial Institutions  
Division of Corporate & Consumer Services  
PO box 7846  
Madison Wisconsin 53707-7846

To whom it may concern:

This to notify your office that I Jeffery L. Jones am removing my name as an officer for Ramsey & Ramsey, Inc. I am requesting that you remove my name as Vice President, effective June 1, 2009.

Thank You,

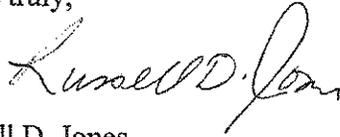
Jeffery L. Jones  


Letter of Resignation

To Whom It May Concern:

Effective today, June 16, 2009, I hereby resign as President and Sole Director of Ramsey & Ramsey, Inc.

Yours truly,

A handwritten signature in cursive script that reads "Russell D. Jones". The signature is written in black ink and is positioned above the printed name.

Russell D. Jones

**RESIGNATION OF RUSSELL D. JONES AS PRESIDENT AND SOLE DIRECTOR  
AND CONSENT RESOLUTION OF BOARD OF DIRECTORS OF  
RAMSEY & RAMSEY, INC.**

The undersigned has tendered his resignation from the office of President and sole Director of Ramsey & Ramsey, Inc., and being sole Director of the corporation and acting pursuant to Section 180.0821 of the Wisconsin Statutes, hereby consents to the adoption of the following resolutions to have the same force and effect as if unanimously adopted at a special meeting of the Board of Directors duly called and held on June 16, 2009:

**RESOLVED**, the resignation of Russell D. Jones from the office of President of the corporation is hereby accepted.

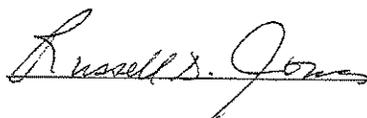
**RESOLVED**, Mary A. Saunders, is elected to the office of President, effective June 16, 2009, to hold office for the term provided in the by-laws.

**RESOLVED**, pursuant to section 180.0810, Stats., Mary A. Saunders is appointed sole Director of the corporation, effective immediately upon the acceptance of the undersigned's resignation as a Director of the corporation.

**RESOLVED**, the resignation of Russell D. Jones as a Director of the corporation is hereby accepted (this being the last official act of the undersigned as sole Director of the corporation).

**IN WITNESS WHEREOF**, undersigned has executed this consent to be formed as part of the minutes of the corporation as of June 16, 2009.

Russell D. Jones, sole Director

  
\_\_\_\_\_

**APPOINTMENT OF MARY A. SAUNDERS AS PRESIDENT AND SOLE DIRECTOR  
AND CONSENT RESOLUTION OF BOARD OF DIRECTORS OF  
RAMSEY & RAMSEY, INC.**

The undersigned hereby appoints Mary A. Saunders to the office of President of Ramsey & Ramsey, Inc., and being sole Director of the corporation and acting pursuant to Section 180.0821 of the Wisconsin Statutes, hereby consents to the adoption of the following resolutions to have the same force and effect as if unanimously adopted at a special meeting of the Board of Directors duly called and held on June 16, 2009:

**RESOLVED**, Mary A. Saunders, is elected to the office of President and shall be Sole Director, effective June 16, 2009, to hold office for the term provided in the by-laws.

**IN WITNESS WHEREOF**, undersigned has executed this consent to be formed as part of the minutes of the corporation as of June 16, 2009.

Mary A. Saunders, Sole Director

  
\_\_\_\_\_

**APPOINTMENT OF KAREN J. GALLAGHER AS VICE PRESIDENT  
AND CONSENT RESOLUTION OF BOARD OF DIRECTORS OF  
RAMSEY & RAMSEY, INC.**

The undersigned hereby appoints Karen J. Gallagher to the office of Vice President of Ramsey & Ramsey, Inc., and being sole Director of the corporation and acting pursuant to Section 180.0821 of the Wisconsin Statutes, hereby consents to the adoption of the following resolutions to have the same force and effect as if unanimously adopted at a special meeting of the Board of Directors duly called and held on July 2, 2009:

**RESOLVED**, Karen J. Gallagher, is elected to the office of Vice President, effective July 2, 2009, to hold office for the term provided in the by-laws.

**IN WITNESS WHEREOF**, undersigned has executed this consent to be formed as part of the minutes of the corporation as of July 2, 2009.

Mary A. Saunders, Sole Director

A handwritten signature in cursive script, reading "Mary A. Saunders", is written over a horizontal line.



## NEWLY ELECTED OFFICERS AND DIRECTORS

RAMSEY & RAMSEY, INC.

A. Name of the corporation: \_\_\_\_\_

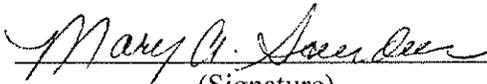
B. Principal officers were elected, or changes made on 07/02/2009 (Date).  
Pursuant to such action, the principal officers are: *(Append schedule if space is insufficient)*

TITLE	NAME	BUSINESS ADDRESS (Complete mailing address)
President/	MARY A. SAUNDERS	2 TAYCO STREET, MENASHA, WI 54952
Vice President/	KAREN J. GALLAGHER	2 TAYCO STREET, MENASHA, WI 54952
Secretary/		
Treasurer/		

C. Directors were elected, or changes made on \_\_\_\_\_ (Date).  
Pursuant to such action, the directors are: *(Append schedule if space is insufficient)*

TITLE	NAME	BUSINESS ADDRESS (Complete mailing address)
Director		

D. Executed on 07/02/2009  
(Date)

  
(Signature)

Title:  President  Secretary  
or other officer title \_\_\_\_\_

MARY A. SAUNDERS  
\_\_\_\_\_  
(Printed name)

NEWLY ELECTED OFFICERS AND DIRECTORS  
(Chs. 180, 181 and 185)

Γ  
THOMAS S. WROBLEWSKI, S.C.  
180 MAIN STREET  
MENASHA, WI 54952

L

▲ Your return address and phone number during the day: ( 920 ) 722-7229 \_\_\_\_\_

INSTRUCTIONS (Ref. ss. 180.0860(1), 181.0860(1), 185.31(3) & 185.35(1), Wis. Stats. for document content)

Submit one original and one exact copy to Dept. of Financial Institutions, P O Box 7846, Madison WI, 53707-7846, together with a **FILING FEE of \$3.00**, payable to the department. Filing fee is **non-refundable**. (If sent by Express or Priority U.S. mail, address to 345 W. Washington Ave., 3<sup>rd</sup> Floor, Madison WI, 53703). The original must include an original manual signature, per sec. 181.0120(2), Wis. Stats. **NOTICE:** This form may be used to accomplish a filing required or permitted by statute to be made with the department. Information requested may be used for secondary purposes. If you have any questions, please contact the Division of Corporate & Consumer Services at 608-261-7577. Hearing-impaired may call 608-266-8818 for TDY.

A. Enter the name of the corporation or cooperative. (*Note: This statement is not appropriate for use by limited partnerships, limited liability companies, or limited liability partnerships.*)

B & C. Enter the date new officers or directors were elected or appointed. Provide the name and address of **all** the principal officers and directors in office after giving effect to the elections or appointments.

D. Enter the date of execution and the name and title of the person signing the document. The document must be signed by one of the following: An **officer** of the corporation (or incorporator if directors have not been elected), or a court-appointed receiver, trustee or fiduciary. A director is **not** empowered to sign.

NOTE: Except as indicated below, the filing of this statement is optional. A corporation is not required to report changes in its officers or directors apart from the filing of its annual report. It may submit this statement for the public record to reflect changes occurring between the times it files its annual report.

Whenever there is a change in officers or directors of a **cooperative association**, the association is **obliged to report** such change to the Department of Financial Institutions within 20 days. (See ss. 185.31(3) and 185.35(1), Wis. Stats.)

NOTICE OF CLAIM AGAINST THE CITY OF MENASHA

Wisconsin law requires a Notice of Claim to be filed within certain statutes of limitations. You must comply with the time limits in order for your claim to be considered.

NAME FRANCIS M. DRATH TELEPHONE NO. 920-725-3823
ADDRESS 1052 CLAUDE ST. (street)
MENASHA WI 54952-1952 (city, state, zip code)

CIRCUMSTANCES OF CLAIM: On the reverse side, describe the circumstances of your claim (attach additional sheets if necessary). For auto/property damages attach a copy of police report, if any; and a diagram of the accident scene including north, south, east or west. For personal injury indicate the nature of the injury; if medical attention was given, the name of the physician/immediate care/hospital. List the names and addresses of any witnesses to the incident/accident. Please be specific with the information provided.

Incident/Accident Information:

Date 12-5-08 Place: MENASHA LIBRARY PARKING LOT
Time APPROXIMATELY 1:15 PM

(Circumstances of claim and witnesses on reverse)

Signed: Frances M. Drath Date: 6-29-09

CLAIM FORM

Wisconsin law requires claims to be filed within certain statutes of limitations. You must comply with these time limits or any claim submitted will be denied.

You are not required to make a claim at this time. You may file a claim against the City of Menasha at any time consistent with the applicable statute of limitations. However, in order for the City of Menasha to formally accept or disallow your claim at this time, you must complete and sign the form below. Please provide copies of any bills supporting the amount of the claim. Attach two (2) estimates for claims involving auto/truck/property damage.

The undersigned hereby makes a claim against the City of Menasha arising out of the circumstances described above. The claim is for relief in the form of money damages in the amount as indicated below, and non-monetary relief as follows:

Auto/truck: \$
Property: \$
Personal Injury: \$ 20,000.00
Other (specify): \$

Signed: Frances M. Drath Date: 6-29-09

Address: 1052 Claude St. (street)
Menasha WI 54952-1952 (city, state, zip code)

RECEIVED

JUN 29 2009

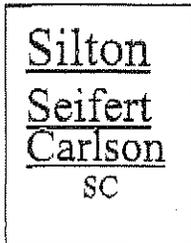
CITY OF MENASHA revised 07/04
BY dg

6-24-09

I had been going into the hospital three times a week to get a dressing changed on a surgical wound. At the time my husband Louis was driving me in for my appointments as I was too weak and couldn't raise my foot high enough to use the brakes. On Dec. 5, 2008 on the way back from Theda Clark Hospital, I had Louie stop at the Menasha Library so I could exchange some books. I had gotten out of the Van and had gotten my walker out of the back seat like I've done hundreds of times over the past 6 1/3 years. Then I reached into the Van to get my book bag and the next thing I knew, *I was on the ground, hurting very badly, and I guess I screamed, because a lady from way down on the other end of the parking lot came running down with her cell phone to see if she could help in any way. My husband said he had gone into the library to see if he could use their phone to call 911 and when they found out that I was the one hurt - they all know who I am because I'm in the library so often - some of them came out and rescued my books and to see if they could help in any way.* Meanwhile, several good Samaritans had stopped to see if they could help and two firemen had come over before the ambulance even got there. As you can see, there were no actual witnesses who saw me fall, not even my husband. This is all I can remember until about the 19th or 20th as I was in CCU when I started coming out of never-never land.

As I said, this happened on Dec. 5, 2008 and I finally got home from Vallhaven Nursing Home on March 28, 2009. I am still going to the hospital three times a week to have a dressing changed. It's only been the past couple of weeks that I have started to feel like myself a bit and have begun to take hold of some of this paperwork.

Thank you, Frances M. Drath  
1052 Claude St.  
Menasha WI 54952-1952



*A  
Wisconsin  
Service  
Corporation*

ATTORNEYS  
AT LAW

TO: Kate Clausing VIA FAX 967-5273  
FROM: Rich Carlson  
DATE: July 10, 2009  
RE: Claim of Frances M. Drath

Lawrence C. Silton

Stephen A. Seifert

Richard J. Carlson

William L. Sroik

Adam N. Skarie

Bree A. Madison

Ryan P. Thompson

This "claim" should be denied. It is untimely. Section 893.80(1) Wis. Stats., requires that a notice of claim be filed within 120 days of the event giving rise to the injury. The incident is alleged to have happened on December 5, 2008. The notice was filed on June 29, 2009, well after 120 days had elapsed.

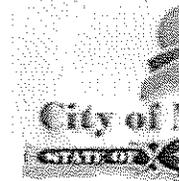
It has no merit. It just alleges that Mrs. Drath fell over while getting out of her car. It does not allege the fall was caused or had anything to do with City property. Moreover, it does not even allege an injury after the fall.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Richard J. Carlson".

Richard J. Carlson

RJC/lkf  
cc:



Community • Departments • Government • Contacts • Links

## Departments: City Attorney: Claims Procedure

City Attorney Home

Download Claim Form

➤ Claims Procedure

Traffic And Forfeiture

Municipal Court



Wisconsin law specifies a procedure that must be followed for any person who believes they have a claim against the City. Wisconsin law requires Notices of Claims and Claims to be filed within certain statutes of limitations. You must comply with these time limits or any claim submitted will be denied. In most instances, a Notice of Claim must be filed within 120 days from the date of the incident or will be barred by the Statute of Limitations.

In order for the City to make a determination regarding your claim, a Claim stating the specific damage(s) sought, circumstances surrounding the claim, and supporting documentation must be completed, dated, signed and submitted to the City Attorney's office. This is the bottom portion of the form entitled "Claim Form". Until this portion is completed and submitted to the City, no action will be taken.

Investigation and determination can take up to 4-6 months depending on complexity of the claim. Often, a claimant must mitigate his/her damages prior to final determination.

The City Risk Manager and/or CVMIC (the City's liability insurance carrier) will determine if your claim should be paid, compromised or disallowed. You will be notified by letter should the City determine to pay or compromise your claim. If your claim is determined to be disallowed, the matter will be referred to the Common Council for formal disallowance. You will be notified by letter of the Council's action.

This procedure is established by State Statutes to provide a mechanism for persons to recover damages in the event a municipality is responsible for an incident. This procedure is also designed to protect the municipality and its taxpayers from having to pay out inappropriate and/or nuisance claims.

People who have retained an attorney to represent them have a modified procedure. Legal ethics prevent an attorney from discussing a case with an individual who has an attorney without that attorney's presence. Anyone contacting the City Attorney who say they have an attorney will not be able to discuss the matter with the City Attorney.

The City is part of Cities and Villages Mutual Insurance Company (CVMIC) for liability insurance. The city currently carries a self-insured retention (deductible) of \$25,000.

**Office**  
Monday  
8:00 a.m.

**City A**

**Administra**  
Brenda Ta  
Kate Clau

Third Floo  
140 Ma  
Menasha  
54

Phone: 92  
Fax: 92C



## Memorandum

DATE: June 11, 2009

TO: Board of Public Works

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

RE: Recommendation to Revise Rear Yard Drainage Grant Program

Due to the current City financial situation and in order to leverage an increased number of drainage projects, a recommendation is being made to consider revisions to the City's current Rear Yard Drainage Grant Program (RYDGP). Attached to this memo are a copy of the existing RYDGP application and a copy of the proposed revisions to the RYDGP.

Currently, the City funds 50% of the hard cost of a drainage project. We are proposing to reduce the City's subsidy to 25% of the hard cost of the project. In addition, eligibility would now be extended to those situations that involve enclosing a major drainage way that is within 25 feet of a principal structure in a residential use. It should be noted that any enclosure project would not be allowed if it resulted in an open section of drainage way less than 80 feet in length.

If the Common Council approves this program change, it would be effective starting in 2010.

Enclosures  
C: Mayor Merkes



CURRENT

CITY OF MENASHA  
REAR YARD DRAINAGE GRANT PROGRAM  
APPLICATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF DRAINAGE PROBLEM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GRANT PROGRAM CONDITIONS:

ELIGIBILITY - Any property owner who has a drainage problem on a parcel for which there exists no drainage plan or any property owner whose property conforms to the approved drainage plan but still has a drainage problem. The existence of a "true" drainage problem shall be verified by the City Engineer or Director of Public Works. Re-grading of yards for any other reason will not be an eligible activity within this program. In most cases, it is expected that more than one property owner will be involved. In order to be eligible, a property owner may not be delinquent with any existing City bills, and all properties shall be in compliance with all City ordinances and standards.

FUNDING - 50% match of "hard costs" involved in correcting the drainage problem. Hard costs include all contracted costs and materials. Not included are soft costs provided by the City, e.g. preliminary surveying, engineering, drafting, staking, and inspection. Soft costs will be absorbed by the City. The total grant amount available for the year is determined through the budget process, established by the Common Council.

APPLICATION PROCESS - Once a drainage problem has been verified, the property owner may complete an application for the grant program. Grants will be distributed on a first come, first served basis. The application for a grant shall be signed by all involved property owners. The 50% charge to the property owners will be established as a special assessment in accordance with Section 3-2-14 of the Municipal Code.

PROJECT SCHEDULE - The work will be planned and coordinated by the Engineering Department. Depending on the estimated cost of the project, either proposals will be sought through public advertisement or bids will be received in accordance with State Statutes.

\*\*\*\*\*

We, the undersigned owners of property benefited by the proposed drainage improvement to be made by the City of Menasha, in consideration of the construction of said improvement by the City of Menasha, hereby admit to the levying of special assessments against our premises under S.66.60 of the Wisconsin Statutes, for the cost of such improvement.

In accordance with S.66.60(18) of the Wisconsin Statutes, we hereby waive all special assessment notices and hearings required by S.66.60 of the Wisconsin Statutes, and we further agree and admit that the benefit to our properties, from the construction of such improvement, will be portioned out on an equal, per lot unit basis, for all undersigned property owners.

We further agree that we will comply with all grant program conditions, as stated on this application.

<u>STREET ADDRESS</u>	<u>SIGNATURE OF OWNER(S)</u>	<u>DATE:</u>	<u>WITNESS</u>

PROPOSED REVISED  
CITY OF MENASHA  
REAR YARD DRAINAGE GRANT PROGRAM  
APPLICATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF DRAINAGE PROBLEM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GRANT PROGRAM CONDITIONS:**

**ELIGIBILITY** - Any property owner who has a drainage problem that involves more than one lot, is caused by runoff from more than one lot, or is caused by a "downstream" obstruction or filling. The existence of a "true" drainage problem shall be verified by the ~~City Engineer or~~ Director of Public Works. Re-grading of yards for any other reason will not be an eligible activity within this program. In most cases, it is expected that more than one property owner will be involved. Also, if a primary residential structure is located within 25 feet of a major drainage way (minimally equivalent to a 36 inch storm sewer), the cost to enclose the drainage way is eligible. Enclosure of the drainage way shall not result in an open drainage way of less than 80 feet. In order to be eligible, a property owner may not be delinquent with any existing City bills, and all properties shall be in compliance with all City ordinances and standards.

**FUNDING** – The City will fund 25% match of "hard costs" involved in correcting the drainage problem. Hard costs include all contracted costs and materials. Not included are soft costs provided by the City, e.g. preliminary surveying, engineering, drafting, staking, and inspection. Soft costs will be absorbed by the City. The total grant amount available for the year is determined through the budget process, established by the Common Council.

**APPLICATION PROCESS** - Once a drainage problem has been verified, the property owner may complete an application for the grant program. Grants will be distributed on a first come, first served basis. The application for a grant shall be signed by all involved property owners. The 75% charge to the property owners will be established as a special assessment in accordance with Section 3-2-14 of the Municipal Code.

