

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, September 21, 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. Police Chief Stanke – Awards to Officers
 - 2. CDD Keil – Sustainability Board report/update by Board Chair Linda Stoll
 - 3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. [Administration Committee, 9/8/09](#)
- b. [Board of Public Works, 9/8/09](#)
- c. [Board of Health, 6/10/09](#)
- d. [NMFR Joint Fire Commission, 9/10/09](#)
- e. [Safety Committee, Public Works and Parks; 6/23/09, 7/28/09](#)
- f. [Water & Light Commission, 8/26/09](#)
- g. [Water & Light Commission, 9/14/09; Special meeting](#)

Communications:

- h. [Chief Stanke, 9/9/09; Bartender Licensing Procedure](#)
- i. [Council President Hendricks, 9/17/09; District 1 Alderman Appointment](#)
- j. [Dept. of Health Services, 9/10/09; H1N1 influenza vaccination funding](#)
- k. [Jeff Brandt, 9/17/09; Fox River PCB Cleanup](#)
- l. [Menasha Steam Utility, 9/17/09; Estimated shutdown and decommissioning costs](#)
- m. [Town of Menasha Utility Commission minutes, 8/24/09](#)
- n. [Waverly Sanitary District minutes, 8/11/09](#)

G. CONSENT AGENDA

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

Minutes to approve:

- 1. [Common Council, 9/8/09](#)
- 2. [Joint Common Council & Menasha Utilities Commission, 9/14/09](#)

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

G. CONSENT AGENDA, continued.

Board of Public Works, 9/8/09 – Recommends Approval of:

3. Payment – Vinton Construction Company; Contract Unit No. 2009-01; Midway Business Park Concrete Street and Walk Construction; \$93,797.03(Payment No. 3)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term 9/10/09-9/17/09 in the amount of \$622,692.08
2. Approval of Change of Agent, Glen L. Femal, Piggly Wiggly Midwest, 1151 Midway Road
3. Approval of Investment Banking Agreement with RBC Capital Markets Corporation

J. ORDINANCES AND RESOLUTIONS

1. R-23-09 – Implementing Community-Wide Energy Program (Introduced by Mayor Merkes)
2. R-24-09 – Supporting the Wis. DNR – Urban Forestry Grant Emerald Ash Borer Management Plan and Tree Inventory (Introduced by Mayor Merkes)

K. APPOINTMENTS

1. Council President Hendricks' recommendation for Council appointment to the Utilities Commission:
 - a. Reappointment of Mark Allwardt, 1401 Jennie St., for the term of October 1, 2009-October 1, 2014

L. CLAIMS AGAINST THE CITY

M. HELD OVER BUSINESS

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ADJOURNMENT

MEETING NOTICE

Monday, October 5, 2009 - Council Chambers

Special Common Council – 5:00 PM

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
September 8, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 6:51 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. Administration Committee, 8/17/09

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

Motion carried by voice vote

D. ACTION ITEMS

1. Appeal of Denial of Operator's License – Dylan Kollman

Dylan Kollman explained he made mistakes when he was younger, but he has turned his life around and is not the same person he was 10 years ago. He would like a second chance. Mr. Kollman stated he does hold an operator's license in the Town of Grand Chute.

Atty. Carlson explained the State Statutes pertaining to habitual offenders when it comes to issuing operator's license. The State does not determine habitual; that is left up to the governing body.

PC Stanke explained he has criteria that he follows when approving operator's license. Any felony convictions discovered during a background check he refers to the City Attorney. If the Committee would like to set criteria for him to following he is open to it.

Discussion ensued on Mr. Kollman holding a license in the Town of Grand Chute; he has had a clean record for five years; his current employer has confidence in him; Committee should stay consistent on the decisions made; follow advice from Police Chief and Attorney.

Moved by Ald. Taylor, seconded by Ald. Pamerter to approve operator's license for Dylan Kollman

Motion carried on roll call 5-3.

Ald. Pamerter, Taylor, Hendricks, Zelinski, Englebert – yes

Ald. Wisneski, Pack, Benner – no

2. Offer to Purchase Lake Park Villa garage by Lake Park Villas-Phase 2-Homeowners Association, Inc.

CDD Keil explained Lake Park Villas Homeowners Association is interested in purchasing the garage that is currently owned by JKLP Properties. The garage is on a parcel of land owned by the City. JKLP acquired the garage during receivership of Wisco Properties. The assessed value is \$30,000. The offer is for \$8,000. The Homeowners Association would use the garage to store maintenance equipment. Currently the maintenance of the properties at Lake Park Villas is done by an outsource business. However, the Homeowners Association would like to take over the maintenance in the future when more lots are sold. The Homeowners Association would also be interested in the silos located by the garage.

Tom Maxymek, VP of Board of Directors for Homeowners Association spoke to Committee. He explained the garage was to be deeded to the Homeowners Association before Wisco went bankrupt. It was the intent to use it for the storage of equipment. The Plan Commission had recommended submitted an offer to purchase. They are willing to negotiate.

Discussion ensued on who legally owns the garage; what is JKLP Properties' position on the offer; too many questions not addressed in the offer.

Moved by Ald. Pack to counter-offer at \$20,000. No second, motion dies.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to deny Offer to Purchase; have CDD Keil and Atty Carlson review and clarify the verbiage of the offer.
Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Pamerter, seconded by Ald. Englebert to adjourn at 7:47 p.m.
Motion carried on voice vote.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
September 8, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:48 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Pamerter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Englebert, Benner
ALSO PRESENT: Mayor Merkes, Atty. Rich Carlson, PC Stanke, DPW Radtke, CDD Keil,
C/T Stoffel, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. August 17, 2009

Moved by Ald. Englebert, second by Ald. Wisneski to approve minutes.
Motion carried on voice vote

D. ACTION ITEMS

1. Payment – Vinton Construction Company; Contract Unit No. 2009-01; Midway Business Park
Concrete Street and Walk Construction; \$93,797.03
(Payment No. 3)

DPW Radtke reported all work on the project is completed. The final invoices have yet to be received.

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

2. Request for a 90 Day Trial Period for Stop Sign on Ice Street at Second Street (Ald. Zelinski)

DPW Radtke does recommend a 90-day trial period for a stop sign on Ice Street at Second Street as it was recommended earlier in the year by the Parking Committee for safety concerns around the school area. The Board can instruct staff to contact the 90-day trial period and then come back with any necessary changes to the ordinance.

Moved by Ald. Zelinski, seconded by Ald. Pack to recommend a 90-day trial period for a stop sign on Ice Street at Second Street
Motion carried on voice vote

3. Request for a 90 Day Trial Period for Stop Sign on First Street at Ice Street
(Ald. Zelinski)

DPW Radtke reported he has looked at the intersection of First and Ice Street and sees no urgent need for a stop sign at this time. The Board should allow a traffic engineering study as recommended previously.

Discussion ensued on it is a busy intersection with Third Street corridor closed; traffic engineering study numbers could be skewed with the reconstruction of Third Street; previous traffic engineering study was not recommended.

Moved by Ald. Zelinski, seconded by Ald. Benner to recommend a 90-day trial period for a stop sign on First Street at Ice Street.
Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Pamerter to adjourn at 8:05 p.m.
Motion carried on voice vote

Respectfully submitted by
Deborah A. Galeazz, WCMC
City Clerk

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

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

06-10-2009

MINUTES

- A. Meeting called to order at 8:20 AM by Chairman C. Rusin.
- B. Present: Lori Asmus, Dorothy Jankowski, Candyce Rusin, Susan Nett. Excused: Dr. Teresa Shoberg.
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from May 13, 2009 made by D. Jankowski and seconded by L. Asmus. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. May 2009 communicable disease report distributed and discussed. Menasha has not as of today's date had any confirmed H1N1 cases. There have been a few suspect cases with negative results.
 - 2. Emergency Preparedness Mass Clinic Exercise—due to the H1N1 situation the state has said that mass clinic exercises no longer need to be done at this time. Menasha Health Department is going to continue with planning for this exercise and will do the exercise on August 5th. This is a planned training for the volunteers.
 - 3. H1N1 Influenza Report---no confirmed cases as of today's date.
 - 4. Seal-A-Smile Program Update—L. Kjemhus RDH is drafting a grant application for Seal-A-Smile Program so that dental sealants can be applied along with fluoride varnish for our needy children. Board members were given poverty level stats for the various elementary schools. Currently, Gegan's poverty level is at 70%.
 - 5. Volunteer Program Update—the volunteer pool numbers slightly exceed 100. Ongoing recruitment continues. The goal is to have over 200 volunteers in our pool.
 - 6. 60+ Health Screening Grant – 2010. Winnebago County Commission on Aging notified us that the 60+ health screening grant funding will remain the same in 2010 as it was in 2009.
 - 7. Board of Health Newsletter – State. All board members indicated they had received a copy of a newsletter for BOH members from the state.
 - 8. PNCC Application Update—S. Nett has submitted the prenatal care coordination application to the state Medicaid program. Once approved, services provided to MA pregnant women can be billed to this program for reimbursement.

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

9. WEDSS Implementation Report--the new electronic data surveillance system for Wisconsin has been implemented in the department. Staff have been trained on its use and are slowly learning how to use the system. The goal is to have all disease reporting in the state be electronic.
10. TB Dispensary Program Update—the updated contract for 2009-2010 has been submitted. Waiting for approval from the state.
11. Antiviral Distribution Workgroup—the local health departments in Winnebago County and several of the healthcare systems have been meeting to develop a plan for antiviral distribution should it be needed for pandemic influenza.
12. Faith Based Community – Preparedness Toolkit Update. The toolkit is just about ready for distribution. Some committee members have noted that some churches only used infection control practices for a few days and that even though H1N1 continues to circulate, these churches have gone back to handshaking and sharing of the common cup.

E. ACTION ITEMS

1. None

F. HELD OVER BUSINESS

1. None

G. ADJOURNMENT

1. Motion to adjourn at 9 AM made by L. Asmus and seconded by D. Jankowski. Motion carried. Next meeting will be August 12, 2009.

Submitted by S. Nett

Neenah-Menasha Fire-Rescue
Joint Fire Commission Meeting Minutes
Thursday, September 10, 2009 – 4:00 p.m.
Hauser Room – City of Neenah

Commissioner Mattes called the meeting to order at 4:00 p.m.

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

Excused: Commissioner Dionne.

Also Present: Deputy Director Heather Barber, Firefighters Greg Wroblewski, Jay Peerenboom, Jamie Leonard and Scott Harding.

Approval of Minutes: The Commission reviewed the meeting minutes from August 26, 2009. **MSC Liebhauser/Keating to approve the minutes from August 26, 2009, all voting aye.**

Filling the Vacancy for Fire Chief: A discussion of possible approaches to filling the Chief vacancy was held. **MSC Nevitt/Keating that we would start with internal posting for the Chief's position, all voting aye.** Heather Barber will prepare a posting and be the recipient of applications for the position. A two-week period will be allowed for responses and then Heather will forward copies of any applications to the Commission.

Fire Commission Meetings: Because of the timing of the internal posting, it was agreed to cancel the Fire Commission meeting of September 23, 2009 and reschedule it for the following week when the results of the internal posting will be available. The next Neenah-Menasha Fire Rescue Joint Fire Commission meeting will be held on September 30, 2009 at 12:00 p.m. in the City of Neenah.

MSC Liebhauser/Wales-Magners to adjourn at 4:20 p.m., all voting aye.

Respectfully Submitted,

William J. Mattes
Joint Fire Commission President



Public Works/Parks Safety Committee Meeting
Minutes
June 23, 2009

Meeting called to order at 9:20 AM.

Present: Jeff Nieland, Adam Alix, Corey Gordon, Jim Julius, Sue Nett, Todd Drew,

Absent: Tim Jacobson, Mark Radtke, Bill Basler Sr., Brian Tungate, Ken Popelka

A. Approval of Minutes – Motion to approve minutes C. Gordon second J. Nieland

B. Old Business

1. EOEP Maps – Update Garage, Pool, Memorial Building in process
Storm Sheltering – S. Nett and J. Nieland to discuss prior to next meeting.
2. Discussion Revised Safety Manual in process postponed until July meeting.
3. Summer Help Training completed, harassment bloodborne pathogen, PPE, Haz Comm, lifting. Some of the summer help missed harassment and blood borne pathogen portion.

C. New Business

1. Monthly safety topic distributed and discussed. Topic this month "Be sure grass is the only thing you cut this summer!" Discusses safety using lawnmowers, trimmers and other gas powered equipment.
2. Injury Review – Employee strained knee getting out of automated truck slipped off end of blacktop (4") drop. Suggestion regarding prevention was to be sure of footing before getting off higher equipment.
3. Issue raised regarding wearing shorts in Public Works and Parks while doing tasks in which the wearing of shorts does not pose a safety risk. Further discussion following clarification of union contract language and/or current policy.

D. Training

1. Garage EOEP Training and Drill – J. Nieland to discuss plan with staff at the Public Works Garage. Drill to be scheduled between S. Nett, J. Nieland and V. Mass (new Parks Super.).
2. Final review of screening to be conducted by S. Nett and T. Drew with Affinity Occupational Health. A. Alix to be screened.
3. Confined Space to be scheduled with N-M Fire at the training facility in Neenah for fall 2009.
4. Respirator Fit Testing to be completed on the few remaining Parks employees Thursday June 25, 2009 @ 7:45am.

E. Motion to adjourn made by J. Julius second C. Gordon. Meeting adjourned at 10:20 AM.
Next meeting July 28, 2009 @ 9:00 AM.



Public Works/Parks Safety Committee Meeting
Minutes
July 28, 2009

Meeting called to order at 9:05 AM.

Present: Jeff Nieland, Adam Alix, Corey Gordon, Sue Nett, Todd Drew, Mark Radtke, Ken Popelka, Bill Basler Sr.

Absent: Tim Jacobson, Brian Tungate, Jim Julius

A. Approval of Minutes – Motion to approve minutes C. Gordon second K. Popelka

B. Old Business

1. EOEP Maps – Garage plan completed Pool, Memorial Building, Health Dept. in process.

Storm Sheltering – S. Nett and J. Nieland to discuss and conduct a drill prior to the next meeting.

2. CVMIC Significant Program Award entry submitted. T. Drew submitted the entry / training materials for the vehicle lock out / tag out program. Award entries to be judged and awarded in late August.

C. New Business

1. Monthly safety topic distributed and discussed. Topic this month "Have fun in the sun! But be careful to not get overdone!" Covers use of sunscreen, hydration and general sun safety for outdoor work in the summer.

2. Injury Review – Employee cut his hand on a dryer which he was trying to remove from the bucket. Cut required significant medical attention. The employee was not wearing gloves at the time of the accident. Glove use and possibly using an assist to remove the item may have prevented the cut. Issue also raised that first aid kits were low on supplies. Kits are periodically filled / maintained by Morton Safety. Suggestion that additional heavily used supplies such gauze, tape, bandages, band aids be stocked or have back up completed first aid kits on hand to avoid shortages.

3. CVMIC Workplace visit to be conducted on August 5, 2009 to include discussion of injury issues related to recycling without automated pick vs. automated pick-up.

4. New item raised by B. Basler regarding the tow motor ramp leading in to the Freon appliance trailer. Trailer is damaged/ deteriorated and poses a potential safety risk to tow motor driver and potential damage to the tow motor. B. Basler also stated that Menasha Utilities has an aluminum ramp for this type of purpose which is no longer being used. Motion made by M. Radtke second by B. Basler to pursue acquisition of the ramp from the Utilities. B. Basler to approach Lonnie Pichler @ Menasha Utilities regarding DPW acquiring this ramp.

D. Training

1. Garage EOEP Training and Drill – J. Nieland to discuss plan with staff at the Public Works Garage. Drill to be conducted on August 11, 2009 and coordinated by S. Nett, V. Maas and J. Nieland.
2. T. Drew to contact B. Rank CVMIC to set final date for driver training.
3. Confined Space to be scheduled with N-M Fire at the training facility in Neenah for fall 2009.
4. Respirator Fit Testing completed.

E. Motion to adjourn made by B. Basler second C. Gordon. Meeting adjourned at 10:10 AM. Next meeting August 25, 2009 @ 9:00 AM.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

August 26, 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; Dick Sturm, Manager of Engineering and Operations; Kristin Hubertus, Business Operations Accountant; Lonnie Pichler, Electric and Water Distribution Supervisor; Dave Rodriguez, Customer and Utility Services Manager; Jerry Sturm, Water Plant Supervisor; John Teale, Technical Services Engineer; and the Press.

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

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

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 July 22, 2009.
- B. Approve and warrant payments summarized by checks dated July 30 and Aug. 5 - 26, 2009, which includes Net Payroll Voucher Checks, Void O & M Checks #038185, 037873 & 038157, and Operation and Maintenance Voucher Checks for a total of \$1,179,213.53, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- C. Correspondence, as listed.
 - Copy of minutes from April 23, May 13, and June 11 WPPI Energy Executive Committee meetings
 - Copy of Wisconsin Municipal Utility Legislative Alert dated July 23 to all Wisconsin Legislators, re: Proposed Legislation LRB 0503
 - Copy of Notice to Bondholders dated July 31, 2009
 - Copy of news release dated August 4, re: Shared Savings Program
 - Copy of memorandum dated August 5 to WPPI Energy Member Utility Managers, from Roy Thilly, re: Developments; Wholesale Power Bills for June

Item IV. July Financial and Operations Statement – Manager of Business Operations Krause reported purchased power was lower on the electric financial statements due to less consumption. Revenues again are down on the water financials and this is driven by the economy for most classes of customers. The Town of Menasha continues to take additional water, and chemical costs are still over budget. The steam financials reflect consumption being down compared to budget for the two remaining customers, and there were no MISO sales again this month. Outside services expenses are driven from the strategic team and environmental costs.

In response to Comm. Fahrbach's question, Manager of Engineering and Operations Sturm stated labor costs are up due to additional overtime required for customer start-up and shutdown during the July 4th holiday, and overtime due to vacations and not having a relief crew.

On the telecommunication financials, Mrs. Krause added ATC has gone live so there will be a partial impact for the month of August, and a full month will be recognized in September for the increase in revenue.

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

Item V. Claims Against The Utility – Mrs. Krause reviewed a claim received from Cuna Mutual Group for the Menasha Employees Credit Union. The credit union had water in their basement that came in through their service lateral during a water main break. The lateral and installation into the facility is the responsibility of the Credit Union.

The motion by Comm. Guidote, seconded by Comm. Fahrbach, was unanimously approved to issue a formal notice of disallowance for the claim of Cuna Mutual Group/Menasha Employees Credit Union and that they are advised of their statutory rights pursuant to Wis. Stats. 893.80.

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

Mrs. Krause noted PO #6637 will be changed to another vendor due to a lower price on conservation kits for Public Power Week.

Electric and Water Distribution Supervisor Pichler reviewed the request to delay the purchase of a bucket truck in order to purchase a wire puller.

The motion by Comm. Guidote, seconded by Comm. Merkes, was unanimous on roll call to approve Purchase Orders 6633, 6637, and 6647.

Item VII. Unfinished Business, Telco Strategic Plan and Rate Recommendation – Technical Services Engineer Teale reported staff has been working on a rate recommendation for the 2010 budget. The fiber inventory has been completed, and capital projects will be included in the budget process.

Mayor Merkes indicated he would not be in favor of any capital projects that would increase rates to the current customers.

Biomass Update – Mr. Dick Sturm gave an update on the status of a preliminary proposal for RFPs, and by the end of this week it will be referred to the Department of Energy Independence for consideration of future available funds. In response to Comm. Fahrbach's question, Mr. Sturm stated further research studies will not be done if State funds are not available.

Proposed Steam Utility Closing Schedule Essential Items – Mr. Dick Sturm evaluated the revised listing of essential items. He noted some of the turbine/generator items on the list have been accomplished during time available the past month and will not have to be looked at during decommissioning. The list was dated and assigned a revision number.

Item VIII. New Business, Coal Supply/Contract Update – The second amendment to the current coal contract was reviewed. Pricing remains the same and covers operations through September 15. Mr. Dick Sturm reported this does not cover winter coal supply if it should be needed, and that is pending City Council action on the status of the Steam Plant. In order to make shipping arrangements from the coal mine to Chicago, then from Chicago to Green Bay prior to the shipping season ending in December, a decision would be needed by mid-September. The Commission requested Mr. Sturm to contact DTE regarding changing the contract to September 30. The prepayment number has been adjusted to reflect current coal usage.

The motion by Comm. Fahrbach, seconded by Comm. Guidote, was unanimous on roll call to approve the contract update with the term dates revised to read May 1 through September 30, 2009.

Conservation Rates and Programs – Mrs. Krause reported on discussions with the Water Division of the Public Service Commission regarding rate structures or programs that would promote conservation. The PSC encouraged including conservation dollars in a rate case and generally allow up to 1.5% of revenues for these programs.

Staff recommends funds to be included in the water rate case to start a water conservation program. There will need to be a detail of the programs offered and once they have been approved, the benefits and costs will have to be reported to the PSC on an annual basis.

The motion by Comm. Merkes, seconded by Comm. Guidote, was unanimously approved to move forward with the conservation program and specific conservation practices, and dollars available to be part of the 2010 budget discussions.

2010 Budget Schedule – Mrs. Krause reviewed the proposed schedule and discussed the potential need for special strategic planning and budget meetings. The Commission requested separate meetings to be scheduled for strategic planning and budget review.

CVMIC Renewal Notice – Mrs. Krause stated CVMIC is asking for a multi-year renewal and is proposing two options for 2010 – 2012.

After discussion, the motion by Comm. Fahrbach, seconded by Comm. Merkes, was unanimous to approve Option 2 with a deductible of \$37,500.

WPPI Energy & MEUW Director and Alternates – Staff is recommending Mrs. Krause be appointed WPPI Energy Board Director, and Mr. Dick Sturm be appointed Alternate Director. Each would pursue nominations on the various committees or boards within WPPI or MEUW that would best serve Menasha Utilities.

The motion by Comm. Fahrbach, seconded by Comm. Guidote, was unanimous to approve Mrs. Krause be appointed WPPI Energy Board Director, and Mr. Dick Sturm be appointed Alternate Director

Alcan Agreement – Mr. Dick Sturm gave an update on the Release and Settlement Agreement resolving all alleged overcharges and termination fees. It has been signed by Alcan, and the next step would be Commission approval followed by Common Council approval on September 8.

A discussion ensued regarding the definition of reasonable notice included in the agreement, and the recommendation was made to amend the agreement stating “not less than” 15 days versus a minimum of 15 days.

The motion by Comm. Fahrbach, seconded by Comm. Guidote, was unanimously approved on roll call to move forward with the current Release and Settlement Agreement as drafted with clarification of reasonable notice to be defined.

McMahon Agreement for Professional Services, Water System Storage – Water Plant Supervisor Jerry Sturm reported on a Phase I study done on the Manitowoc Street water tower. The elevated storage is needed for fire protection in order to serve residential and commercial customers. The next step would be to take a good look at the age and location of the tower to determine the short term and long term needs. The tower is structurally sound at the current time.

Mr. Dick Sturm added there was a study done in 2007 that will be reviewed to determine how it applies to today and moving forward. The Phase II study would have the immediate needs of the Manitowoc tower identified for inclusion in the budget process and the water rate case. The cost of an inspection and report on the Manitowoc tower condition and maintenance needs is less than \$1,000; the inspection could be done on September 2. The cost is reasonable and under the purchase order limit, so staff could move forward without a formal motion by the Commission.

Mrs. Krause stated the funds to cover this project were going to be used from the funds set aside to paint the tower.

Item IX. There were no Project Reports given at this meeting.

Item X. Staff Reports, Manager of Engineering and Operations/Steam Utility – Mr. Dick Sturm added the trip and throttle issues with the #5 turbine have been resolved, and some boiler work was done over the July 4th holiday weekend.

Electric and Water Distribution/Safety Report – Mr. Pichler reported on the induction lighting being installed on Third Street, and gave an update on the future project for replacing underground cable south of Eugene Street between Woodland and Greenwood.

Water Plant – Mr. Jerry Sturm gave an update on the start of the UV certification process, and he will obtain a timeline for this process for the next meeting. He added a few of the chemical quotations have been received.

Project Engineer – there were no questions to the report presented.

Telecommunications & Substations – Mr. Teale reported ATC will be starting their relay project on the transmission lines.

Business Operations – Mrs. Krause followed up with previous comments regarding the UV system. The State is still holding three percent from the Safe Drinking Water Loan until the project is released, and there are costs being funded out of operations which impact the water budget until the SDWL funds are released.

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

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

Item XII. The motion by Comm. Guidote, seconded by Comm. Fahrback, was unanimously approved at 9:35 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Bargaining Contract Negotiations & Personnel Issues

And 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. RE: Potential Litigation

There being no further business, the motion by Comm. Merkes, seconded by Comm. Fahrback, was unanimously approved to adjourn from Closed Session and to reconvene into open session of the Water and Light Commission meeting at 11:22 a.m.

Item XIII – The motion by Comm. Guidote, seconded by Comm. Fahrback, was unanimously approved to adjourn at 11:22 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.

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

September 14, 2009

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 3:00 P.M., with Commissioners Bob Fahrback, Don Merkes, and Carla Watson present on roll call. Also present were Melanie Krause, Manager of Business Operations; Dick Sturm, Manager of Engineering and Operations; and the Press.

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

Item III. Unfinished Business, Electric Department Employee Transition Plan – the staff proposal to relocate two System Operators and one Electro-Mechanical Technician to the Electric Distribution Department was reviewed. This item was discussed at a previous Commission meeting.

The motion by Comm. Watson, seconded by Comm. Fahrback, was unanimously approved to relocate two System Operators and one Electro-Mechanical Technician to the Electric Distribution Department.

Comm. President Allwardt asked if any employees present in the gallery would like to make a comment.

Tim Gosz, Union President, stated the Union would work with the Commission on these positions and their hours, and they appreciate any positions the company would offer to retain.

Dan Szafranski, Steam Plant EMT, added these three positions are the bare minimum and other utilities do have 24/7 operations.

Item IV. New Business, Strategic Planning – it was the consensus of the group to discuss the strategic plans for the various departments in Open Session.

After discussion, the recommendations will be incorporated into the 2010 budget.

Item V. The motion by Comm. Merkes, seconded by Comm. Fahrback, was unanimously approved to adjourn at 4:30 p.m.

By: CARLA R. WATSON
Secretary

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



**TO: Mayor Merkes
Members of the Common Council**

FROM: Police Chief Stanke *RS*

DATE: September 09, 2009

RE: Bartender Licensing Procedure

I have attached a copy of the guidelines I have been using for the review and issuing of bartender licenses. As I indicated at the September 08, 2009 Administration meeting, I am hoping that you review and make adjustments as you deem appropriate.

If these guidelines are adjusted it will make it easier for the applicant, the bar owners and me. We are now finding situations where I have denied a license with the applicant now finding that another with a similar record has appealed to the council and was granted a license. This has caused confusion and resentment.

I do not think an ordinance is needed but at least a majority approval of the guidelines which we can then incorporate into our process.

Operator License Holders and Applicants

All applications must be filled out properly and completely, including full disclosure of previous summons, citations and arrests with a full explanation of circumstances. Failure to do so will result in the denial of license and forfeiture of fees. Applicants denied for this reason may reapply after 6 months by completing a new application form and submitting proper fees.

State Statute provides that no alcohol beverage or server license be issued to any person who has been convicted of a felony which substantially relates to the alcohol beverage licensing activity. City ordinance requires the police department to forward such applications to the City Attorney for review and recommendation.

State Statutes also provide that no alcohol beverage license may, subject to the Fair Employment Act, be issued to any person who has habitually been a law offender. The term habitual refers to multiple convictions with two offenses within a relatively short period of time qualifying as an habitual offender. This includes civil convictions such as ordinance violations and or misdemeanor convictions, OWI's, underage consumption, and ordinance possession of controlled substance violations.

Guidelines for considering applications

Successful completion of the beverage server training course.

A resident of the state of Wisconsin for 10 days.

18 years of age or older.

1 OWI conviction in past 5 years, discussion with applicant prior to approval.

2 OWI convictions in past 7 years, clear record must be in place for at least 5 years with the understanding that any alcohol or drug related offenses will result in revocation of license..

3 OWI convictions on DOT record, rejected unless clear record for the past 10 years with the understanding that any alcohol or drug related offenses will result in revocation of license.

4 or more OWI arrests on record. Rejected.

1 conviction for ordinance possession of controlled substance, in past 5 years, discussion with applicant prior to approval.

2 or more possession of controlled substance ordinance violations in past 7 years, refusal unless clear record for past 5 years.

3 or more possession of controlled substance ordinance violations, rejected unless clear record for the past 10 years.

4 or more possession of controlled substance ordinance violations, rejected.

1 underage consumption conviction, discussion with applicant prior to approval.

2 underage consumption convictions, rejected unless clear record for at least 1 year and discussion with applicant

3 or more underage consumptions, rejected. Will need at least 3 years clear record for approval.

Combination of any of the above will be viewed as multiple convictions.

Conviction of 961.41 (1) or 961.41 (1m) sale, manufacture, delivery or intent to do so of a controlled substance. Reject.

CITY OF MADISON POLICY GUIDELINES FOR OPERATOR LICENSES

Intent. It is the responsibility of the Alcohol License Review Committee (“ALRC”) of the Madison Common Council to screen applications for operators’ licenses (bartender licenses) in the City of Madison. The ALRC adopts the following guidelines in order to specify the reasons for denying, non-renewing or revoking an operator’s license.

All applications for operators’ licenses are forwarded to the Madison Police Department for a background check. The police department forwards operators’ license applications to the ALRC only if there is something in the record check that would warrant further review. The ALRC reviews the forwarded application and makes a recommendation to the Council regarding approval or denial. The Council makes the final decision on licensing by either accepting or rejecting the recommendation.

Due to the discretionary nature of the alcohol beverage licensing process, it is not possible to state every circumstance that may result in denial of a license application and what circumstances will result in approval of a license application. However, it is possible to enumerate what the ALRC will consider in making its decision and what circumstances are more likely to result in a denial of a license application.

Individuals granted an operator’s license must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunk driving laws, and assist with minimizing disturbances of the peace and maintaining the safety of the community. **Therefore, individuals with a past history of negative or uncooperative contacts with police agencies will be scrutinized.** It is with these goals in mind that these guidelines are adopted. **Furthermore, to the extent Wis. Stat. Ch. 125 or Madison Ordinances provide additional grounds for denial, suspension, revocation or non-renewal, the ALRC may also rely on such provisions.**

In the event an individual with an operator’s license is considered for non-renewal, suspension or revocation, the ALRC may consider all offenses, the circumstances of which are substantially related to the license, regardless of whether some of the offenses occurred prior to the adoption of these guidelines.

Upon request, a copy of these guidelines shall be provided to each person who applies for a license.

GUIDELINES

What is meant by substantially related? The law does not specifically define this term although there are many court decisions on the topic. The Wisconsin Supreme Court has stated that the purpose of the test is to assess whether the tendencies and inclinations to behave a certain way in a particular context are likely to reappear later in a related context, based on the traits revealed. The “substantially related” test looks at the circumstances of an offense, where it happened, when, what, etc. compared to the circumstances of the licensed activity. Where does the licensed activity typically occur, when, what is involved in performing the licensed activity, etc. Examples of “substantially related” in the context of a operator’s license: There is a substantial relationship between the illegal purchase, use and sale of controlled substances and engaging in bartending, which involves the purchase and sale of a closely regulated substance. The same is true for offenses involving alcohol, e.g. drunk driving, selling to underage, possessing and/or consuming as an underage, committing law violations while under the influence of alcohol or drugs, etc.

Guideline 1. Provided the offense is **substantially related to the circumstances of the licensed activity** circumstances of the offense substantially relate to the circumstances of the

job or licensed activity, **any person who has been convicted of any felony, unless duly pardoned, does not qualify for an operator's license.** Sec. 125.04(5) (b), Wis. Stats. (To the

extent the other guidelines reference a specific offense, this guideline shall apply if the offense constitutes a felony.)

Guideline 2. Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity offense is **substantially related to the circumstances of the licensed activity**, any person who has been convicted of or has a current charge pending, for one (1) or more offenses within the last five (5) years or for two (2) or more offenses, arising out of separate incidents, within the last ten (10) years in the following subcategories, does not qualify for an operator's license:

(a) Violent crimes against the person of another, including but not limited to battery, disorderly conduct, sexual assault, injury by negligent use of a vehicle, intimidation of victim or witness.

(b) Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, bribery of public officers/employees, eluding police, bail jumping, hit and run, perjury, or acts/threats of terrorism.

(c) **Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; maintaining a drug trafficking place; possessing with intent to manufacture, distribute, or deliver a controlled substance or a controlled substance analog.** Sec.

111.335(1)(cs), Wis. Stats.

Guideline 3. Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity offense is **substantially related to the circumstances of the licensed activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within 3

the last five (5) years in the following subcategories, does not qualify for an operator's license:

(a) Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitution related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.

(b) Alcohol beverage offenses (under Wis. Stat. Ch. 125 or Madison Ordinance Ch. 38 - excluding administrative violations such as "failure to post license under glass").

(c) Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.

(d) Operating a motor vehicle while under the influence of intoxicants or drugs.

(e) Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.

(f) Open intoxicants in public places or in a motor vehicle.

What is a "habitual law offender?" The term "habitual" refers to multiple convictions or pending charges and could include an offender with two (2) offenses occurring within a relatively short period of time. The term "offender" refers to a person with civil violations such as ordinance convictions and/or misdemeanor convictions (or pending charges), which substantially relate to the licensing activity. A legal opinion rendered by the League of Wisconsin Municipalities states that a person with two drunk driving convictions within the last couple of years would be considered an habitual offender under the alcohol beverage

licensing laws. Intoxicating Liquors #890 (1991).

Guideline 4. Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, offenses are **substantially related to the circumstances of the licensed activity**, any person who is a habitual law offender does not qualify for an operator's license. Sec. 125.04(5)(b), Wis. Stats. For purposes of these guidelines, an habitual offender includes, but is not limited to a person who has committed: **What is a "habitual law offender?"** The term "habitual" refers to multiple convictions or pending charges and could include an offender with two (2) offenses occurring within a relatively short period of time. The term "offender" refers to a person with civil violations such as ordinance convictions and/or misdemeanor convictions (or pending charges), which substantially relate to the licensing activity. A legal opinion rendered by the League of Wisconsin Municipalities states that a person with two drunk driving convictions within the last couple of years would be considered an habitual offender under the alcohol beverage licensing laws. Intoxicating Liquors #890 (1991).

(a) Two (2) or more offenses, each a separate incident, within the immediately preceding one (1) year.

(b) Three (3) or more offenses, each a separate incident, within the immediately preceding five (5) years.

4

(c) Six (6) or more offenses, each a separate incident, within the preceding ten (10) years.

Guideline 5. Applicants must truthfully and completely fill out applications.

(a) If an applicant provides false information on an application, that application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of denial of such application.

(b) If the ALRC determines that information was intentionally omitted from an application, the application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of denial of such application.

(c) If the ALRC determines that information was omitted from an application due to inadvertence, mistake or excusable neglect, the ALRC may allow the applicant to submit a corrected application and recommend granting of the license if the applicant is otherwise qualified.

Guideline 6. Recommending approval of an operator's license application for an applicant who would otherwise be denied under these policy guidelines.

(a) The ALRC may recommend approval of an operator's license application if the application would otherwise be denied under this policy if the applicant presents the ALRC with substantial, credible evidence of rehabilitation. Such evidence includes letters of recommendation from Alcohol and Other Drug ("AODA") counselors, probation agents or other relevant service providers, other professional counselors, certificates and/or letters confirming satisfactory completion of an AODA or other relevant counseling program. Any such letters shall be on the letterhead of the agency offering the recommendation in order for the letter to be considered credible evidence of rehabilitation. Any evidence must be in the form of documents submitted to the ALRC and may not be statements of the applicant at the time of hearing.

(b) The reasons for any recommendation of approval of an operator's license application under this paragraph must be clearly stated in the record.

Guideline 7. If the ALRC recommends denial of an operator's license application, the reasons for denial must be clearly stated on the record and shall be consistent with the criteria outlined above.

APPEAL PROCESS FOR DENIED LICENSE APPLICATION

If the ALRC recommends denial of an operator's license application, the applicant has the right to file an appeal with the City Clerk within thirty (30) days, and appear and be represented before the Common Council, to be heard, to present evidence in favor of the granting of the license, and to rebut the evidence presented in opposition to the granting of the license, at a hearing held within forty (40) days of the filing of such appeal.



MEMO

TO: Common Council

FROM: Ald. Hendricks, Council President

SUBJECT: District 1 Alderman Appointment

DATE: September 17, 2009

Attached to this memo are the cover letters and resumes received from six candidates for the position of District 1 Aldermen. I am pleased to see the interest for this position.

This is an important decision to be made by the Council. I have instructed the clerk to schedule a Special Common Council meeting for Monday October 5 at 5:00 p.m. to conduct the interviews of the six candidates and make the appointment. It was originally stated that September 21 would be the date to hold the special meeting. However, one of our Council members will not be at the September 21 meeting and I feel it is important to have all Council members participate in the process.

All candidates have been notified of this change.

Thank you

CHRIS KLEIN
730 Keyes St. Menasha, WI 54952
920-740-7641
cklein@assist2sell.com

DISTRICT 1 ALDERMAN CANDIDATE

Dear Menasha Council Members:

I am responding to your request for a replacement for District 1 Alderman for the City of Menasha.

I have been a long time city resident, moving to the area in the late 1980's. I have raised my family here, have my businesses here and have proven to be active in the community. With my experience as business owner, I can bring my leadership dealing with difficult situations especially with budgets. I have been involved with the City of Menasha since I moved to the area. I have been active for the past ten years with appointments to several committees and most recently as a candidate for District 1 Alderman in the spring 2009 election.

I feel I would be a qualified candidate due to my experience with the city, my commitment to Menasha, and as a recent alderman candidate where I have substantially familiarized myself with the current issues affecting the city. I regularly attend council meetings and participate when possible. My learning curve will be minimal and I can step in and contribute immediately.

During the first special appointment in 2008 for this same position, all the candidates were asked if they plan on running for alderman during the spring 2009 election and many said "yes". However, other than Alderman Pamerter, I was the only one to campaign in the spring election, while others said they would, none did. I feel the dedication that I have expressed would make my special election for this position a positive decision for everyone committed to our community. I would appreciate your vote and a chance to work with the council and the city.

My approach is to find the best solutions for the citizens of the city with my first priority being to the residents in District 1. I would work closely with the department heads, the Mayors office and the Council to find common ground and a win/win situation in all matters affecting our lives, our families, and our community.

Thank you for the opportunity.

Please contact me with any questions or comments.

Respectfully,

Chris Klein
/ck

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SEP 03 2009

CITY OF MENASHA
BY dg

CHRIS KLEIN
730 Keyes St. Menasha, WI 54952
920-740-7641
cklein@assist2sell.com

DISTRICT 1 ALDERMAN CANDIDATE

Experience: Board of Appeals- 1999 to Present
Current Chairman of Board of Appeals
Park & Rec Board- 2002-2004
Ad-Hoc Capital Facilities Board – 2001-2002

Personal Information: Married: Wife-Tina
Children: Matthew age 26 & Alicia age 17
Member St. Mary/St. John Parish

Residency: Doty Island Resident Since 1997. Menasha Resident Since 1990

Employment: Current: Klein Services Group
Owner-Assist 2 Sell Real Estate Company
Agent-Northern Insurance Associates

Education: Graduated - University of Wisconsin-Oshkosh

Kyrstin Lavelle
429 1/2 Ahnaip St.
Menasha, WI 54952
920-720-3181
kyrstinlavellef@yahoo.cm

City of Menasha
City Hall
140 Main Street
Menasha, Wisconsin 54952
920-967-3600

Dear City Of Menasha,

I am contacting you in regard to your Vacancy in District 1 of the Aldermanic Seat . I have read and meet the qualifications and would like to be considered a candidate for this position.

I am very passionate about my district and have already been working with the city, community and shop owners to address issues in the area.

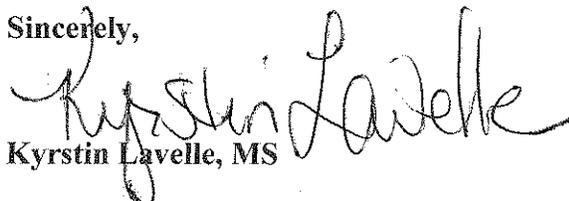
Professionally, I have been an educator at the college level for over 15 years. My degrees focus on business management and health and wellness, both issues important to the growth and vitality of a community. I currently work in downtown Menasha and work closely with the area shop owners.

I consider myself a people person, who loves to mingle and discuss the important issues.

I am hardworking and promise to bring my best to this position.

I thank you for your time and consideration.

Sincerely,


Kyrstin Lavelle, MS

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SEP 04 2009

CITY OF MENASHA
BY 

Kyrstin Lavelle
429 1/2 Ahnaip St.
Menasha, WI 54952
[*kyrstinlavelle@yahoo.com*](mailto:kyrstinlavelle@yahoo.com)
920-540-1296

Education

New Mexico State University, Las Cruces, NM

Interdisciplinary Doctorate (ABD) (GPA 3.8)
Corporate Wellness/Business Management

Interdisciplinary Masters of Science (GPA 3.8)
Corporate Wellness/Business Management

Bachelors of Science
Wellness/Physical Education

Experience

Health Fitness Corporation, (2005-2006) ***Monroeville, AL***

Corporate Wellness Consultant, Human Resources Department.

Corporate Wellness Consultant/Onsite Wellness Director -- hired to develop and oversee onsite wellness programming and implementation of comprehensive wellness culture at Alabama River Paper and Pulp companies.

Responsibilities:

- Human Resource collaboration regarding analysis and implementation of a comprehensive wellness culture.
- Specialized program development and program implementation based on corporate demographics.
- Onsite medical center collaboration to interpret national/individual/departmental data and develop appropriate programming to achieve organizational goals.
- Conducted individual consultations regarding wellness education and individualized programming and goal setting.
- Developed group educational and onsite wellness programming.
- Development and justifications of various budgets.
- Collaboration with outside vendors.
- Collection, analysis and clarification of statistical data.

Kennesaw State University, (1998-2002)

Kennesaw, GA

Student and Employee Wellness Director/ Instructor

- Director of student wellness_
- *Developed and implemented onsite employee wellness program.*
- Taught courses for the Department of Health, PE, and Sports Science.

Responsibilities:

- Worked with Human Resources to develop a comprehensive wellness focused corporate culture.
- Operated with a committee to evaluate and implement an onsite comprehensive EAP program.
- Implemented an employee incentive program including paid work-release time for wellness related activities.
- Developed and implemented an employee wellness program from inception to an onsite fitness center/wellness education program of over 550 employees
- Oversaw a \$750,000 operating budget.
- Managed a staff of 16.
- Conducted large group orientations/presentations.
- Worked extensively with in-house interdepartmental collaborations, including;
 - *Vice President of Business and Finance*
 - *Vice President of Student Affairs*
 - *Director of Human Resources*
 - *Dean of Health and Human Services*
 - *Director of Counseling and Mental Health,*
 - *Department Head of Health, Physical Education and Sports Science*
 - *Coordinator of Procurement*
 - *Director of Food Services, and others.*
 - *Extensive relationships with outside vendors.*
 - *Collection, analysis and clarification of statistical data.*

Georgia Institute of Technology (Georgia Tech), (2001)

Atlanta, GA

Health Promotion/Wellness Instructor

Instructed two large Introductory to Fitness and Wellness lecture courses (250+ students) for the Physical Education Department.

Responsibilities:

- Develop Curriculum.
- Develop Syllabus.
- Managed classes via WebCT.
- Facilitated discussions.

- Developed and executed testing.
- Evaluated progress.

Pensacola Junior College, (1996-1998)

Pensacola, FL

Adjunct Instructor/Corporate Wellness Consultant

- Taught lecture and activity courses related to wellness, health, physical fitness and lifestyle modification.
- *Assisted in the development and implementation of the PJC Corporate and Community Health and Wellness Program.*

Santa Fe Community College, (1992-1995)

Santa Fe, NM - Wellness Coordinator

Developed and implemented the student and employee wellness programming.

Responsibilities:

- Developed wellness center curriculum.
- Opened wellness center.
- Managed operations.
- Managed student employees.
- Rotated supervision of fitness center.

Conoco Gas and Oil,

Houston, TX

Intern - Employee Health and Fitness

New Mexico State University, Las Cruces, NM

Graduate Assistant - Physical Education Dept.

Professional Presentations

Lavelle, K. (2000, March). A Discussion of Economic and Qualitative Factors Considered in the Development and Implementation of an Employee Wellness Program at Kennesaw State University. Presentation at the National Wellness Conference provided by the University of South Carolina, Charleston, SC.

Lavelle, K. (2000, March). Development and Implementation of an Employee Wellness Program at Kennesaw State University. Presentation at the National Wellness Conference provided by the University of South Carolina, Charleston, SC.

Paul, F. & Lavelle, K. (2000, February). **Campus Wellness at Kennesaw State University.** Presentation at the Southern Association of College Registrars and Admissions Officers, Memphis, TN.

Additional online information:

**COMPREHENSIVE PROGRAM REVIEW EXECUTIVE SUMMARY
FOR THE CENTER FOR HEALTH PROMOTION AND WELLNESS AT
KENNESAW STATE UNIVERSITY:**

[www.kennesaw.edu/ie/prog_rev/ss_reports/year_2_ss_reports_serv_res_centers
/CntrHealthPromWell.pdf](http://www.kennesaw.edu/ie/prog_rev/ss_reports/year_2_ss_reports_serv_res_centers/CntrHealthPromWell.pdf)

Computer Skills

*Microsoft Office ~ Microsoft Word ~ Excel,
WebCT ~ SAS ~ SPSS ~ Outlook ~ PowerPoint
Print Shop ~ Netscape Navigator ~ and Internet Explorer,*

Professional References

Dr. Charles Ash

Professor
Past Department Head
Department of Health, PE, and Sports Science
Kennesaw State University
Kennesaw, GA
(770) 423-6216
Cash@kennesaw.edu

Dr. Mitchell Collins

Professor
Department of Health, PE, and Sports Science
Kennesaw State University
Kennesaw, GA
(770) 423-6216
mcollins@kennesaw.edu

Theresa G. Dillon

Health, Human Performance & Recreation, Director
Pensacola Jr. College
Campus: PNS Bldg: 96
1000 College Blvd
Pensacola, FL
(850) 484-1314
tdillon@pjc.edu

11 September 2009
City of Menasha, Common Council, Residents
140 Main Street
Menasha, Wisconsin 54952

Dear Council Members and Residents of the City of Menasha,

I have prepared this letter to help you understand why I am applying for the Aldermanic Seat for District 1 in Menasha. I knew, when Jason Pamenter moved residence outside of Menasha, the position was being vacated. And, after speaking with Jason in-person, I was motivated by his perspective towards public service and his outlook for District 1 with regard to the positive changes to our downtown and our community as whole.

I recently secured **jdog** Studios photography services for Seton's youth football team of which I am the Program Coordinator and a coach. I have been volunteering for Seton's football team as a coach for nine consecutive seasons. Because I am a former player for this team, and because I am dedicated to volunteer programs, I felt it necessary to step-up and work diligently to try to fill the void left behind when the former coordinator passed away. It has not been easy. But, the value of the reward of continuing a long-standing, proud tradition guiding future leaders in our community is well worth the countless hours. I have dedicated this 'season' of my life to improving and continuing this program.

In addition, in October 2008 it was brought to my attention that I could further my ambitions to become more involved on a volunteer basis within my community by pursuing a vacancy with the Neenah-Menasha Joint Fire Commission. With the grace of this very Common Council, our Mayor and encouragement from Chief Len Vander Wyst, I was appointed to the Commission which continues to be a rewarding source of public service. My father was a volunteer fire fighter for most of his working life, and I enjoyed that aspect of camaraderie and dedication towards helping others.

These life experiences, among others, have provided personal guidance and attributed to my perspective of how an ordinary resident, employee, father, and husband can expound, share, encourage, and influence others in a positive, progressive manner hopefully encouraging others to approach life through perspectives of others. My future goals are inclusive of continuing to watch my children excel through school and continue to enjoy life and residence on Doty Island.

I approach life like this; first I listen and when facing any situation, I contemplate on how I can help to improve or make better whether the situation is complicated or simple. I promote equality for all people and encourage people around me to promote tolerance and collaboration with a strong focus on listening to others first. Not that District 1 needs improvement, but more importantly, there are likely many perspectives in District 1 with regard to future direction, consideration of history and tradition, welcoming changes that benefit the community as a whole, and continuing the good things in our community that continue to bring us together. Thank you for reviewing my resume as well.

Sincerely,



Jason C. Dionne

RECEIVED

SEP 11 2009

CITY OF MENASHA
BY dg

Jason C. Dionne

394 Walnut Street
Menasha, Wisconsin 54952
jcdionne_mba@yahoo.com

(920).886.0860 Residence

(920).205.5564 Mobile

Organizational Leadership and Management

Profile

Public and Private business affects and influences much of what people do everyday. A creative, visionary and focused business professional can impact business affairs benefiting finance, efficiency and morale providing solutions for growth. From supporting University instructors, to landscape installation, to business management, my experience as a business professional has accumulated throughout my employment history and those are the goals for which I strive. As you review my current tenure, take into consideration my experiences throughout my employment and undergraduate to graduate studies as it all has influenced and continues to influence my daily decisions to help encourage staff achieve both professional and personal goals subsequently growing and expanding my professional and personal ambitions.

Personnel Management: Directly manage four Route Sales Representatives (RSR) and a District Manager In-Training servicing more than 100 customers with combined annual revenues of more than \$3,000,000.

Account Management: Manage all components of customer accounts including sales, proposals, contract negotiations, quality control, logistic route adjustments, account installation, supply chain and inventory management using wireless technology, assessments of Market Center and account P&L, assessments of sales and credit analysis, oversight of account's receivables, and any subsequent account adjustment to maximize revenue, retention and create cost-effective solutions for customers. Effective account management is also dependent upon understanding local and global business climates and subsequent flexibility to change.

Professional Experience

ARAMARK

1999-Present

Uniform Services, AUS (2002-Present)

- Currently hold positions of District Manager and New Business Installation Coordinator.
- In addition to the above, I previously held Fleet Manager for two consecutive years.
- Applying AUS guiding principles, I must strive to exceed requirements of sales, retention and growth while closely monitoring account receivables and coordinating acquisitions and installations of new accounts.
- The effectiveness of such principles is dependent upon the success of an educated, experienced, compassionate, and motivated staff that applies the same customer-based principles to employees alike. District Management is a critical role as it provides employees the resources and education to successfully implement AUS objectives while fostering account ownership and responsibility.
- In order to do so, I must directly and actively impact all components of customer accounts and bridge our personnel by sustaining and focusing on long-term objectives and building professional business relationships. District Management is responsible for human resource management, hiring, and termination.
- Components of customer accounts are inclusive of sales and contract negotiations and servicing to agreed terms, improving and supporting open communication and assisting with transitions for customers to assure satisfaction and minimized disruption.

Professional Experience, Continued

AUS Continued

- As an RSR, grew route sales approximately 2400% over the course of four years by monitoring an active customer registry, taking advantage of changes within markets to ensure a strong market position while building a wide customer base through sales and acquisitions.
- As an RSR, expanded route volume over 170% over the course of four years by acquiring new business, expanding existing customers, and consistently retaining more than 95% of total customer base.

ARAMARK Refreshment Services (1999-2002)

- Promoted from a route representative to an Account Manager approximately one year after hire.
- Account manager position consists of employee management (union and non-union), customer account management, production, and quality control measures of product and services.
- Consistently met managerial goals to attain maximum bonus requirements by adhering to organizational and account manager objectives.
- Conducted product sampling, promotions, and surveys.
- Performed product use and waste analysis and made subsequent adjustments.
- Conducted candidate interviewing, hiring, training and quarterly performance reviews.
- Organized customer appreciation events.
- Monitored customer accounts to ensure aesthetics, product and service quality, and profits.

Vande Hey's Landscape Center, Inc. (1996-1999)

- As a foreperson, led multiple crews of various individuals creating varieties outdoor living scenarios for one of Wisconsin's premier landscaping companies.
- Works included seeding and plantings, hardscape construction such as paver patios, lumber and synthetic decks and various retaining wall systems, and assisting pond installations.
- Worked with architects, sales staff, management and customers exceeding expectations.

Education

M.B.A., University of Phoenix; Appleton, Wisconsin Campuses, 2006

B.A., Fine Art, University of Wisconsin Platteville, 1994

Professional Awards and Achievements

- Accepted position as a Commissioner with the Neenah-Menasha Fire Rescue, Oct.2008-present.
- Received formal managerial training at AUS Corporate Office in Burbank California (2007) and at our Group Corporate offices for District Manager University (2008).
- 1st Place, RSR All Around Performance, Northern Territories 2006; AUS, Appleton, Wisconsin.
- Top Route Sales Representative Achieved 2005; AUS, Appleton, Wisconsin.
- Received formal recognition as a leader of the all-volunteer coaching staff of Seton Catholic Middle School (nine seasons) football team. Accepted position as Program Coordinator in 2007, which includes active fundraising and securing program supporters within the community.
- Received three consecutive recognition awards by my peers with Vande Hey Company, Inc. as a leader of projects.
- Employed by the University of Wisconsin, Platteville as a Resident Assistant for two consecutive years.
- Employed by the University of Wisconsin, Platteville as a Lab Assistant to aid faculty and students with course curriculum and materials for two consecutive years.

Joanne M. Roush
409 Cleveland Street
Menasha, Wisconsin 54952

Ms. Deborah Galeazzi
City of Menasha Clerk
Third Floor, City Hall
140 Main Street
Menasha, Wisconsin 54952

September 14, 2009

Dear Debbie,

This letter is to declare my interest in representing Menasha's First District on the Common Council. My résumé is attached.

I understand the Council will hear from all candidates on September 21 at a special meeting. Unfortunately, I will not be able to attend as I have a longstanding commitment to be out of town for business reasons during that entire week. I apologize to the council if this causes any inconvenience, and I still hope to be considered for this appointment.

For several years I have attended most meetings of the Common Council as well as most of the meetings of the Utility Commission, as I became concerned about our difficulties with the steam plant. I have read all of the publicly available documents in this matter, along with many of the depositions in the PCI litigation in order to understand how we arrived at this point. Having attended so many meetings to learn about this topic, I've developed an appreciation for the work done by council members and an understanding of how city government functions. Though I have never served in public office, I feel able to make a contribution. I'll work hard to represent the interests of the people in my district and the city as a whole, as one member of a diverse body charged with making decisions that impact the daily lives of every resident.

I believe my work experience gives me some insight that could be useful. I've held a variety of jobs from waitress to small business owner to truck driver, and have worked with people from all walks of life from the shop floor to the executive suite. I've learned to listen, ask questions, and synthesize what I've learned. In every job I've had a tendency to be a problem-solver and enjoy exploring different options and approaches in searching for solutions.

As a homeowner, I am a taxpayer in Menasha, so the financial challenges confronting us are of great concern to me. We've lived in the First District for nine years and are very happy in here. My husband and I are committed to doing what we can to keep Menasha a great place to live and work.

I realize I will not be the only qualified member of our community to request the consideration of the council, and as a citizen, I hope your choice will not be an easy one. That will mean that you had a number of good choices, and that's a sign of a healthy community and a thriving democracy. I appreciate the council's consideration of my qualifications and fitness for the position of First District Alderman.

Sincerely,



Joanne Roush

RECEIVED

SEP 14 2009

CITY OF MENASHA
BY dg

Résumé

Joanne M. Roush
409 Cleveland Street
Menasha, WI 54952

Phone: 920-886-0022
Mobil: 920-915-3623

Education:

1971 Graduated Wabeno High School, Wabeno, Wisconsin
1971 – 1976 Independent Major: Communications Research, UW-Madison.
2002 Completed Fox Valley Technical College truck driver training program.
Other: Food Safety Certification, FVTC, 2003

Employment:

1971 – 1975 Various student jobs; waitress; summer employment as proprietor of my gift shop, The Red Shed, on Highway 10 in Dale.
1975 – 1978 Office manager, BDC Camera Repair, Madison, WI
1978 – 1984 Self-employed designer/seamstress/fabricator, Los Angeles, CA
1984 – 2001 Founding partner, The Display Shop, Inc., Greenville, WI
2002 – 2003 OTR team driver, Ecklund, Inc., Neenah, Wisconsin
2004 – Present Research/Writer/Consultant, Unit7, New York, NY (telecommuting)

Community:

1984 – Present I have served on the boards of Big Brothers/Big Sisters of the Fox Valley (2 years), League of Women Voters (2 years), Advertising Association of the Fox River Valley (5 years), and Doty Island Development Council (2 years).

Personal:

Born in Chicago, Illinois; have lived in Wisconsin for a total of 32 years, nine of those in Menasha at my current address. I am married and have no children.

References available on request.

September 8, 2009

Ms. Debbie Galeazzi
City Clerk
140 Main Street
Menasha, Wisconsin 54952

Ms. Galeazzi:

I am writing to express my interest in the District #1 aldermanic position.

I believe that I would benefit the City of Menasha and specifically the District #1 Aldermanic district because of my work experience which covers a rather diverse range of governmental entities. Although my major emphasis has been on assessing, I also have a broad based background in town and county government gained during my tenures as a Town of Menasha Town Board Supervisor and as a Winnebago County Board Supervisor. Each of my employment positions served to formulate my knowledge of the workings of governmental entities.

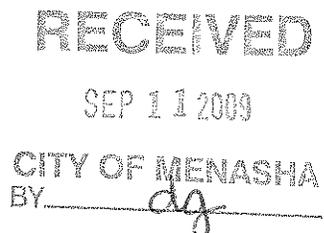
I feel my employment experience serves to qualify me for the position of District #1 Alderman for the City of Menasha.

If you agree, the opportunity to participate in an interview or to be further considered for the position would be greatly appreciated. You may contact me at my home at your convenience.

Sincerely,



Gordon M. Eckrich



GORDON M. ECKRICH

383 Naymut Street • Menasha, WI 54952 • 920-722-7933

OBJECTIVE

To secure the appointment to the district #1 aldermanic seat.

EXPERIENCE

TRI-COUNTY RECREATION ASSOCIATION - Board of Directors, Neenah, WI

Board President

April 1984 to Present

- Creates manager policy.
- Supervises manager performance.
- Host trade shows.
- Eliminated substantial preexisting debt load.
- Installed a permanent concrete floor system.

CITY OF OSHKOSH – Assessors Office – Oshkosh, WI

Property Appraiser

February 2003 to October 2003 and March 2004 to September 2005

- Assisted in city wide reassessment of properties.
- Gathered measurements and listing data of residential and commercial properties.
- Entered listing data and sketches into computer system.
- Assisted in background research of commercial properties.
- Explained new assessments to property owners.

CITY OF APPLETON – Assessors Office, Appleton, WI

Property Appraiser

July 1973 to March 2002

- Performed tasks to set assessments in classes of properties.
- Assisted in development and implementation of computer assisted assessment system.
- Assisted in mentoring lead programmer in assessment function.
- Expanded the State Assessment Manual cost tables.
- Remapped portion of city on the county plat maps.

TOWN OF MENASHA – Town Board of Supervisors, Menasha, WI

Town Board Supervisor

April 1981 to April 1992

- Chaired Building Committee for West Side Fire Station.
- Assisted in development of job description for first Town Administrator.
- Interviewed and hired first Town Administrator.
- Acted as liaison between Town Board and Police and Fire Departments.

EXPERIENCE (CONT)

WINNEBAGO COUNTY – County Board of Supervisors, Oshkosh, WI

County Board Supervisor

April 1984 to March 1992

- Served on committee to oversee County Buildings and Grounds.
- Assisted in initial design and construction of County Exposition Building.

Scott Francis

319 Cleveland Street Menasha Wisconsin 54952
920-722-1317 Scott@ToplineDevelopment.com

September 14, 2009

To: Ms Debbie Galeazzi,
City Clerk, City of Menasha
140 Main Street
Menasha, WI 54952

From: Scott Francis

RE: Vacancy in District #1 Aldermanic Seat

This letter is to express my interest in fulfilling the duties of the open aldermanic position for the 1st district. I would like to help the city of Menasha move forward, by representing the residents and business's within the first district, to ensure that city government decisions made on their behalf are both progressive and fiscally responsible.

As a resident of the 1st district for past 27 years I have a strong sense of community and a good understanding of what the people, and businesses, within the community desire. I am especially interested in business development and "quality of life issues." I feel the two areas compliment each other, in that a strong vibrant business community will allow us to continue to provide quality services without increasing the tax burden to Menasha residents. Decisions regarding the prioritization of spending are more important now than ever before, given the recent economic events and the cities current financial situation.

My community involvement background includes a number of years as an active member on the board of directors for the Doty Island Development Council and the Inventors Network of Wisconsin. My business background includes senior and general management positions for a number of companies including Kimberly Clark, Dean Foods and Community First Credit Union.

For the past six years I have operated my own management consulting company Topline Development LLC.

Today's environment requires collaboration based on vision to achieve more with less.

I welcome the opportunity to serve.



Scott Francis

RECEIVED

SEP 14 2009

CITY OF MENASHA
BY dg

SCOTT R. FRANCIS

319 Cleveland Street
Menasha, WI 54952

920-722-1317
Scott@ToplineDevelopment.com

CAREER OBJECTIVE

Senior Marketing Leadership - General Management Role

Creative and visionary leader with extensive change agent, business development and new products success. Proven people developer and consensus builder who consistently delivers bottom-line results. Experienced in all aspects of strategic planning, advertising, business development, promotion, packaging, research and pricing. Category experience includes food, financial services, paper, apparel, direct marketing, health and beauty aids, and private label. Functional areas of expertise include:

- | | | | | |
|--------------------------|----------------------|--------------|-------------|---------------|
| ✓ Strategic Planning | ✓ P&L Responsibility | ✓ Sales | ✓ Logistics | ✓ Insurance |
| ✓ Research & Development | ✓ Customer Service | ✓ Operations | ✓ Finance | ✓ Investments |

PROFESSIONAL WORK HISTORY

TOPLINE DEVELOPMENT, Menasha, WI

2003 - Present

Strategic marketing consultants specializing in "Go to Market Strategies", New Products, Marketing Strategy & Planning
Owner / President

Work with business owners and "C" level executives to help them make more money with less effort.

- Developed and executed complete marketing and business development programs for multiple clients.
- Serve as a "sounding board" for multiple "C" level clients to help them crystallize vision and strategies.
- Served as Interim chief marketing officer, and worked with clients ranging from start-ups to multi-billion dollar organizations.

COMMUNITY FIRST CREDIT UNION, Appleton, WI

2002 – 2003

Leading regional credit union in northeastern Wisconsin, with \$545 million in assets

Vice President Marketing and Strategic Planning

Responsible for marketing and strategic planning of 16-branch credit union and the management of its insurance and investment subsidiaries.

- Grew assets from \$428MM to \$565MM.
- Increased profits to record levels in excess of \$7MM.
- Turned-around insurance and investment subsidiaries to become profitable contributors.
- Launched 2 new branches that each generated sales in 3 months not attained for prior openings until the 1½-year mark.

MILES KIMBALL, Oshkosh, WI

2001

Catalog and Internet merchandiser.

Director of Customer Relationships

Responsible for improvement in all points of contact with customers and long-term business development.

- Initiated and coordinated consumer research that led to a repositioning of the Miles Kimball website.
- Selected and tested media (other than catalog) to drive customers to website and generate direct sales.
- Organized and led effort to establish relational database for future consumer research.

BEL-KAUKAUNA USA, Kaukauna, WI

1999 – 2001

U.S. headquarters for Fromagerie Bel, the world's second largest cheese company.

Marketing Manager

Responsible for Kaukauna® and WisPride® brands of refrigerated spreads and Mexican sauces (\$50MM in manufacturer's sales).

- Led research that resulted in positioning for company's first-ever account specific television campaign, increasing sales by 17% in advertised markets (25% of the United States).
- Re-launched cheese ball lines with new "easy-open packaging," resulting in the first product improvement in the category in 30 years and a 10% sales increase.
- Introduced improved cream cheese flavors that increased sales 5% while reversing distribution and sales declines.

DEAN FOODS-PICKLE & SPECIALTY PRODUCTS DIVISION, Green Bay, WI

1995 – 1999

World's largest pickle packer.

Marketing Director

Responsible for managing 18 brands and private label programs for 45 of the nation's top 50 retail grocers.

- Contributed to increasing division profits from \$23MM to \$45MM through S.K.U. and mix and territory management.
- Introduced several new products including Peter Piper's Pickles® with the Picklelevator, a basket in the jar which brings pickles to the consumer. Selected as one of ten new products out of 26,000 to win Marketing Intelligence Service Ltd.'s "Better Mouse Trap" award for new products in 1999.
- Received company's Gold Medal Merit award for "Excellence in Management".

STELLA FOODS, Green Bay, WI

1993 – 1995

*Nation's largest manufacturer of Italian cheese with annual sales totaling over \$500MM.***Group Product Manager** - Dairy Case Brands, Private Label, Food Service and Ingredients*Responsible for P&L, marketing and sales of branded and private label cheese including: Frigo[®], Dragone[®], and Gardenia[®].*

- Consolidated product forms across 3 plants to obtain common sizes, pricing, and promotional schedules.
- Created 2 major tie-in promotions, Pogs and Magic Eye trading cards in-packs, increasing sales by 23%.
- Redesigned package graphics to significantly improve shelf presence and incorporate N.E.L.A. requirements.

ZWICKER KNITTING MILLS, Appleton, WI

1991 – 1992

*A seasonal fashion accessory manufacturer and importer.***General Manager** - Knit Street and Contract Divisions*Responsible for P&L, operations, marketing and sales of divisions totaling \$35MM annually. Marketed accessories to drug, grocery, department store and private label/contract classes of trade. Managed 7 direct reports.*

- Improved profitability of divisions from losses of \$3MM to breakeven in less than one year by improving price, mix and cost.
- Sold, personally, over \$3MM in net new business.

MEAD CORPORATION – GILBERT PAPER DIVISION, Menasha, WI

1991

*A \$75MM premium paper manufacturer.***Marketing Manager***Responsible for leading all corporate marketing and advertising activities.*

- Introduced Essee[®], a new grade of recycled premium papers, which was slotted in most major paper distributors and became Gilberts leading paper line accounting for 28% of Gilberts total sales.

KIMBERLY-CLARK CORPORATION, Neenah, WI

1982 – 1990

*World's largest manufacturer of tissue products. A Fortune 100 global consumer products company.***Manager of New Business Development** – Home Health Care Group (1988 – 1990)*Responsible for division's long-term vision and strategy and identification and development of new products.*

- Introduced Freshguard[®] disposable underarm shield to Austin, Texas, test market.
- Introduced Depend Toweletts[®], the company's first wet wipes product.
- Developed initial concept for light incontinence line of products, launched as Poise[®]

Product Manager - Depend[®], Incontinence Products Consumer and Institutional (1987 – 1988)*Responsible for "full containment" and institutional segments of the business.*

- Increased sales 40%, while coordinating cost savings programs, reducing sales costs by 33% and improving product quality.
- Developed institutional packaging and pricing programs, increasing sales by 15%.

Product Manager (1984 – 1987)*Responsible for multiple product lines including: new feminine care products, New Freedom[®] and New Freedom[®] Thin/Thin Super Maxi and Anyday[®] Pantliners.*

- Identified and developed Kotex[®] Natural Curved Tampons. Developed creative for this product, which broke all existing testing records for persuasion and recall.
- Proposed and led change from cardboard to poly bags, resulting in significant volume and brand share increases.
- Created and executed defensive promotions to counteract competitors' major new product entries, developing the highest profit level in the category.
- Introduced New Freedom[®] Thin Maxi, Kimberly-Clarks largest new product introduction to date. (inflation adjusted dollars)

Assistant Product Manager & Marketing Assistant (1982 – 1984)**OTHER EXPERIENCE****Director**

Doty Island Development Corporation - (A community development and action group)

2005 - present

Phoenix Restaurant Group (Five restaurant chain in Milwaukee)

1998 - present

Wisconsin Inventors Network

2006 - present

Author /Public Speaker - Author of a syndicated business column and guest speaker at regional and national events.**Adjunct Professor** Graduate and Undergraduate Marketing and Management Courses**UNIVERSITY OF WISCONSIN, OSHKOSH**

2006 - 2008

CARDINAL STRITCH UNIVERSITY

1985 - 1996

MARQUETTE UNIVERSITY - (FULL TIME)

1981 - 1982

NORTHERN MICHIGAN UNIVERSITY - (FULL TIME)

1980 - 1981

EDUCATION**Masters of Business Administration** – Northern Michigan University, Marquette, Michigan**Bachelor of Science – Management/Marketing**, Adams State College, Alamosa, Colorado



DIVISION OF PUBLIC HEALTH

1 WEST WILSON STREET
P O BOX 2659
MADISON WI 53701-2659

Jim Doyle
Governor

Karen E. Timberlake
Secretary

State of Wisconsin

Department of Health Services

608-266-1251
FAX: 608-267-2832
TTY: 888-701-1253
dhs.wisconsin.gov

September 10, 2009

Dear County and City Administrators and Chairs of Boards of Health:

I know you have heard much discussion about the likely resurgence of pandemic strain H1N1 influenza this fall. Some commentators are reassuring, others are scary. The rapid surge of cases among college students in the last week confirms fears that the new virus will probably spread rapidly this fall until, and unless controlled by a vaccine. While impossible to predict with certainty, as many as half of all Americans may fall ill to the pandemic H1N1 strain, while still others suffer normal seasonal influenza. This would seriously crowd our hospitals and health care clinics, and might seriously reduce the productivity of public and private workforces, even if, as predicted, the new flu is not radically worse than "old-fashioned" influenza.

Such disruption could be blunted by vaccination against both the routine seasonal strains of influenza and the novel pandemic H1N1. In the coming weeks, Wisconsin Department of Health Services' Division of Public Health will make funding available to your local public health department to help them vaccinate unprecedented numbers of your community's residents. The H1N1 influenza vaccination program, likely to begin in mid-October, will first target children and young adults prone to spreading influenza in the community, as well as, health care workers to keep them from infecting vulnerable patients. Thus, this year there will be two different vaccination campaigns, and the H1N1 campaign will likely involve mass clinics serving large numbers of young people. This is a very different challenge than most of your health departments have faced in modern memory.

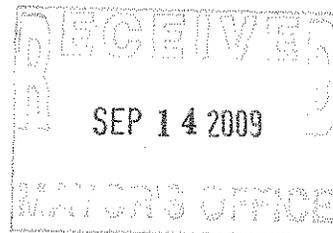
You may know that Governor Jim Doyle declared a health emergency in May to allow state government flexibility to address this unusual situation. We hope that local governments too will allow their local health departments the maximum degree of flexibility in acquiring and dispensing resources, as well as, support from other departments and the private sector necessary to meet our vaccination goals. Within several weeks, our opportunity to make a major difference on this projected epidemic may have passed.

Considerable information regarding both seasonal and pandemic H1N1 influenza is available on <http://pandemic.wisconsin.gov>. My staff or I will be happy to provide any additional information you may need without hesitation.

Thank you for all that you do, and for supporting your local public health department in its quest to keep your community healthy.

Sincerely,

Seth Foldy, MD, MPH, FAAFP
State Health Officer and Administrator
Division of Public Health
Wisconsin Department of Health Services



Wisconsin.gov

MEMO

TO: Mayor Merkes
Common Council

FROM: Jeff Brandt



RE: Fox River PCB Cleanup

I want to provide you a report on the Fox River PCB cleanup. I am happy to report that much of this is good news.

For several years, Menasha, Neenah and NMSC have been trying to get various insurers to provide coverage for this matter. Included would be defense costs. Insurance law in the State of Wisconsin has not been clear and has sometimes been unfavorable to the Cities. We now have an agreement that various insurers will be providing a legal defense under a reservation of rights. A reservation of rights means that the insurers disagree that they are obligated under the policy, but until that is ultimately resolved, they will pay for our defense. The payments will date back to the filing date of the pending lawsuit, June 8, 2008. The reimbursement is expected to be approximately \$1,250,000 leaving about \$300,000 for bills incurred prior to June 8, 2008. We will continue to pursue those as well.

Payment will be made to the Davis Kuelthau trust account. Bills which have not been paid will be offset by Davis Kuelthau upon approval by NMSC. Money left over will be forwarded to NMSC. They will then offset any bills they have paid to Davis & Kuelthau which have not been reimbursed by the two cities. I understand there are a number of bills waiting for Mayor Merkes authorization. After that offset, Menasha's remaining money will be sent to the City. In a recent conversation with Mayor Merkes, he told me that he and Comptroller Stoffel will be bringing a recommendation on the sewer rate to the Council during the budget process. This payment is GREAT news, especially since Phase 1 of the trial will be starting on December 1, 2009 in Federal District court.

The liaison group which has not been formally meeting since the withdrawal from it of Green Bay Met and De Pere has been put on standby status. It was decided to remain a group than to formally disband so as to preserve the confidentially agreement of the various members. There is money that had previously been forwarded to Davis & Kuelthau to be held in trust towards liaison group fees. After balancing any unpaid invoices, Menasha should get about \$35,000 returned from this pre-payment.

As you know, Menasha, Neenah and Appleton have been coordinating much of the defense strategy for Phase 1 as well as sharing depositions. This has saved significant money. To that end, we submitted a proposed global settlement agreement to the State and Federal agencies. It is the desired result that we reach such an agreement so as to provide contribution protection to the municipalities. It is not expected the agency response will be coming soon. Much of the attention of everyone is focused on the December 1, 2009 Federal Court trial date. The agencies have tried to position themselves to avoid participation in the trial. I expect they will need to be reluctant participants.

If anyone has any questions regarding this matter, please contact Mayor Merkes to authorize my appearance at the Council meeting to answer those questions. I'd rather have the opportunity to provide answers to the entire Common Council than to do it individually.

9/17/09

MENASHA STEAM UTILITY
ESTIMATED SHUTDOWN AND DECOMMISSIONING COSTS
BROKEN OUT BY BUDGET YEAR
AS OF SEPTEMBER 21, 2009

2009	2010	Workout		
<u>Decommission</u>				
241,528	40,000		281,528	Labor and Materials for Saleable Condition
<u>Operational</u>				
150,834	226,149		376,983	Unemployment and Personnel
122,423			122,423	Lease agreements
110,000	50,000		160,000	Environmental legal or NOV
355,000	182,000	77,000	614,000	Strategic team costs
252,160	25,000		277,160	Estimated Cash shortage Aug-Oct including final operational invoices
1,231,945	523,149	77,000	1,832,094	Total Costs
-1,105,309		-77,000	-1,182,309	Offset by Reserve Fund or funded by other source
<u>126,636</u>	<u>523,149</u>	<u>0</u>	<u>649,785</u>	Cash shortfall

This does not include termination or customer settlement costs

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, August 24, 2009

Minutes

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

President 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 Pres. Tews, Comm. Gerhart, Hanson, Ziegler and Youngquist. Staff present was Administrator Sturgell, Com. Dev. Dir. Dearborn, Accts. Mgr./Dep. Treas. Pagel, Wastewater Supt. Laabs, Water Supt. Roth. Excused was Fin. Dir. Piergrossi. Also present was P.C. Reporter Mike King.

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - August 10, 2009

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

4. Minutes and Correspondence to Receive

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

a) **Water Main Extension Project on Manitowoc Road:** Adm. Sturgell explained the Town and City of Menasha obtained funding to resurface Manitowoc Road in 2010; however it is a State run project and do not yet know the timeframe. Staff decided to move the proposed replacement of the water main from Harold Dr. to Meadowview Dr. to the fall of this year, and then complete the portion from Meadowview Dr. to Plank Rd. plus Traders Rd., in early spring of next year to be completed prior to the resurfacing of the road. Approximately \$1.4 million has been budgeted for water main relay projects. Staff discussed the potential of increasing the project amount up to 15% of the contract amount while not having to go back out to re-bid and Water Supt. Roth explained. Though the Commissioners expressed their desire to complete the entire project this year, Supt. Roth explained it would take about two months to advertise and bid out before work could even begin, and work could not be done over the winter months. After discussion, Adm. Sturgell stated there would be a resolution for borrowing at the September 14 meeting.

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 090824-1:UD Expenditures

MOTION: Gerhart/Hanson to approve the expenditures as submitted without exception. Motion carried.

9. Reports

a) *Water Superintendent Roth* - Capital Projects Update: Supt. Roth stated the Valley Road project is in progress and going well. Pres. Tews expressed his appreciation for Supt. Roth being present for the meeting during these difficult times.

10. Motions by Commissioners

11. Adjourn

At 5:20 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.

- PROPOSED MINUTES -**WAVERLY SANITARY DISTRICT**

August 11, 2009

District Office - N8722 County Rd. LP

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

Present: Commissioner Helein (WCH)	System Operator Krueger (RWK)
Commissioner Fulcer (LJF)	System Operator VanZeeland (TGV)
Commissioner Sams (MLS)	System Operator Dornfeld (DWD)
Engineer Martenson (SCM)	Office Mgr. Girdley (CMG)
Resident Jerry Lopas	Admin. Asst. Hallock (SAH)
Dan Pociask – KC Representative	Ron Wolf – McMahon Assoc.
Mark Finney – Burr Computer Environments Inc.	

Approval/acceptance of the 7/14/09 Meeting Minutes was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

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

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

COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**KC Service Inquiry -- Water/Sanitary Sewer Plan Approval by District Commission****-- Waiver of Assessment receipt status // Estimated Engineering Cost**

SCM detailed the final water/sanitary sewer plan received from McMahon Assoc. for Commission review/approval. SCM recommended the plan include the installation of a T with a valve south on the frontage road connection to accommodate possible future service installation on FL 10 south. KC's service connection on FL10 will interrupt water service to KC for approximately half a day to a day. Pociask anticipates the temporary service interruption will not cause problems. SCM provided Pociask with an estimate of the charges based on three days for water installation and three days for sewer installation and explained that inspections on private mains are required because the private mains are part of WSD's public system, and infiltration affects the public mains. While the mains are now private, they could become public in the future if ownership change would occur. Project mobilization will begin on 8/24/09, and installation is anticipated EOM 8/09. The contractor will be August Winter. SCM will be notified when the pre-con meeting/installation start dates are established. Wolf questioned future maintenance responsibilities if an easement were granted over the water/sanitary sewer facilities. SCM explained WSD does not grant easements over facilities unless unavoidable. SCM recommended the Commission approve the final water/sanitary sewer plan as discussed above.

LJF motioned/MLS seconded water/sanitary plan approval as recommended by SCM. Motion carried 3-0. The signed Waiver of Assessment was provided to WSD at the 8/11/09 meeting.

WAVERLY SANITARY DISTRICT

August 11, 2009

Page 2

COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED

**Acct. #943 (N9157 Jordan St.) Fence Installation – Recordable document cost responsibility –
(Fence on existing sewer easement) Sanitary District versus Property Owner**

CMG stated the Commission was provided the information received from CJH suggesting the property owner should be responsible for providing the recordable document. Because WSD has 23 easement situations where this issue could/already exists (approximately 4), SCM suggested WSD cover the cost (\$250-\$300) of a recordable document form to be utilized for the above situation, the existing fence situations, and all future easement situations. There will also be a \$12-\$13 recording fee for each document recorded.

LJF motioned/MLS seconded WSD incur the cost for a recordable document form to be utilized for the above situation, the existing fence situations, and all future easement situations as well as the related recording fees. Motion carried 3-0. RWK will provide the locations where fences already exist over easements to allow for proper document signatures/recording.

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

SCM spoke with Attorney Frassetto after WSD's 7/14/09 meeting to question whether the amended utility easement could be prepared before the other issues are resolved. Frassetto agreed it could, and CJH prepared the easement that is now in the process of being signed by the appropriate parties. This easement will replace the existing 1983 easement. When the signed easement is received, this item will be removed from the Meeting Agenda.

OLD BUSINESS

- **Water Sample Tests' Results**

TGV reported all five tests, three taken on 7/20/09 and two taken 7/27/09, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

- **Carl Bowers Construction – CMG to report ditch work maintenance 2-yr. warranty issuance (Manitowoc Rd. Water Loop)**

CMG stated the first year and second year ditch work maintenance fee of \$1000 was paid on 7/17/09 to Carl Bowers after the TOH confirmed/approved the work and current ditch conditions.

- **Future Water Supply Connection (2nd) to Appleton – Future station's site acquisition status**

- **Harrison/Appleton land transfers status**

SCM reported the deed from the COA has been received/recorded. The TOH has not provided the required deed to VHE II-5. When VHE II-5 receives the deed from the TOH, VHE II-5 will provide the deed to WSD. The electrical plan has been provided to RWK for his review, and application has been made to We Energies. The site plan has been provided to TOH for review. The erosion control drainage plan has been approved by TOH Planner Mark Mommaerts. When WSD receives the deed from VHE II-5, the project will be placed for bids.

WAVERLY SANITARY DISTRICT

August 11, 2009

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OLD BUSINESS

- **WSD's Connection to Appleton's 16-inch Main – Full payment issued to Don Hictpas & Sons**
CMG stated the full payment of \$6591.40 was issued to Don Hictpas & Sons, Inc. on 7/17/09.

- **VHE II-5 (Warehouse Specialists) – 12-inch water main installation project report**
Receipt status of required project acceptance items
(Easement to be received after installation but
prior to project acceptance)

SCM stated the project has been completed/tested. The safe water sample results and the final cost/quantities have been received. Duane Fox is in the process of preparing the easement and is aware the easement must be received before final project acceptance can occur. WSD will submit the \$10,000 water main over sizing costs to VHE II-5 after/when VHE II-5 provides the land deed for WSD's metering station to WSD.

Note: Engineering cost reimbursement to WSD does not apply since this project and all related expense is included as part of the metering station site acquisition/total cost.

GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)

- **Woodland Hills Heights – Project status report**
SCM stated Hagens plans to start this project during September 2009. The executed Waiver of Assessment was received on 2/9/09.
- **Birling Court Extension (Andrysczyk) – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 7/14/09 meeting. The executed Waiver of Assessment was received from SCM on 12/13/07.
- **Lake Park Condominiums – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 7/14/09 meeting. SCM anticipates this project will not proceed until the housing market improves and the Lake Park Road project is complete. The executed Waiver of Assessment was received from SCM on 9/12/06.
- **Outagamie LLC Future Development – Project status report (18 acres)**
Location: North of Woodland Terrace and south of
Manitowoc Rd.

SCM stated Van's Realty & Construction and Ament have partnered for this project and are preparing to move forward. Calumet Co. is in the process of creating an ordinance that will change the minimum lot sizes from 12,500 ft. to 7,500 ft. to accommodate future Habitat for Humanity homes. Habitat approached Van's/Ament to discuss purchasing lots for future home construction over a three-year period. The signed Waiver of Assessment was received 1/24/06.

WAVERLY SANITARY DISTRICT

August 11, 2009

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GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)**- 1st Addition – Lake Park Heights – Project status report**

SCM/WSD have not received contact/information regarding this project since WSD's 7/14/09 meeting. Because a signed Waiver of Assessment has not been returned to WSD, this item will be removed from future Meeting Agendas until further contact is received/developments occur.

- Crestwood Subdivision – Location: Southside of Midway Road – Off Cottonwood Drive – Between Eternal Love Lutheran Church and Barker Farm Estates

SCM/WSD have not received contact/information regarding this project since WSD's 7/14/09 meeting. This project will not proceed until the housing market improves. Because a signed Waiver of Assessment has not been returned to WSD, this item will be removed from future Meeting Agendas until further contact is received/developments occur.

NEW BUSINESS**- Establish the September Meeting Date – Tuesday, September 8, 2009 (8:30 a.m.) District Office**

Tuesday, September 8, 2009 at 8:30 a.m. was established as the September meeting date/time. The meeting will be held at the District's office. LJP will contact CMG if her September vacation will interfere with the above meeting date.

OFFICE REPORT (Attachment #2, pp. 1-13)

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

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

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

RWK reported P.J. Kortens recently installed a generator running alarm at LS #1 for a cost of \$335. There was a recent air pump failure in LS #4 that was discovered when Monday morning LS readings were taken. Crane Engineering will install an alarm in the air pump that will notify field personnel if the air pump fails. RWK will also investigate having a dialer installed in LS #5. Dialers are already in place at LS #1, #2, #3, and #4

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**Lift Station #2 and #3 Control System Upgrade – Quotes receipt/discussion**

RWK reviewed the \$20,250 quote received from PJ Kortens to upgrade the control system for LS #2 & #3. Uscmco's estimate will be received by WSD's 9/8/09 meeting date. The quotes will be reviewed at WSD's 9/8/09 meeting.

WAVERLY SANITARY DISTRICT

August 11, 2009

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OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION - CONTINUED**Lift Station #4 Agitator/Mixer – Quotes (2) discussion**

RWK reviewed the \$18,635.31 quote received from ITT Flygt, and the \$8,766 quote received from Crane Engineering for the LS #4 upgrade. RWK recommended WSD engage Crane Engineering to do the upgrade. ITT Flygt's quote represented a more elaborate system than is required at LS #4.

MLS motioned/LJF seconded Crane Engineering be engaged to do the LS #4 upgrade. Motion carried 3-0.

RWK would like to remove the Y connection located on the pipe on the return line that connects to the manhole and install two separate lines to the wet well to avoid backups to the manhole. This procedure is not included in the above quotes. RWK estimated the cost will be \$8,000 to \$12,000.

Waverly Sanitary District's Rezone Issue – CMG to report TOH's decision, required procedure and the anticipated rezone completion time frame

CMG reported TOH agreed to cost share (50/50) the \$350 cost of the rezoning petition. The petition was addressed/approved by the TOH's Plan Commission at its 8/4/09 meeting and will be addressed by the TOH's Board at its 8/25/09 meeting. If approved, TOH Planner Mark Mommaerts will submit the application to Calumet County for rezoning TOH Fire Dept/WSD's property from Agricultural to Commercial. If Calumet County Plan Commission approves the petition at its 9/3/09 meeting, the rezoning should be complete by mid September 2009. WSD's new unlit sign (approximate cost: \$4450) can be installed after the rezoning is complete. WSD's current sign will be removed before winter 2009. Note: TOH does not require a permit for the sign installation.

WSD Facility's Parking Lot – Crack repair/asphalt seal coating quotes (3) discussion

RWK reviewed the three quotes received for WSD's parking lot crack repair/asphalt seal coating. Fox Valley Asphalt submitted a \$2750 quote, Asphalt Seal & Repair submitted a \$2570 quote, and Valley Seal Coat submitted a \$3075 bid. RWK recommended the District engage Valley Seal Coat to do the work even though Valley Seal Coat submitted the highest quote because this quote represents the most comprehensive repairs/seal coating.

MLS motioned/LJF seconded WSD engage Valley Seal Coat to repair/seal coat the District facility's parking lot. Motion carried 3-0.

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

Meeting adjourned at 9:25 a.m.

Submitted by Susan A. Hallock

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Tuesday, September 8, 2009
MINUES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:08 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Pamenter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Engiebert, Benner

ALSO PRESENT: Mayor Merkes, Atty. Rich Carlson, PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil,
C/T Stoffel, Clerk Galeazzi, and the Press

DEPT. HEAD EXCUSED: PHD Nett, PRD Tungate

D. PUBLIC HEARING

None

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

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

Joanne Roush, 409 Cleveland Street. Thank Ald. Pamenter for his service on the Council

Mary Ann Mulvey, 274 Misty Meadows. Thank Ald. Pamenter for his service on the Council

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. Administration Committee, 8/17/09
- b. Board of Public Works, 8/17/09
- c. IT Steering Committee, 7/29/09
- d. Library Board, 8/20/09
- e. NM Fire Rescue, 8/25/09; Finance & Personnel Committee
- f. NM Fire Rescue, 8/26/09; Joint Fire Commission
- g. NM Sewerage Commission, 7/28/09
- h. Parking Committee, 8/26/09
- i. Sustainability Board, 8/18/09

Communications:

- j. Dept. of the Army, 8/17/09; Agenda-regulation of outflows from Lake Winnebago into the lower Fox River
- k. Dept. of Natural Resources, 8/20/09; alleged violations of air pollution control laws referred to Dept. of Justice (198 River St.-Menasha Utilities Facility)
- l. Fire Chief Len Vander Wyst, 9/1/09; Letter of resignation
- m. League of Women Voters, 8/09; Merger announcement
- n. Menasha Historical Society, September newsletter and brochure
- o. Menasha Utilities, 9/09; Steam detail for the seven months ending July 31, 2009
- p. NM Sewerage Commission resolution promulgating a policy regulating and permitting discharge of animal and vegetable fats, oils, grease, food wastes and related materials
- q. PRD Tungate, 8/19/09; Citizen concerns regarding rumor of Menasha pool closing
- r. Public Works Facility, 9/3/09; August 2009 Disposal Violations
- s. Resident Letter (Jean Chew, 241 Sunset Dr.); 8/20/09, stormwater charge
- t. Resident Letter (Richard Meyer, 1201 Grove St.); 8/27/09, City employees
- u. Mayor Merkes to Richard Meyer, 9/3/09; thank you letter
- v. Town of Menasha Utility Commission minutes, 8/10/09
- w. Waverly Sanitary District minutes, 7/14/09

Ald. Wisneski: Comm. P (NM Sewerage Comm. Resolution), questioned the impact to City residents.

DPW Radtke explained the resolution is directed to commercial properties.

Ald. Zelinski: Comm. P (NM Sewerage Comm. Resolution), questioned where most discharges occur.

DPW Radtke explained this is regional and affects both Neenah & Menasha

DRAFT

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 8/17/09
2. Joint Menasha Common Council & Town of Menasha Board of Supervisors, 8/26/09
3. Joint Menasha Common Council & Town of Menasha Utility Commission, 8/26/09

Administration Committee, 8/17/09 – Recommends Approval of:

4. Request to extend repayment of Winnebago County Industrial Development Board Loan – Advanced Tooling Specialists

Board of Public Works, 8/17/09 – Recommends Approval of:

5. Payment – Vinton Construction Company; Contract Unit No. 2009-01; Midway Business Park Concrete Street & Walk Construction; \$135,143.52 (Payment No. 2)
6. Change Order – DeGroot, Inc.; Third Street Water Main Water Main Replacement Project; ADD: \$11,100.80; Change Order No. 2 (Menasha Utilities)

Parking Committee, 8/26/09– Recommends Approval of:

7. The first parking stall south of the Broad St. and Milwaukee St. intersection on the West side of the street, be designated as "handicap parking"
8. Changing the Municipal Code to allow overnight parking on Center Street in areas where parking is not currently prohibited

Ald. Hendricks requested items 7 & 8 be removed from Consent Agenda.

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

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Wisneski, seconded by Ald. Hendricks to refer item 7 of Consent Agenda to Parking Committee.
Motion carried on voice vote

Moved by Ald. Wisneski, seconded by Ald. Pack to create ordinance for item 8 of consent Agenda and bring back to Council.

Discussion

Motion carried on voice vote.

I. ACTION ITEMS

1. Accounts payable and payroll for the term 8/20/09-9/3/09 in the amount of \$1,245,895.96

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

Discussion

Motion carried on roll call 8-0.

2. Pechiney (Alcan) Settlement Agreement (Recommended by Utilities Commission)

Moved by Ald. Hendricks, seconded by Ald. Zelinski to approve Pechiney (Alcan) Settlement Agreement.

Discussion

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. R-21-09 – Regarding Cessation of Steam Utility Operations

Moved by Ald. Hendricks, seconded by Ald. Pack to adopt R-21-09

Discussion

Motion carried on roll call 8-0.

2. R-22-09 – Approving the City of Menasha's liability insurance renewal through Cities and Villages Mutual Insurance Company (CVMIC) (Introduced by Mayor Merkes)

Moved by Ald. Pack, seconded by Ald. Wisneski to adopt R-22-09

Motion carried on roll call 8-0.

DRAFT

K. APPOINTMENTS
None

L. CLAIMS AGAINST THE CITY
None

M. HELD OVER BUSINESS
None

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

Joanne Roush, 409 Cleveland Street. Steam Plant employees not at fault; hope funds will be available for a severance package; closing of Steam Plant is a regional impact, state and county representatives should be involved.

Pete Coonen, Steam Plant Employee. He will be losing his job; disappointed in Utility management and Mayor.

Presentation to Alderman Jason Pamerter

Mayor Merkes presented a plaque to Ald. Pamerter and thanked him for his time on the Council.

Ald. Pamerter thanked the Council for their guidance and the citizens of District 1 for allowing him to represent them.

O. ADJOURNMENT

Moved by Ald. Pamerter, seconded by Ald. Hendricks to adjourn at 6:50 p.m.
Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Special Joint Common Council and
Menasha Electric and Water Utility Commission
Third Floor Council Chambers
140 Main Street, Menasha
September 14, 2009
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 5:10 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Taylor, Wisneski, pack, Hendricks, Zelinski, Englebert
Mayor Merkes, Comm. Allwardt, Fahrbach, Watson

EXCUSED: Ald. Benner, Comm. Guidote

ALSO PRESENT: Atty. Rich Carlson, Lt. Bonneville, C/T Stoffel, MU Mgr Sturm, MU Mgr Krause,
Clerk Galeazzi and the Press

D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Dan Szafranski, Steam Plant employee. Steam Plant employees did what was asked of them; Council should look at severance package for employees facing lay off.

Tony Hoppe, Steam Plant employee. Take into consideration the employees that remained with the plant to the end when considering a severance package.

E. DISCUSSION/ACTION ITEMS

1. Decommissioning Plan/Cost

MU Manager Krause explained the three plans proposed by staff. Option A will keep the plant in a saleable and useable condition for the future. She went over the estimated amounts to decommission the plant with the different options. Even with using the funds available from the Utilities reserve fund, the City would need to cover the shortfall.

MU Manager Sturm explained staff is recommending Option A is the best option that will preserve the plant at the lowest possible cost and still follow good engineering practices. It will cover all the absolute essentials. He explained some of the procedures that will take place to close down the plant. Staff is not sure on all the final costs on the leased equipment. They have been holding discussions with the lease holders.

Moved by Ald. Wisneski, seconded by Ald. Hendricks to accept staff recommendation of Option A for the decommissioning of the Steam Plant.

Discussion: Atty. Carlson recommended an agreement breaking down all the cost associated with the decommissioning or a resolution with the same information for Council approval.

Motion carried on voice vote. Ald. Zelinski voting nay.

Moved by Comm. Fahrbach, seconded by Comm. Watson to accept staff recommendation of Option A for decommissioning of the Steam Plant.

Motion carried on voice vote.

2. Decommissioning Team

MU Manager Sturm explained to keep a manageable team, six to eight workers would be recommended for a decommissioning team. The budget could handle six workers for eight weeks or eight workers for six weeks.

MU Manager Krause explained the Utility Commission approved the relocation of two System Operators and one Electro-Mechanical Technician to the Electric Distribution Dept. These three could be used as part of the decommissioning team as they have the qualifications. There are other qualified workers that can be part of the team without using the three that were relocated to the Electric side.

E. DISCUSSION/ACTION ITEMS, Cont'd
2. Decommissioning Team, Cont'd

Moved by Ald. Pack, seconded by Ald. Taylor to form a decommissioning team of eight people for six weeks as determined by staff.

Motion carried on voice vote. Ald. Zelinski abstained.

Moved by Comm. Allwardt, seconded by Comm. Fahrback to form a decommissioning team of eight people for six weeks as determined by staff.

Motion carried on voice vote.

3. Severance

MU Manager Krause explained the current union contract for the Utility Employees does not have a provision for a severance package for displaced workers.

Discussion ensued on wanting to help displaced employees move forward with a severance or some type of networking, but trying to find money will be hard.

Mayor Merkes asked if there was an objection he would look at options to help fund a severance package for displaced employees.

No objections.

F. MENASHA ELECTRIC AND WATER UTILITY COMMISSION ADJOURNMENT

Moved by Comm. Fahrback, seconded by Comm. Watson, to adjourn at 6:52 p.m.

Motion carried on voice vote

G. DISCUSSION/ACTION ITEMS

1. Ordinance Changes/Appropriation of Funds

C/T Stoffel reported the City did not budget any funds for the shut down of the Steam Plant. The Council could amend or repeal an ordinance created in 1999 to maintain at least 10% of budgeted expenditures in an undesignated reserve to cover payroll and provide help should an emergency arise. He feels comfortable retaining 5 percent to 6 percent. He will make a recommendation to the Council at their next meeting.

Mayor Merkes said the funds in the undesignated reserve are for emergency use. The shut down of the Steam Plant constitutes an emergency use.

H. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Ald. Wisneski to adjourn at 7:09 p.m.

Motion carried on voice vote.

Respectfully submitted by
Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 9/10/09-9/17/09	\$ 468,391.15
Checks # 22639-22780	

 **Check #22711 for \$ 135,143.52 was voided due to duplicate entry

Payroll Checks for 9/10/09-9/17/09	<u>154,300.93</u>
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Total	\$ 622,692.08
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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: 9/10/2009

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AAA SANITATION INC	22639	9/10/2009	160358	100-0703-553.20-09	168.30	PORTABLE TOILET BRIGHTON BEACH
		9/10/2009	160359	100-0703-553.20-09	168.30	PORTABLE TOILET JEFFERSON BOAT LANDING
			Total for check: 22639		<u>336.60</u>	
ACCESSDATA	22640	9/10/2009	12209	100-0801-521.24-02	1,269.00	SOFTWARE LICENSE FRED
			Total for check: 22640		<u>1,269.00</u>	
AIRGAS NORTH CENTRAL	22641	9/10/2009	105721674	731-1022-541.30-18	100.57	MIG WIRE
			Total for check: 22641		<u>100.57</u>	
AMERICAN RED CROSS NEENAH-MENASHA	22642	9/10/2009	2487	100-0000-123.00-00	275.00	CPRIA/ED TRAINING
			Total for check: 22642		<u>275.00</u>	
AT CONFERENCE	22643	9/10/2009	102081-0809	100-0201-512.22-01	171.34	PHONE CONFERENCING
			Total for check: 22643		<u>171.34</u>	
BADGER HIGHWAYS CO INC	22644	9/10/2009	146726	100-1004-541.30-18	5,221.98	HOTMIX ASPHALT SURFACE
			Total for check: 22644		<u>5,221.98</u>	
BERGSTROM	22645	9/10/2009	239339	731-1022-541.38-03	71.60	ELEMENT
			Total for check: 22645		<u>71.60</u>	
BRAZEE ACE HARDWARE	22646	9/10/2009	6165	100-0703-553.30-18	5.29	BIT BORING
		9/10/2009	6197	207-0707-552.24-03	3.16	PAINT TRAY LINER
		9/10/2009	6222	100-0703-553.30-18	5.99	FUNNEL/STRAINER
			Total for check: 22646		<u>14.44</u>	

AP Check Register
Check Date: 9/10/2009

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BRUCE MUNICIPAL EQUIPMENT INC	22647	9/10/2009	5092491	731-1022-541.38-03	377.79	FAN ASSEMBLY
			Total for check: 22647		<u>377.79</u>	
BUBRICK'S	22648	9/10/2009	252233	100-0801-521.30-10	198.66	OFFICE SUPPLIES
			Total for check: 22648		<u>198.66</u>	
CAREW CONCRETE & SUPPLY CO INC	22649	9/10/2009	818423	100-1004-541.30-18	514.00	7TH/MELISSA
		9/10/2009	818424	100-1004-541.30-18	135.85	
			Total for check: 22649		<u>649.85</u>	
CDW GOVERNMENT INC	22650	9/10/2009	PXT3365	100-0403-513.30-15	174.46	LASER FAX
		9/10/2009	PXX2953	100-0403-513.30-15	283.56	REPLACE COLOR PRINTER PWF
		9/10/2009	PZF2986	100-0403-513.30-15	50.35	IT SUPPLIES
			Total for check: 22650		<u>508.37</u>	
CRI RECYCLING SERVICE INC	22651	9/10/2009	22850	266-1027-543.21-06	280.00	DRUM OF GRANULAR MATRL
			Total for check: 22651		<u>280.00</u>	
DEPARTMENT OF COMMERCE	22652	9/10/2009	COMMERCE	100-0704-552.32-01	300.00	PLUNGE POOL DRAIN
			Total for check: 22652		<u>300.00</u>	
DEPARTMENT OF COMMERCE	22653	9/10/2009	COMMERCE	100-0704-552.32-01	300.00	POOL DRAIN
			Total for check: 22653		<u>300.00</u>	
FAMILY THERAPY & ANXIETY CENTER	22654	9/10/2009	090109	100-0801-521.21-05	452.50	SERVICES PROVIDED
			Total for check: 22654		<u>452.50</u>	

AP Check Register
Check Date: 9/10/2009

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FERGUSON ENTERPRISES INC #448	22655	9/10/2009	0474497	100-0703-553.24-03	451.90	PLUMBING PARTS
	Total for check: 22655				451.90	
FOX VALLEY HUMANE ASSOCIATION	22656	9/10/2009	081509	100-0806-532.25-01	1,387.20	22 ANIMALS HANDLED JULY 2009
	Total for check: 22656				1,387.20	
FOX VALLEY TRUCK	22657	9/10/2009	485204	731-1022-541.38-03	154.23	ROD/NUT
	Total for check: 22657				154.23	
GANNETT WISCONSIN MEDIA	22658	9/10/2009	0004254543	100-0405-513.29-02	577.53	LEGAL PUBLICATIONS
	Total for check: 22658				577.53	
GE CHEMICAL	22659	9/10/2009	4052	731-1022-541.30-18	418.70	55 GALLON DRUM/OIL TOWELS
	Total for check: 22659				418.70	
GUNDERSON UNIFORM & LINEN RENTAL	22660	9/10/2009	1318970	100-0801-521.30-13	32.44	TOWEL/MAT SERVICE
	22660	9/10/2009	1320949	100-0801-521.30-13	32.44	TOWEL/MAT SERVICE
	Total for check: 22660				64.88	
HARVEY HOES	22661	9/10/2009	HOES	100-0000-441.28-00	40.00	BOAT SLIP REFUND
	Total for check: 22661				40.00	
HAWKINS INC	22662	9/10/2009	3048512	100-0704-552.30-18	966.20	POOL CHEMICALS
	Total for check: 22662				966.20	
HERITAGE RESEARCH LTD	22663	9/10/2009	09-24	100-0304-562.21-02	17,962.21	HISTORIC BUILDING SURVEY
	Total for check: 22663				17,962.21	

AP Check Register
Check Date: 9/10/2009

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INTERNATIONAL INSTITUTE OF	22664	9/10/2009	090909	100-0203-512.32-01	125.00	ANNUAL FEE
				Total for check: 22664	125.00	
	22665	9/10/2009	083109	100-0801-521.34-03	70.00	CONFERENCE LODGING
				Total for check: 22665	70.00	
JX ENTERPRISES INC	22666	9/10/2009	G292260001	731-1022-541.38-03	37.63	TURN LIGHT
				Total for check: 22666	37.63	
	22667	9/10/2009	89039	731-1022-541.38-03	85.76	POTENTIOMETER
				Total for check: 22667	85.76	
KITZ & PFEIL INC	22671	9/10/2009	072114-0024	100-0703-553.30-18	48.58	HOSES
		9/10/2009	072114-0161	100-0703-553.30-18	10.79	CABLE TIE
		9/10/2009	072114-0171	100-0704-552.30-18	4.49	POLY ROPE
		9/10/2009	072114-0179	100-0703-553.30-18	15.07	SILCOCK HANDLE
		9/10/2009	072114-0186	731-1022-541.30-18	7.96	CASTER
		9/10/2009	072214-0015	731-1022-541.30-18	(0.94)	CASTERS
		9/10/2009	072214-0036	100-0704-552.30-18	3.41	WINDOW BOLT/POOL REPAIR
		9/10/2009	072214-0111	100-0703-553.30-18	26.98	OUTLET COVER
		9/10/2009	072214-0122	100-0702-552.30-18	3.41	REC SUPPLIES
		9/10/2009	072314-0007	100-0703-553.30-18	5.39	PUTTY KNIFE
		9/10/2009	072314-0009	100-0920-531.30-13	10.78	SURGE PROTECTOR
		9/10/2009	072314-0062	100-0703-553.30-18	(29.98)	FLIP COVERS/OUTLET RETURN
				207-0707-552.24-03	11.98	FLIP COVERS/OUTLET RETURN
				100-0703-553.30-18	5.91	FLIP COVERS/OUTLET RETURN
			100-0703-553.30-18	1.80	FLIP COVERS/OUTLET RETURN	
			100-0703-553.30-18	11.04	TP/TANK KIT/BATTERY	
			100-0704-552.30-18	10.78	TP/TANK KIT/BATTERY	
			207-0707-552.24-03	3.86	TP/TANK KIT/BATTERY	
			100-0703-553.30-18	5.64	HARDWARE MISC	
			100-0703-553.30-18	16.14	SWING BENCH REPAIR	
					JEFFERSON PK	

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KITZ & PFEIL INC...	22671...	9/10/2009	072914-0096	100-0703-553.24-02	26.09	JEFFERSON SHOREWALL DRILL BIT
		9/10/2009	073014-0033	100-0703-553.30-18	18.56	SASH BRUSHES
		9/10/2009	073014-0124	100-0703-553.30-18	3.00	KEY
	9/10/2009	073114-0048	731-1022-541.30-18	16.11	UTIL BRUSH	
	9/10/2009	073114-0079	100-0703-553.30-18	4.69	ANCHOR SHACKLE	
	9/10/2009	080314-0145	731-1022-541.38-03	18.52	HARDWARE MISC	
	9/10/2009	080314-0149	100-0801-521.24-03	2.09	KITCHEN OUTLETS	
	9/10/2009	080414-0156	100-0703-553.30-18	8.02	HANDY BX COVER	
	9/10/2009	080414-0159	100-1001-514.30-15	21.66	HOE/CAULK GUN	
	9/10/2009	080509-0020	100-0703-553.30-18	48.56	TIE DOWN	
	9/10/2009	080514-0001	100-0703-553.30-18	19.32	PAINT SUPPLIES	
	9/10/2009	080514-0083	100-0703-553.30-18	13.49	COMB WISS SNIP	
				(8.91)	WALL PLATE/BX COVER	
				7.11	WALL PLATE/BX COVER	
				0.18	WALL PLATE/BX COVER	
				13.82	HARDWARE MISC	
				23.36	LYSOL DISINFECTANT	
				3.41	LYSOL DISINFECTANT	
				7.00	SCREWDRIVER/SEALANT	
				7.45	SCREWDRIVER/SEALANT	
				1.16	HEX PIPE NIPPLE	
				5.49	FIBERGLASS RIP HAMME	
				6.23	REC SUPPLIES	
				2.92	LOCK BOX REPAIR	
				9.99	CRACK STOP FILLER	
				30.12	BRUSHES	
				3.14	SPACKLING	
				21.47	UTIL BRUSHES	
				12.58	ANCHOR SHACKLE	
				17.77	ENAMEL/BRUSHES	
				6.18	MASKING TAPE	
				6.38	HARDWARE MISC	
				16.49	INSECT KILLER	
				19.77	ELBOW/DOWNSPOUT/BRUSH	
				7.63	EPOXY/BLIND CORD	

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KITZ & PFEIL INC...	22671...	9/10/2009	081414-0047	601-1020-543.30-18	8.09	GORILLA TAPE
		9/10/2009	081414-0052	100-0703-553.30-15	47.11	DRILL BITS/CARB BLADE
		9/10/2009	081714-0004	207-0707-552.24-03	25.37	PAINT SUPPLIES
		9/10/2009	081714-0017	731-1022-541.38-03	15.40	CARB STL COLD SHUTS
		9/10/2009	081714-0078	100-0703-553.30-18	7.18	COVER
		9/10/2009	082014-0006	731-1022-541.38-03	8.20	HARDWARE MISC
		9/10/2009	082014-0069	100-0703-553.30-15	33.29	PLANER
		9/10/2009	082014-0126	100-1016-543.30-18	12.58	TWINE
				Total for check: 22671	751.16	
LAWSON PRODUCTS INC	22672	9/10/2009	8363236	731-1022-541.30-18	111.98	STOCK
				Total for check: 22672	111.98	
LEE RECREATION LLC	22673	9/10/2009	8180	100-0703-553.24-02	696.09	4' OVAL TUBE/HARDWARE
				Total for check: 22673	696.09	
LEVENHAGEN CORPORATION	22674	9/10/2009	68278	207-0707-552.38-01	3,906.51	LEAD FREE GAS
				Total for check: 22674	3,906.51	
LINCOLN CONTRACTORS SUPPLY INC	22675	9/10/2009	10518170	100-1003-541.30-15	34.53	CUT SDS MAX ROT HMFR
				Total for check: 22675	34.53	
LOWE'S BUSINESS ACCOUNT	22676	9/10/2009	081709	100-0703-553.30-15	54.92	HAMMER CHISEL SET
				100-0703-553.30-18	64.76	MAGIC WRAP/QUICKRETE
				Total for check: 22676	119.68	
MANAWA TELEPHONE CO	22677	9/10/2009	090109	100-0403-513.22-01	39.95	INTERNET SERVICE
				Total for check: 22677	39.95	
MATTHEWS TIRE & SERVICE CENTER	22678	9/10/2009	30583	731-1022-541.38-02	280.50	TIRE/TRUCK CASING

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MATTHEWS TIRE & SERVICE CENTER...	22678...	9/10/2009	30585	731-1022-541.38-02	454.79	TIRES
		9/10/2009	30627	731-1022-541.38-02	463.12	TIRES
		9/10/2009	30683	731-1022-541.38-02	36.99	MISC SERVICE
		9/10/2009	30684	731-1022-541.38-02	283.00	TIRES
		9/10/2009	30718	731-1022-541.38-02	463.12	TIRES
		9/10/2009	30719	731-1022-541.38-02	(680.00)	TIRE ADJ
		9/10/2009	30721	731-1022-541.38-02	1,132.00	TIRES
			Total for check: 22678		2,433.52	
MENASHA EMPLOYEES CREDIT UNION	22679	9/10/2009	20090910	100-0000-202.05-00	18,657.00	PAYROLL SUMMARY
			Total for check: 22679		18,657.00	
MENASHA EMPLOYEES CREDIT UNION	22680	9/10/2009	20090910	100-0000-202.10-00	101.53	PAYROLL SUMMARY
			Total for check: 22680		101.53	
MENASHA EMPLOYEES LOCAL 1035	22681	9/10/2009	20090910	100-0000-202.06-00	310.00	PAYROLL SUMMARY
			Total for check: 22681		310.00	
MENASHA EMPLOYEES LOCAL 1035B	22682	9/10/2009	20090910	100-0000-202.07-00	260.13	PAYROLL SUMMARY
			Total for check: 22682		260.13	
MENASHA POLICE DEPARTMENT	22683	9/10/2009	PETTYCASH	100-0801-521.34-04	17.00	PETTY CASH
				100-0801-521.29-05	44.00	PETTY CASH
			Total for check: 22683		61.00	
ELISHA D SMITH PUBLIC LIBRARY	22684	9/10/2009	PETTYCASH	100-0601-551.30-11	11.03	PETTY CASH
				100-0601-551.30-14	18.40	PETTY CASH
			Total for check: 22684		111.72	

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MENASHA UTILITIES	22685	9/10/2009	090309	100-1012-541.22-03	13,337.07	STREET LIGHTING
				100-1012-541.22-03	(404.21)	OVERPAYMENT CREDIT
				100-1008-541.22-03	151.66	ELEC/WATER
				100-0703-553.22-03	597.12	ELEC/WATER
				100-0703-553.22-05	334.91	ELEC/WATER
				100-0000-123.00-00	7.71	ELEC/WATER
				100-0903-531.22-03	134.37	ELEC/WATER
				100-0903-531.22-05	42.20	ELEC/WATER
				601-1020-543.22-03	51.31	ELEC/WATER
				100-0703-553.22-03	12.35	ELEC/WATER
			Total for check: 22685		14,264.49	
MENASHA UTILITIES	22686	9/10/2009		100-0305-562.25-01	22,900.00	TRANS OF BIOMASS GRANT
					Total for check: 22686	
MIDWEST SUGA	22687	9/10/2009		100-0202-512.34-02	50.00	CONFERENCE REGISTRATION TAUBEL
				100-0401-513.34-02	50.00	CONFERENCE REGISTRATION SASSMAN
					Total for check: 22687	
MODERN BUSINESS MACHINES	22688	9/10/2009	E26196976	100-1001-514.24-04	467.50	TONER
					Total for check: 22688	
NEENAH-MENASHA MUNICIPAL COURT	22689	9/10/2009		100-0000-201.03-00	197.10	BOND
				100-0000-201.03-00	197.00	BOND
				100-0000-201.03-00	133.00	BOND
			Total for check: 22689		527.10	
NORTH AMERICAN SALT CO	22690	9/10/2009	70389953	100-1006-541.30-18	30,666.49	
					Total for check: 22690	
OFFICE DEPOT	22691	9/10/2009	159661	100-0702-552.30-10	18.73	OFFICE SUPPLIES

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OFFICE DEPOT...	22691...	9/10/2009...	159661...	100-0304-562.30-10	40.38	OFFICE SUPPLIES
				100-1002-541.30-10	19.91	OFFICE SUPPLIES
		9/10/2009	159662	100-0903-531.30-10	18.83	OFFICE SUPPLIES
		9/10/2009	159666	100-0203-512.30-10	2.62	OFFICE SUPPLIES
				100-0101-511.30-10	14.49	OFFICE SUPPLIES
				100-0202-512.30-10	24.23	OFFICE SUPPLIES
				100-0405-513.30-10	2.73	OFFICE SUPPLIES
		9/10/2009	333102	100-0401-513.30-10	50.60	OFFICE SUPPLIES
				100-0401-513.30-10	(50.60)	TO CORRECT VENDOR
		9/10/2009	431434	100-0401-513.30-10	51.12	OFFICE SUPPLIES
			100-0401-513.30-10	(51.12)	TO CORRECT VENDOR	
			Total for check: 22691	141.92		
PACKER CITY INTERNATIONAL	22692	9/10/2009	3292230030	731-1022-541.38-03	128.41	STOCK SUPPLIES
		9/10/2009	3292300043	731-1022-541.38-03	12.79	VAVLE
		9/10/2009	3292300045	731-1022-541.38-03	23.42	LEVEL 1 CORES
				Total for check: 22692	164.62	
POSTAL ANNEX	22693	9/10/2009	150994	100-0801-521.30-11	12.89	POSTAGE
		9/10/2009	150999	731-1022-541.30-11	9.15	POSTAGE
		9/10/2009	151040	100-0801-521.30-11	13.80	POSTAGE
		9/10/2009	151371	100-0801-521.30-11	6.90	POSTAGE
		9/10/2009	151642	100-0801-521.30-11	6.90	POSTAGE
		9/10/2009	151659	100-0801-521.30-11	6.90	POSTAGE
		9/10/2009	151711	100-0801-521.30-11	6.90	POSTAGE
		9/10/2009	151784	100-0801-521.30-11	6.90	POSTAGE
				Total for check: 22693	70.34	
	PSS-CHICAGO	22694	9/10/2009	53960335	100-0914-531.30-18	153.63
				Total for check: 22694	153.63	

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QUALITY PRINTING COMPANY INC	22695	9/10/2009	A22169	100-0703-553.29-01	1,110.40	DAILY LAUNCH ENVELOPES
			Total for check: 22695			1,110.40
REDI-WELDING CO	22696	9/10/2009	13907	731-1022-541.30-18	60.00	ALUM BAR/ANGLES/PROCESS
			Total for check: 22696			60.00
SARA SMET	22697	9/10/2009	SMET	100-0000-201.10-00	100.00	EXCAVATION PERMIT RETURN
			Total for check: 22697			100.00
HENRY SCHEIN INC	22698	9/10/2009	5874348-01	100-0909-531.30-18	249.38	TOOTHPASTE
			Total for check: 22698			249.38
SKID & PALLET	22699	9/10/2009	024823	100-0703-553.30-18	569.50	MULCH
			Total for check: 22699			569.50
SPORT-O-MOTIVE	22700	9/10/2009	081309	731-1022-541.38-03	29.98	OIL FILTER
			Total for check: 22700			29.98
GORDON N STOWE AND ASSOCIATES INC	22701	9/10/2009	414736	100-0903-531.24-04	160.00	AUDIOMETER CALIBRATION
			Total for check: 22701			160.00
BARB TAYLOR	22702	9/10/2009	083109	100-0920-531.33-02	30.25	MILEAGE REIMBURSE
			Total for check: 22702			30.25
TESCH CHEMICAL CO INC	22703	9/10/2009	TC112703	100-0703-553.30-13	59.63	MOP HEADS/SUPPLIES
			Total for check: 22703			59.63

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UNIFIRST CORPORATION	22704	9/10/2009	097 0052942	731-1022-541.20-01	97.91	MAT/MOP/CLOTHING SERVICE
			Total for check: 22704		<u>97.91</u>	
UNITED WAY FOX CITIES	22705	9/10/2009	20090910	100-0000-202.09-00	76.00	PAYROLL SUMMARY
			Total for check: 22705		<u>76.00</u>	
UR WASHINSTUFF INC	22706	9/10/2009	10023	100-0801-521.29-05	159.88	CAR WASHES JULY 2009
			Total for check: 22706		<u>159.88</u>	
US CELLULAR	22707	9/10/2009	200267787-066	100-0101-511.22-01	58.78	CELL PHONES
				100-0204-512.22-01	4.80	CELL PHONES
				100-0201-512.22-01	64.69	CELL PHONES
				100-0401-513.22-01	7.27	CELL PHONES
				100-0403-513.22-01	111.51	CELL PHONES
				601-1020-543.22-01	4.80	CELL PHONES
				100-1001-514.22-01	37.99	CELL PHONES
				100-0601-551.22-01	6.76	CELL PHONES
				100-0801-521.22-01	719.03	CELL PHONES
				100-0919-531.22-01	40.18	CELL PHONES
				100-0904-531.22-01	36.53	CELL PHONES
				100-1002-541.22-01	111.65	CELL PHONES
				100-0702-552.22-01	67.66	CELL PHONES
				100-0704-552.22-01	9.60	CELL PHONES
				100-0703-553.22-01	176.60	CELL PHONES
				100-0304-562.22-01	39.40	CELL PHONES
			731-1022-541.22-01	111.79	CELL PHONES	
			100-1008-541.22-01	8.05	CELL PHONES	
			601-1020-543.22-01	11.77	CELL PHONES	
			Total for check: 22707		<u>1,628.86</u>	

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UTILITY SALES AND SERVICE	22708	9/10/2009	119875-IN	731-1022-541.38-03	91.02	91.02 TUBE REST BASKET RUBBER
				Total for check: 22708	91.02	
VINTON CONSTRUCTION COMPANY	22709	9/10/2009	2009-01	457-1003-541.82-02	135,143.52	135,143.52 MIDWAY BUSINESS PARK
				Total for check: 22709	135,143.52	
VINTON CONSTRUCTION COMPANY	22710	9/10/2009	2009-01	457-1003-541.82-02	135,143.52	135,143.52 MIDWAY BUSINESS PARK UNIV/WITTMAN DRIVE
				Total for check: 22710	135,143.52	
WIL-KIL PEST CONTROL	22711	9/10/2009	1519948	731-1022-541.20-07	63.00	63.00 COMMERCIAL CONTRACT
				Total for check: 22711	63.00	
WINNEBAGO COUNTY CLERK OF COURTS	22712	9/10/2009	BOND	100-0000-201.03-00	285.00	285.00 BOND
				100-0000-201.03-00	109.00	109.00 BOND
				Total for check: 22712	394.00	
WISCONSIN SUPPORT COLLECTIONS	22713	9/10/2009	20090910	100-0000-202.03-00	1,262.15	1,262.15 PAYROLL SUMMARY
				100-0000-202.04-00	138.40	138.40 PAYROLL SUMMARY
				Total for check: 22713	1,400.55	
					406,487.23	

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AIRGAS NORTH CENTRAL	22714	9/17/2009	105741133	731-1022-541.30-18	51.96	OXYGEN CYL
			Total for check: 22714		51.96	
AT&T ADVERTISING & PUBLISHING	22715	9/17/2009	090509	100-1001-514.29-03	402.00	DIRECTORY ADVERTISING
			Total for check: 22715		402.00	
BADGER HIGHWAYS CO INC	22716	9/17/2009	146775	100-1003-541.30-18	26.40	HOTMIX ASPHALT COURSE
		9/17/2009	146817	100-1003-541.30-18	2,216.21	HOTMIX ASPHALT COURSE
			Total for check: 22716		2,242.61	
BADGER LAB & ENGINEERING INC	22717	9/17/2009	INV000038327	601-1020-543.21-02	710.00	WHITING PAPER WW
		9/17/2009	INV000038329	601-1020-543.21-02	280.00	MENASHA UTILITIES WW
		9/17/2009	INV000038361	601-1020-543.21-02	766.00	GRAPHICS PACKAGING
		9/17/2009	INV000038362	601-1020-543.21-02	956.00	INTERTAPE POLYMER WW
		9/17/2009	INV000038363	601-1020-543.21-02	766.00	GUNDERSON CLEANERS WW
		9/17/2009	INV000038364	601-1020-543.21-02	766.00	ALCAN PACKAGING WW
			Total for check: 22717		4,244.00	
BERGSTROM	22718	9/17/2009	107835	731-1022-541.38-03	278.84	MOTOR
		9/17/2009	107838	731-1022-541.38-03	133.55	RELAY
			Total for check: 22718		412.39	
LARRY BONNEVILLE	22719	9/17/2009	091109	100-0801-521.19-03	150.00	LEATHER JACKET
			Total for check: 22719		150.00	UNIFORM ALLOWANCE
BRAZEE ACE HARDWARE	22720	9/17/2009	006281	100-0703-553.30-18	9.98	TIE CABLES
			Total for check: 22720		9.98	
BUBRICK'S	22721	9/17/2009	254887	731-1022-541.30-10	18.90	OFFICE SUPPLIES
				100-0703-553.30-10	31.46	OFFICE SUPPLIES

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BUBRICK'S...	22721...	9/17/2009	254891	100-0801-521.30-10	138.24	MICRO PERF PAPER
			Total for check: 22721		<u>188.60</u>	
BUREAU OF ENVIRONMENTAL AND	22722	9/17/2009	091609	100-0000-421.04-00	1,054.10	REIMBURSE STATE FEES
			Total for check: 22722		<u>1,054.10</u>	
CAREW CONCRETE & SUPPLY CO INC	22723	9/17/2009	819081	100-1004-541.30-18	346.00	AIRPORT RD
			Total for check: 22723		<u>346.00</u>	
CDW GOVERNMENT INC	22724	9/17/2009	PZZ9096	100-0403-513.30-15	5.48	USB CABLE
			Total for check: 22724		<u>5.48</u>	
CHALCHOFF & JELINSKI LLC	22725	9/17/2009	409	100-0201-512.21-01	1,215.75	PROFESSIONAL FEES
			Total for check: 22725		<u>1,215.75</u>	
CONGER TOYOTA LIFT	22726	9/17/2009	00019031	731-1022-541.29-04	176.37	SERVICE POWER WASH UNIT
			Total for check: 22726		<u>176.37</u>	
DAVIES WATER #1476	22727	9/17/2009	0055396	625-1010-541.30-18	226.80	SWR PIPE
		9/17/2009	0055468	625-1010-541.30-18	366.00	CURB/GUTTER FRM
			Total for check: 22727		<u>592.80</u>	
FERRELLGAS	22728	9/17/2009	1029168231	266-1027-543.21-06	90.64	LIQUEFIED PETROLEUM GAS
			Total for check: 22728		<u>90.64</u>	
FOX EXCAVATING LLC	22729	9/17/2009	1105	485-1003-541.82-02	630.00	GRADING RETAINING WALL NATURES WAY
			Total for check: 22729		<u>630.00</u>	
FOX VALLEY TRUCK	22730	9/17/2009	485280	731-1022-541.38-03	14.09	INDICATOR

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FOX VALLEY TRUCK...	22730...	9/17/2009	485330	731-1022-541.38-03	98.15	HANDLE
		9/17/2009	485348	731-1022-541.38-03	262.41	SHAFT ASM
		9/17/2009	485352	731-1022-541.38-03	(91.15)	HANDLE CREDIT
			Total for check: 22730		283.50	
GUNDERSON UNIFORM & LINEN RENTAL	22731	9/17/2009	1319979	100-1001-514.20-01	15.76	MOP/MAT SERVICE
				100-0920-531.30-13	3.48	MOP/MAT SERVICE
				100-0703-553.30-13	3.47	MOP/MAT SERVICE
			Total for check: 22731		22.71	
HORN PRECAST	22732	9/17/2009	3007	625-1010-541.30-18	36.00	ADJ RINGS
			Total for check: 22732		36.00	
INDEPENDENT INSPECTIONS LTD	22733	9/17/2009	302962	100-0301-523.21-06	9,619.81	AUGUST PERMITS
			Total for check: 22733		9,619.81	
JOHN HIDDE	22734	9/17/2009		100-0000-441.17-00	300.00	SELL BACK TWO PLOTS
			Total for check: 22734		300.00	RESTHAVEN CEMETERY
KJ WASTE SYSTEMS INC	22735	9/17/2009	081209	266-1027-543.21-06	1,292.00	RECYCLING MATERIALS
			Total for check: 22735		1,292.00	
KRUEGER TRUE VALUE	22736	9/17/2009	910749	100-0703-553.30-15	120.00	RENTAL CHARGES
			Total for check: 22736		120.00	
KUSTOM SIGNALS INC	22737	9/17/2009	398667	100-0801-521.24-04	383.00	INTERFACE BOX
			Total for check: 22737		383.00	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LAFORCE	22738	9/17/2009	558692RI	100-0703-553.24-03	140.00	ANEMOSTAT
			Total for check: 22738		140.00	
LAMERS BUS LINES INC	22739	9/17/2009	356987/356988	100-0702-552.20-05	393.20	PROGRAM BUS
			Total for check: 22739		393.20	
LOUIS BRUSS	22740	9/17/2009	BRUSS	100-0000-441.13-00	35.00	DUMPSTER OVERPAYMENT REFUND
			Total for check: 22740		35.00	
MARIANNE ALTOBELLI	22741	9/17/2009	ALTOBELLI	100-0000-441.13-00	11.00	REFUND CART DOWNGRADE
			Total for check: 22741		11.00	
MATTHEWS TIRE & SERVICE CENTER	22742	9/17/2009	30817	731-1022-541.38-02	33.34	CLAMP/FLAT REPAIR
			Total for check: 22742		33.34	
MCKENZIE SUPPLY & EQUIPMENT	22743	9/17/2009	21449	731-1022-541.38-03	376.95	FLAIL KNIFE/BLADE
			Total for check: 22743		376.95	
MENARDS-APPLETON EAST	22744	9/17/2009	4254	100-1001-514.30-13	17.96	INSTANT START CF BULBS RESTROOMS
			Total for check: 22744		17.96	
MENASHA EMPLOYEES CREDIT UNION	22745	9/17/2009	20090917	100-0000-202.05-00	2,148.00	PAYROLL SUMMARY
			Total for check: 22745		2,148.00	
MENASHA EMPLOYEES LOCAL 1035	22746	9/17/2009	20090917	100-0000-202.06-00	310.00	PAYROLL SUMMARY
			Total for check: 22746		310.00	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELISHA D SMITH PUBLIC LIBRARY	22747	9/17/2009	091409	100-0000-103.05-00	108.00	PETTY CASH
	Total for check: 22747				108.00	
MENASHA TREASURER	22748	9/17/2009	091509	100-0000-201.15-00	22.02	PETTY CASH
				100-0202-512.30-10	5.78	PETTY CASH
				100-0903-531.30-11	14.97	PETTY CASH
				100-0903-531.33-02	41.25	PETTY CASH
				100-0904-531.33-02	0.77	PETTY CASH
				100-0918-531.30-10	11.72	PETTY CASH
				601-1020-543.30-18	3.94	PETTY CASH
				100-0918-531.33-02	9.90	PETTY CASH
	Total for check: 22748				110.35	
	MENASHA UTILITIES	22749	9/17/2009	3323	625-0401-513.25-01	795.21
		9/17/2009	3324	601-1021-543.25-01	16,130.18	JULY SEWER CALC
		9/17/2009	BILLING#3	100-1008-541.22-03	186.12	ELEC/OR WATER/OR STORM
				100-1008-541.22-05	30.59	ELEC/OR WATER/OR STORM
				601-1020-543.22-03	20.18	ELEC/OR WATER/OR STORM
				100-0704-552.22-03	1,188.14	ELEC/OR WATER/OR STORM
				100-0704-552.22-05	1,431.60	ELEC/OR WATER/OR STORM
				731-1022-541.22-03	1,023.72	ELEC/OR WATER/OR STORM
				731-1022-541.22-05	502.66	ELEC/OR WATER/OR STORM
				731-1022-541.22-06	964.49	ELEC/OR WATER/OR STORM
				266-1028-543.22-06	1,995.50	ELEC/OR WATER/OR STORM
				100-0801-521.22-03	1,794.23	ELEC/OR WATER/OR STORM
				100-0801-521.22-05	247.02	ELEC/OR WATER/OR STORM
				100-0801-521.22-06	81.52	ELEC/OR WATER/OR STORM
				100-0000-123.00-00	1,299.27	ELEC/OR WATER/OR STORM
				100-0000-123.00-00	178.88	ELEC/OR WATER/OR STORM
			100-0000-123.00-00	59.04	ELEC/OR WATER/OR STORM	
			100-0601-551.22-03	3,607.52	ELEC/OR WATER/OR STORM	
			100-0601-551.22-05	753.46	ELEC/OR WATER/OR STORM	
			100-0601-551.22-06	134.87	ELEC/OR WATER/OR STORM	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description			
MENASHA UTILITIES...	22749...	9/17/2009...	BILLING#3...	207-0707-552.22-05	45.96	ELEC/OR WATER/OR STORM			
				100-1019-552.22-03	159.28	ELEC/OR WATER/OR STORM			
				100-1019-552.22-05	3.47	ELEC/OR WATER/OR STORM			
				100-0703-553.22-03	1,928.85	ELEC/OR WATER/OR STORM			
				100-0703-553.22-05	49.49	ELEC/OR WATER/OR STORM			
				100-0703-553.22-06	213.69	ELEC/OR WATER/OR STORM			
				266-1028-543.22-03	8.48	ELEC/OR WATER/OR STORM			
				100-0000-123.00-00	4.03	ELEC/OR WATER/OR STORM			
				Total for check: 22749				34,837.45	
				TOWN OF MENASHA UTILITY DISTRICT	22750	9/17/2009	GROUP02-05	100-0703-553.22-05	939.16
100-0703-553.22-05	59.86	GENEVA FOUNTAIN							
Total for check: 22750								999.02	
MID-AMERICAN RESERACH CHEMICAL	22751	9/17/2009	0396228-IN	100-1016-543.30-18	110.06	SHOP SUPPLIES			
				9/17/2009	0396229-IN	731-1022-541.30-18	325.78	SHOP SUPPLIES	
				Total for check: 22751				435.84	
MINNESOTA LIFE INSURANCE COMPANY	22752	9/17/2009	091709	100-0000-204.07-00	2,732.01	OCTOBER PREMIUM			
				Total for check: 22752				2,732.01	
N&M AUTO SUPPLY	22753	9/17/2009	277420	731-1022-541.38-03	(45.76)	VALVE POSITION SENSOR			
				9/17/2009	279603	731-1022-541.30-18	70.00	SHOP SUPPLIES	
				9/17/2009	280513	731-1022-541.38-03	26.72	U JOINT	
				9/17/2009	280648	731-1022-541.38-03	29.25	HALOGEN SEALED BEAM	
				9/17/2009	280803	731-1022-541.38-03	208.71	BRAKE PADS/ROTOR	
				9/17/2009	281041	731-1022-541.38-03	7.21	MARKER SOCKET	
				9/17/2009	281129	731-1022-541.38-03	69.30	HOUR METER	
				9/17/2009	281415	731-1022-541.38-03	120.03	STOCK SUPPLIES	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
N&M AUTO SUPPLY...	22753...	9/17/2009	281591	731-1022-541.38-03	60.56	SEALER CARTRIDGE
	Total for check: 22753				546.02	
NIELSON COMMUNICATIONS	22754	9/17/2009	FV09-24475	731-1022-541.24-04	266.40	MOUNTING KIT/CONNECTOR
	Total for check: 22754				266.40	
NOFFKE LUMBER INC	22755	9/17/2009	090820818363	100-1011-541.30-18	10.38	LUMBER
	9/17/2009	090820818387	100-1011-541.30-18	2.14	LUMBER	
	Total for check: 22755				12.52	
OCPPA-HONOR GUARD	22756	9/17/2009	HONORGUARD	100-0801-521.34-02	500.00	HONOR GUARD SCHOOL
	Total for check: 22756				500.00	
ONE COMMUNICATIONS CORP	22757	9/17/2009	090209	100-0402-513.22-01	5.88	TELEPHONE SERVICE
				100-0201-512.22-01	5.88	TELEPHONE SERVICE
				100-0000-123.00-00	14.89	TELEPHONE SERVICE
				100-0203-512.22-01	18.29	TELEPHONE SERVICE
				100-0304-562.22-01	25.85	TELEPHONE SERVICE
				100-1001-514.22-01	85.80	TELEPHONE SERVICE
				100-0401-513.22-01	49.37	TELEPHONE SERVICE
				731-1022-541.22-01	58.73	TELEPHONE SERVICE
				100-0903-531.22-01	102.96	TELEPHONE SERVICE
				100-0403-513.22-01	23.80	TELEPHONE SERVICE
				100-0601-551.22-01	217.82	TELEPHONE SERVICE
				100-0101-511.22-01	19.61	TELEPHONE SERVICE
				100-0702-552.22-01	20.07	TELEPHONE SERVICE
				100-0703-553.22-01	130.34	TELEPHONE SERVICE
				100-0202-512.22-01	20.58	TELEPHONE SERVICE
			100-0801-521.22-01	400.44	TELEPHONE SERVICE	
			100-1002-541.22-01	63.09	TELEPHONE SERVICE	
			100-0920-531.22-01	44.82	TELEPHONE SERVICE	
			100-1008-541.22-01	7.04	TELEPHONE SERVICE	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ONE COMMUNICATIONS CORP...	22757...	9/17/2009...	090209...	100-0502-522.22-01	70.55	TELEPHONE SERVICE
				100-1019-552.22-01	54.84	TELEPHONE SERVICE
				207-0000-123.00-00	30.13	TELEPHONE SERVICE
				100-0704-552.22-01	66.13	TELEPHONE SERVICE
				100-0000-123.00-00	441.80	TELEPHONE SERVICE
			Total for check: 22757		1,978.71	
PACKER CITY INTERNATIONAL	22758	9/17/2009	3292300044	731-1022-541.38-03	54.63	XPRGKITS
				731-1022-541.38-03	1,789.52	STRAPS/TANK
				731-1022-541.38-03	66.90	AIR FILTERS
					1,911.05	
			Total for check: 22758			
PETERBILT OF WISCONSIN	22759	9/17/2009	1983	741-0000-193.00-00	72,759.50	CHASSIS
					72,759.50	
			Total for check: 22759			
PNEUMATIC & HYDRAULIC SALES & SERV	22760	9/17/2009	5426	731-1022-541.30-18	128.00	THROTTLE VALVE KIT
					128.00	
			Total for check: 22760			
PRO-X SYSTEMS LAWN CARE	22761	9/17/2009	97227	100-0703-553.20-06	199.83	FERTILIZE/WEED
					199.83	
			Total for check: 22761			
ROAD EQUIPMENT	22762	9/17/2009	TS1332424	100-0403-513.30-15	3,782.00	POLICE SQUAD LAPTOP
				100-0403-513.30-15	(3,782.00)	INCORRECT VENDOR REVERSE
				731-1022-541.38-03	195.71	RELAY VALVE
			Total for check: 22762		195.71	
SANOFI PASTEUR INC	22763	9/17/2009	96808109	100-0903-531.30-18	148.36	TUBERSOL TEST ANTIGEN
					148.36	
			Total for check: 22763			
SERVICEMASTER BUILDING MAINTENANCE	22764	9/17/2009	124485	100-0801-521.20-01	1,570.00	JANITORIAL SERVICE

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SERVICEMASTER BUILDING MAINTENANCE...	22764...	9/17/2009	124550	100-0801-521.20-01	50.00	JANITORIAL SERVICE CLEAN GARAGE
			Total for check: 22764			
SHERWIN-WILLIAMS CO	22765	9/17/2009	0751-7	207-0707-552.24-03	200.83	PAINT
			Total for check: 22765			
SHOPKO STORES INC	22766	9/17/2009	50180	100-0702-552.30-18	22.95	REC SUPPLIES PAST DUE
			50185	100-0702-552.30-18	100.92	SPECIAL EVENT SUPPLIES PAST DUE
			50203	100-0702-552.30-18	16.47	PROGRAM SUPPLIES PAST DUE
			50204	100-0702-552.30-18	27.96	REC SUPPLIES PAST DUE
			50246	100-0702-552.30-18	35.98	STORAGE BOXES PAST DUE
			50264	100-0702-552.30-18	15.05	REC SUPPLIES PAST DUE
Total for check: 22766				219.33		
SUPERIOR CHEMICAL CORP	22767	9/17/2009	2189	100-0000-132.00-00	230.00	CLEANING SUPPLIES
			Total for check: 22767			
THEDACARE	22768	9/17/2009	9200102892	100-0801-521.21-05	220.80	VENIPUNCTURE
			Total for check: 22768			
TOUGH SOLUTIONS	22769	9/17/2009	TSI332424	100-0403-513.30-15	3,782.00	POLICE SQUAD LAPTOP
			Total for check: 22769			
UNIFIRST CORPORATION	22770	9/17/2009	097 0053229	731-1022-541.20-01	107.67	MAT/MOP/CLOTHING SERVICE
			Total for check: 22770			
US OIL CO INC	22771	9/17/2009	161607	100-0000-131.00-00	15,297.03	FUEL
			161608	100-0000-131.00-00	7,418.51	NO LEAD GAS
			161703	100-0000-141.00-00	(600.40)	CONTRACT PREPAY CREDIT
			161704	100-0000-141.00-00	(1,001.40)	CONTRACT PREPAY CREDIT

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
US OIL CO INC...	22771...	9/17/2009	162918	100-0000-131.00-00	3.50	FED LUST TAX
		9/17/2009	162919	100-0000-131.00-00	4.51	FED LUST TAX
			Total for check: 22771		21,121.75	
VEOLIA ES SOLID WASTE MIDWEST	22772	9/17/2009	B40000239664	100-0000-123.00-00	81.00	BROAD ST RECYCLING
			Total for check: 22772		81.00	
WAVERLY SANITARY DISTRICT	22773	9/17/2009	082709	100-0703-553.22-05	50.43	BARKER FARM PAVILION
			Total for check: 22773		50.43	
WC INDUSTRIAL SUPPLY COMPANY	22774	9/17/2009	0005834-IN	731-1022-541.38-03	128.80	FLANGE CART UNIT
			Total for check: 22774		128.80	
WE ENERGIES	22775	9/17/2009	082709	100-0703-553.22-03	7.58	NORTH ST
				100-0903-531.22-04	9.72	316 RACINE ST
				100-0703-553.22-03	8.38	NORTH ST
			Total for check: 22775		25.68	
WIL-KIL PEST CONTROL	22776	9/17/2009	1526502	100-1019-552.21-06	100.00	COMMERCIAL CONTRACT
			Total for check: 22776		100.00	
WINNEBAGO COUNTY REGISTER OF DEEDS	22777	9/17/2009	RD101040	100-0203-512.21-08	26.00	RECORD MTG
			Total for check: 22777		26.00	EDWARD A HINZMANN
WINNEBAGO COUNTY TREASURER	22778	9/17/2009	LF115146	266-1027-543.21-06	6,545.82	BRUSH GRINDING
		9/17/2009	LF115161	100-1017-543.25-01	3,216.76	LANDFILL FACILITY
				266-1027-543.25-01	1,600.84	LANDFILL FACILITY
				100-1016-543.25-01	10,591.48	LANDFILL FACILITY
		9/17/2009	RF101031	266-1029-543.21-06	1,404.00	APPLIANCES/LANDFILL

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WINNEBAGO COUNTY TREASURER...	22778...	9/17/2009	SHJ100477	100-0805-521.25-01	(264.00)	JAIL DIVISION CREDIT
			Total for check: 22778		<u>23,094.90</u>	
WISCONSIN DATCP	22779	9/17/2009	091509	100-0000-421.10-00	255.70	REIMBURSE STATE FEES AG/TRADE/CONSUMER PROT
			Total for check: 22779		<u>255.70</u>	
WISCONSIN SUPPORT COLLECTIONS	22780	9/17/2009	20090917	100-0000-202.03-00	440.23	PAYROLL SUMMARY
				100-0000-202.04-00	138.40	PAYROLL SUMMARY
			Total for check: 22780		<u>578.63</u>	
					<u>197,047.44</u>	

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town
 Village of Menasha County of Winnebago
 City

The undersigned duly authorized officer(s)/members/managers of Piggly Wiggly Midwest, LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Piggly Wiggly Supermarket #24
(trade name)

located at 1151 Midway Road, Menasha, WI 54915

appoints Glen L. Femal
(name of appointed agent)

1719 Sylvan Avenue, Appleton, WI 54915
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Piggly Wiggly Midwest, LLC. in Appleton WI

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? Since 1957

Place of residence last year 1719 Sylvan Avenue, Appleton, WI 54915

For: Piggly Wiggly Midwest, LLC
(name of corporation/organization/limited liability company)

By: *Juanita Butera*
(signature of Officer/Member/Manager)

And: *Rand Butera*
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Glen L. Femal, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Glen L. Femal 9-14-09 Agent's age _____
(signature of agent) (date)

1719 Sylvan Avenue, Appleton, WI 54915 Date of birth _____
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
 (Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 09/15/2009 by *Rand Butera* Title City Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Form with fields for Individual's Full Name (FEMAL, GLEN, LLOYD), Home Address (1719 E SYLVAN), Post Office (Appleton), City (Appleton), State (WI), Zip Code (54915), Home Phone Number ((920) 738-0811), Age, Date of Birth, and Place of Birth (Appleton).

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.
[X] Agent of Pissly Wiggly Midwest 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? 52 years
2. Have you ever been convicted of any offenses... [X] No
3. Are charges for any offenses presently pending against you... [X] No
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization... [X] No
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation... [X] No

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

Table with 4 columns: Employer's Name, Employer's Address, Employed From, To. Row 1: Pissly Wiggly, 14000 Ave. Sheboygan, WI, 1974, 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.

Subscribed and sworn to before me

this 15 day of Sept. 2009
Rebecca A. Galeazzi (Clerk/Notary Public)

(Signature of Named Individual)

My commission expires 8/5/2012



INVESTMENT BANKING AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of September, 2009, by and among the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "Issuer" or the "City") and RBC Capital Markets Corporation (the "Banker" or "RBC CM"), with reference to the following facts:

RECITALS

WHEREAS, the Issuer plans to issue bonds in a single financing or in a series of financings (hereinafter "Bonds") to refinance the Issuer's outstanding debt related to the Issuer's steam utility (the "Project"); and

WHEREAS, the Issuer desires and is authorized by law to retain the services of the Banker in connection with the issuance of the Bonds; and

WHEREAS, the Banker agrees to be retained by the Issuer and to provide to the Issuer the services described herein; and

WHEREAS, the Banker agrees to act as Underwriter, subject to the conditions set forth herein,

NOW therefore, for and in consideration of the mutual promises, covenants, and conditions herein contained, the parties hereto agree as follows:

Section 1 Scope of Services

The Banker shall develop a financing plan with the purpose of assisting the Issuer in achieving its financial objectives. The services of the Banker shall consist of the following:

1. RBC CM, together with the City and its legal and financial consultants, will develop a plan of finance (the "Plan") that addresses the challenges to the Issuer's ability to enter into the capital market. The Plan may consist of one or more options and may be implemented over a period of time.
2. RBC CM will review (i) the outstanding debt of the City Steam Utility, the City Electric Utility and the City Water Utility (collectively, the "Combined Utilities"), (ii) the outstanding General Obligation debt of the City, (iii) loans from the State of Wisconsin, and (iv) any other City debt necessary to prepare the Plan.
3. RBC CM will review, with the cooperation of the City's financial and legal consultants, the net income available for debt service of the City's Combined Utilities. RBC CM will review, together with the City's legal consultants, the regulatory and statutory limits on the ability of the City's Combined Utilities to incur additional debt.
4. To the extent that legislation is needed to authorize certain aspects of the Plan, RBC CM will, at the direction of the City, assist the City in the preparation of enabling legislation. RBC CM will, at the direction of the City, participate in discussions with the State of Wisconsin regarding the proposed legislation.
5. RBC CM will provide to the City and its consultants financial models that may refund certain prior debt, defease all or part of certain debt obligations, and fund new money issues.
6. RBC CM will, at the direction of the City, assist in the preparation and discussion with the national rating agencies regarding the Plan.
7. RBC CM will serve as underwriter of the Bonds, which obligation is conditioned upon the execution of a mutually satisfactory bond purchase agreement and other customary documentation, and coordinate with all parties so as to consummate the sale and delivery of the Bonds in a timely manner.

The Issuer acknowledges and agrees that RBC CM is not making a commitment to extend credit, make a loan or otherwise fund the refinancings beyond the obligations contained in a mutually satisfactory bond purchase agreement. The Issuer acknowledges that advice and recommendations involve professional judgment on our part and that the results cannot be, and are not, guaranteed.

Section 2 Expenses

The Issuer, from the Bond proceeds, will pay the Banker's costs incurred in the performance of this Agreement, including costs of its legal counsel, if any, communication, preparation of the official statements, and overhead expenses.

The Issuer, from the Bond proceeds or other lawfully available funds, will pay for legal fees, including disclosure counsel; rating agency and credit enhancement fees including all related travel (if any); the cost of appraisal, fiscal consultant, statistical, computer, and graphics services (if any), cost of printing and distribution of the official statements and expense of publication, advertising, and informational meetings; and the costs of fiscal agent or bond trustee and registrar.

Section 3 Compensation

The Banker agrees to prepare and coordinate all aspects of the sale of the Bonds. The Banker's compensation will be dependent upon a number of considerations, including, but not limited to; credit quality and the resulting bond rating (if any), term of the securities being offered, and whether the bonds are sold as revenue or general obligation bonds. RBC CM shall be compensated the following amounts, calculated on a dollar per \$1,000 basis against the total of principal of bonds:

- Long term non rated revenue bonds: \$15.00
- Long term non-rated general obligation bonds: \$12.00
- Long term investment grade rated revenue bonds: \$10.00
- Long term investment grade rated general obligation bonds: \$8.00

The compensation for short term or variable rate debt is \$5.00 per \$1,000 of bonds, assuming the short term obligation is supported by credit enhancement that would result in the bonds being rated in the highest short term rating category.

RBC CM is willing to forgive some or all of the total compensation due RBC CM under this agreement; such forgiveness is subject to the City, the Steam Plant bondholders and the financial and legal participants in the Steam Plant financings reaching a broad resolution of the outstanding Steam Plant debt and the equitable contribution, if any, all parties make to the final resolution of the Steam Plant debt.

Fees and commissions are paid from the proceeds of the Bonds and are calculated as a discount on the total bond amount. All fees are contingent on a successful sale of the Bonds and are payable from the Bond proceeds.

Section 4 Term of Agreement

This Agreement is to continue until the refinancings are completed or until the Governing Board of the Issuer formally abandons the refinancings. The Issuer or the Banker may terminate this agreement by providing 30 days' prior written notice to the other party.

Section 5 Severability of Provisions

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

Section 6 Governing Law

This Agreement, and the rights and obligations of the parties hereto, shall be construed, interpreted and enforced pursuant to the laws of the State of Wisconsin, and exclusive venue in any and all actions existing under this Agreement shall be laid in the action or proceeding which Issuer or Banker may be required to prosecute to enforce its respective rights within this Agreement. The unsuccessful party therein agrees to pay all costs incurred by the prevailing party therein, including reasonable interest and attorney's fees, to be fixed by court, and said costs, interest, and attorneys' fees shall be made a part of the judgment in said action. Prior to the commencement of any litigation concerning this Agreement, the Issuer and the Banker agree to first submit any disagreements to mediation. This mediation requirement is intended to reduce the costs of dispute resolution for both parties.

Section 7 Subcontractors

The Banker shall, with the prior written approval of the Issuer, use such subcontractors as are necessary in the fulfillment of this Agreement.

Section 8 Miscellaneous

Nothing contained herein shall preclude the Banker from carrying on its customary and usual business activities. The Banker specifically reserves the right, but is not obligated, to bid for and maintain secondary markets on any Issuer outstanding bonds subject to appropriate information barriers. Services provided by the Banker in connection with this Agreement shall not limit the Banker from providing services for the Issuer in conjunction with other services requested by the Issuer except as limited by rule of law or regulation.

In connection with services agreed to herein, it is understood that the Banker will render professional services as an independent contractor. Neither the Banker nor any of its agents or employees shall be deemed an employee of the Issuer for any purpose.

The Banker shall not assign or otherwise transfer any interest in this Agreement without the prior written consent of the Issuer.

This Agreement constitutes the entire agreement between the parties relating to the subject matter thereof and supersedes any prior understandings or representations. The Agreement may be amended or modified only by a writing signed by both parties. It is solely for the benefit of the Issuer and RBC CM, and no other person.

This Agreement is submitted in duplicate originals. The acceptance of this Agreement by the Issuer will occur upon the return of one original executed by an authorized Issuer representative, and the Issuer hereby represents that the signatory below is so authorized.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

Respectfully submitted,

RBC CAPITAL MARKETS CORPORATION

By Stephen J. Yantsch
Name Stephen J. Yantsch
Title Managing Director

ACCEPTANCE:

CITY OF MENASHA, CALUMET AND WINNEBAGO COUNTIES, WISCONSIN

By _____
Name _____
Title _____

R-23-09

Implementing Community-Wide Energy Program

Introduced by Mayor Merkes

WHEREAS, the City of Menasha and Menasha Utilities is committed to being an environmentally responsible utility, dedicated to improving global and local quality of life through active environmental stewardship; and

WHEREAS, it is cheaper to educate utility employees and board members to use fewer kilowatts than it is to purchase electricity for the operation of City of Menasha and Menasha Utilities facilities; and

WHEREAS, Menasha Utilities already promotes energy conservation and recycling; and

WHEREAS, Menasha Utilities and WPPI Energy. have developed and implemented mutually beneficial renewable energy and energy conservation programs, projects and educational activities within the community of Menasha; and

WHEREAS, implementing a community-wide energy project will require that the City of Menasha and Menasha Utilities “lead by example,” making a commitment of financial and human resources toward the initiative;

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha and Menasha Utilities will set a community goal to reduce demand for electricity, water and natural gas by 10%; and

BE IT FURTHER RESOLVED, that the City of Menasha and Menasha Utilities will lead by example and create a utility-wide effort to instill a conservation ethic, demonstrate the effectiveness of energy efficiency, conservation and renewable resource development and help establish the community as a leader in these areas; and

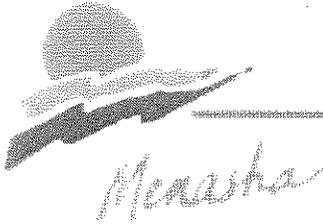
BE IT FURTHER RESOLVED, that the City of Menasha and Menasha Utilities will adopt a municipal policy to curb energy use in utility and other municipally owned facilities.

Passed and adopted this day of .

Mayor

ATTEST:

City Clerk



MEMORANDUM

To: Mayor and Members of the Common Council

From: Vince Maas, Superintendent of Parks, Forestry and Cemetery



Date: September 17, 2009

RE: Resolution for 2010 Urban Forestry Grant

Attached is a resolution for the request for financial assistance to obtain an Urban Forestry Grant in 2010 from the State of Wisconsin – Department of Natural Resources.

This grant would be used to updated the city's tree inventory, develop an urban forestry management plan which would include the City of Menasha's response and action steps to the Emerald Ash Borer (EAB). Consultant lead public information activities and hiring a student intern to assist in the process are also planned.

We estimate the city's share of this grant to not exceed \$6,000 in 2010. This grant is an important first step in preparing the city for the inevitable arrival of the EAB.

RESOLUTION R-24-09

A RESOLUTION SUPPORTING THE WISCONSIN DEPARTMENT OF
NATURAL RESOURCES – URBAN FORESTRY GRANT
EMERALD ASH BORER MANAGEMENT PLAN AND TREE INVENTORY.

Introduced by Mayor Merkes

WHEREAS, the Emerald Ash Borer (EAB) has been found in Wisconsin; and,

WHEREAS, the City of Menasha desires to take a proactive approach in preparing for the arrival of EAB; and,

WHEREAS, a tree inventory and EAB Management Plan will give the city the information it needs to effectively deal with the EAB; and,

WHEREAS, the City of Menasha hereby requests financial assistance under s. 20.370, Wis. Stats., Chapter NR 47, Wis. Admin. Code, for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 20.370(5)(bw) and (1)(mv), Wis. Stats.;

NOW, THEREFORE, BE IT RESOLVED THAT the City of Menasha authorizes the Superintendent of Parks, Forestry and Cemeteries to act on the City's behalf to:

- Submit a grant application to the Department of Natural Resources for financial assistance under s. 20.370, Wis. Stats., Chapter NR 47, Wis. Admin. Code;
- Sign necessary documents; and
- Submit a final report.

Passed and approved this 21st day of September, 2009.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk