

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, October 21, 2013
6:00 PM
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

D. PUBLIC HEARING

1. Special Use Permit – Advanced Aquatic Solutions – 145, 149 and 153 Kaukauna Street

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. Presentation to K-9 Corp from Menasha VFW Post 2126 and Menasha American Legion Post 152
2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. Administrative Committee, 10/7/13
- b. Board of Public Works, 10/7/13
- c. IT Steering Committee, 8/20/13
- d. Landmarks Commission, 10/9/13
- e. Neenah-Menasha Sewerage Commission, 9/24/13
- f. Parks and Recreation Board, 10/14/13
- g. Parking Committee, 3/13/13
- h. Plan Commission, 10/8/13
- i. Sustainability Board, 8/20/13, 9/17/13
- j. Water and Light Commission – Special, 9/4/13, 10/11/13
- k. Water and Light Commission, 9/11/13, 9/25/13

Communications

- l. Mark Radkte, Director of PW, Automated Refuse Collection Surcharges, 10/16/13
- m. Peter and Pamela DeWolf to Ald. Nichols, 10/16/13; Recycle Collection
- n. Roger Kanitz to Mayor Merkes and Ald. Benner, 10/17/13; Recycle Pick-up
- o. Barbara Ballard to Mayor Merkes, 10/17/13; Recycling
- p. Menasha Public Library Annual Report Fall 2013
- q. Menasha Utilities-General Manager named, 9/25/2013
- r. Waverly Sanitary District – Special, 9/26/13
- s. Fall 2013 Joint Recycling, Certificate of Recycling, 10/5/13
- t. Department of Public Works, September Disposal Violations, September 2013

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 10/7/13

Administration Committee, 10/7/13 – Recommends the Approval of:

2. Fox Valley Mutual Aid Agreement
3. Joint Powers Agreement Winnebago County Emergency 911 System, Dec. 1, 2013 - Nov. 30, 2014.

Board of Public Works, 10/7/13 – Recommends the Approval of:

4. Street Use Application – Fox Cities Jingle Bell Run; Saturday, November 9, 2013; 8:45 AM – 10:30 AM (Arthritis Foundation)

5. Petition to dedicate River Lea Court to the City of Menasha and proposed improvements to the street be put into the 2014 budget and property owners be special assessed equally.

6. Sustainability Board recommendations for 2014 Waste Reduction and Automation as outline in memo Dated October 3, 2013.

Plan Commission, 10/8/13, Recommends approval of:

7. Special Use Permit - 145, 149, and 153 Kaukauna Street - Advanced Aquatic Solutions.

- Groundcover in and around proposed landscape areas to consist of landscape grade mulch or decorative stone.
- Landscaping proposed in terrace adjacent to Water Street is subject to Parks Superintendent approval.
- An additional narrative describing site improvements be included for review by Common Council.

Parks and Recreation Board, 10/14/13 - Recommends the Approval of:

8. A one-time \$35 fee to all marina seasonal slip renters in 2014 to offset the cost of a security camera System

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 10/10/13 to 10/17/13 in the amount of \$654,679.16.
2. "Class B" liquor license application for The Grog of Menasha LLC, d/b/a The Grog, 546 Broad Street, Menasha, Ron Lewellyn, agent, to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.
3. Demolition of Army Reserve Buildings
4. Beverage Operators License Applications for the 2013-2015 licensing period.
5. Amendment Number One to Building Rooftop Space Option and Lease Agreement.

J. ORDINANCES AND RESOLUTIONS

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. Recess to Administration Committee and Board of Public Works

P. ADJOURNMENT

Motion to adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (City of Menasha vs. Waverly Sanitary District et al. Calumet County Case No. 13-CV-189 & City of Kaukauna vs Village of Harrison et al. Case No. 13-CV-159).

MEETING NOTICE

Common Council – Monday, November 4, 2013 – 6:00 pm
Committee meetings to follow Common Council

City of Menasha
Public Hearing

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by Advanced Aquatic Solutions to establish a marine construction office and shop on non-conforming parcels. The business operations are to take place on three parcels located at 145, 149 and 153 Kaukauna Street with the corresponding parcel numbers of 2-00182-00, 2-00184-00 and 2-00164-00. The Plan Commission hearing will be held on Tuesday, October 8, 2013 at 3:30 PM in the Council Chambers of Menasha City Hall located at 140 Main Street. The Common Council will hold its public hearing on this matter at 6:00 PM on Monday, October 21, 2013 at the same location. All persons interested in commenting on the application for the Special Use Permit are invited to attend.

Run: October 6 and 13, 2013

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
October 7, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Keehan, Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DFC DeLeeuw, CDD Keil, DPW Radtke, ASD Steeno, Clerk Galeazzi

C. MINUTES TO APPROVE

1. Administration Committee, 9/3/13

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Fox Valley Mutual Aid Agreement

PC Styka explained the agreement is between Police Departments of Cities of Menasha, Neenah, Appleton, Kaukauna, Towns of Grand Chute, Menasha and Villages of Kimberly, Little Chute, Combined Locks. The agreement is to provide law enforcement assistance in emergency situations.

General discussion ensued on the terms of the agreement.

Moved by Ald. Benner, seconded by Ald. Keehan to recommend to Common Council Fox Valley Mutual Aid Agreement.

Motion carried on roll call 8-0.

2. Joint Powers Agreement Winnebago County Emergency 911 System, Dec. 1, 2013 - Nov. 30, 2014.

DFC DeLeeuw explained this is an annual agreement that provides emergency services to the residents of the City of Menasha.

Moved by Ald. Keehan, seconded by Ald. Langdon to recommend to Common Council Joint Powers Agreement Winnebago County Emergency 911 System, Dec. 1, 2013 – Nov. 30, 2014.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Keehan to adjourn at 7:40 p.m.

Motion carried on voice vote.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
October 7, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:40 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Keehan, Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PWS Jacobson, Asst PWS Nieland, Clerk Galeazzi

C. MINUTES TO APPROVE

1. September 3, 2013

Moved by Ald. Langdon, seconded by Ald. Nichols to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Street Use Application – Fox Cities Jingle Bell Run; Saturday, November 9, 2013; 8:45 AM – 10:30 AM (Arthritis Foundation)

Moved by Ald. Sevenich, seconded by Ald. Benner to recommend to Common Council Street Use Application for Fox Cities Jingle Bell Run, Saturday November 9, 2013, 8:45AM-10:30AM (Arthritis Foundation)

Motion carried on roll call 8-0.

2. Petition to Dedicate River Lea Court to the City of Menasha

DPW Radtke explained the five property owners on River Lea Court approached the City indicating their desire to dedicate their street to the City. He explained the type of improvements that would need to be done to the street and property owners will be special assessed for these improvements. It is the desire of the property owners to equally share in the improvement costs rather than prepare the assessments on the basis of property front footage.

General discussion ensued on the type of improvements.

Thomas Scheetz, 862 River Lea Court addressed the Board regarding on-street parking and drainage issues.

Moved by Ald. Sevenich, seconded by Ald. Nichols to recommend to Common Council accept petition to dedicate River Lea Court to the City of Menasha and proposed improvements to the street be put into the 2014 budget and property owners be special assessed equally.

Motion carried on roll call 8-0.

3. Recycling Program Recommendations from the Sustainability Board

Mayor Merkes explained the Sustainability Board is recommending changes over the next two years (2014-2015) to reduce waste and increase recycling. The recommendations are to increase the frequency of recycling pickup in the City from 12 per year to 18 per year, increase the fee for a 96 gallon refuse container from 50 cents to \$1.00, reduce the number of City provided bulky item/overflow stickers from 6 to 5, and to encourage use of overflow containers and drop off site for recycling.

General discussion ensued on the recommendation from Sustainability Board; equipment needs and timeline to implement the recommendations.

Asst PW Nieland explained procedures used to encourage residents to recycle including enforcement of recycling and refuse regulations and allowance for additional overflow recycling containers.

PWS Jacobson explained the plan for adding the necessary automated equipment and staffing needs for refuse and recycling pickup.

Moved by Ald. Nichols, seconded by Ald. Keehan to recommend to Common Council Sustainability Board recommendation for 2014 as outline in memo date Oct. 3, 2013. Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Langdon to adjourn at 8:40 p.m. Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

**CITY OF MENASHA
IT STEERING COMMITTEE
August 20, 2013
MINUTES**

A. CALL TO ORDER

Styka called the meeting to order.

B. ROLL CALL/EXCUSED ABSENCES

Committee members Ald. Nichols, CA/HR Director Captain, IT Manager Lacey, Director Nett, Interim Comptroller/Treasurer Sassman and Chief Styka were present. Also present was IT Supervisor Patrick James. Director Keil was absent.

C. MINUTES TO APPROVE

Motion to approve the July 9, 2013 minutes was made and seconded by Lacey and Nichols, respectively. There was no discussion. Motion carried.

D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA

None

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. **Staff update on status of projects/operations/costs.** Lacey discussed anticipated 4th quarter projects including wireless access points for city hall, health and police departments and possibly public works facility.
2. **Survey results.** The committee members reviewed and discussed the survey results.

F. ACTION ITEMS

1. **Review of voicemail upgrade proposal.** There are monies in the 2013 budget for voicemail upgrade. IT Manager Lacey explained and recommended the proposal from Toshiba IP Application Server which costs substantially less than replacing the phone system and will solve the voicemail problems. Motion by Nichols and seconded by Captain to approve the voicemail upgrade proposal from Toshiba IP Application Server. Motion carried.
2. **Review of 2014 preliminary budget.** Discussion ensued on the preliminary 2014 budget that Styka handed out and IT staff presented. The Committee identified priorities based on Ald. Nichols, Mayor and IT staff recommendations, Springsted study and survey results to include in the 2014 budget: WEB site development; staffing; credit card processing for customers; security audit. Further information is needed to determine necessity, costs and expenses of options such as if some work should be done through a consultant, additional staff either temporary or permanent, etc.
3. **IT Steering Committee meeting notices and minutes being posted.** IT staff noted that minutes are posted. Ald. Nichols requested prompt posting of minutes after meetings.
4. **Committee discussion and action on next IT Steering Committee Meeting date**
September 17, 2013 at 8:15 a.m.

G. ADJOURNMENT

Meeting adjourned by motion made and seconded by Nichols and Captain, respectively. Motion carried.

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
October 9, 2013
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Comm. Grade at 4:35 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan (arrived at 4:53 PM), Commissioners Tom Grade, Paul Brunette, Kristi Lynch and James Taylor (arrived at 4:43 PM)

LANDMARKS MEMBERS EXCUSED: Commissioner Peg Docter

LANDMARKS MEMBERS ABSENT:

OTHERS PRESENT: PP Homan, Kirby D. Bonnin and Daryl Asmus, 206 Club.

C. MINUTES TO APPROVE

1. **Minutes of the August 28, 2013 Landmarks Commission Meeting**

Motion by Comm. Brunette, seconded by Comm. Lynch to approve the August 28, 2013 Landmarks Commission meeting minutes.

The motion carried.

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

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. **Application for Façade Improvement Grant – 64 Racine Street – 206 Club**

Mr. Bonnin and Mr. Asmus, representatives of 206 Club, provided an overview of their proposed improvements, which include new windows and door facing Racine Street, and a rear porch overhand.

PP Homan indicated that only the windows and door are eligible for the Façade Improvement Grant. In addition, the proposed rear porch does not require approval from the Landmarks Commission as the building is not located in the historic district. It will require a building permit and must comply with all zoning provisions applicable to the site.

Commissioners discussed the proposed windows and door, and their desire for more information pertaining to their specifications and coloring.

Motion by Comm. Brunette to hold action on this item until submission of specification sheets and proposed colors for the windows and door; seconded by Comm. Lynch.

The motion carries.

G. DISCUSSION ITEMS

1. **Façade Design Concepts – 234 Main Street – Club Liquor**

Commissioners reviewed and discussed conceptual renderings of potential improvements to the Club Liquor facade, with relation to historic district standards.

PP Homan indicated she would look into signage and other city code requirements to ensure the concept is code compliant.

2. **Bridge Tower Museum Update**

PP Homan provided an updated regarding the video, installation of equipment and signage required to open the museum. PP Homan suggested the official opening be set for the opening of boat season next spring.

Commissioners were in agreement regarding the new opening date.

Comm. Taylor noted that missing roof tiles and a broken window should be looked into.

3. **Future Projects**

Comm. Taylor requested the Broad Street Pocket Park be added as a standing discussion item.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Lynch, seconded by Comm. Brunette to adjourn at 5:35 PM.

The motion carried.

Respectfully submitted by PP Homan.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday September 24, 2013

Meeting was called to order by Commission President Youngquist at 8:00 a.m.

Present: Commissioners Mike Sambs, Kathy Bauer, Tim Hamblin, Gordon Falck, Raymond Zielinski, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

Excused: Commissioner Jim Gunz

Also Present: Chad Olsen, Amy Vaclavik (McMAHON); Rob Franck, Paul Much (MCO).

Public Hearing

President Youngquist opened the Public Hearing to receive comments on the proposed 2014 NMSC Budget.

Hearing no comments or questions, Commission President Youngquist requested the Public Hearing be closed and to reconvene into Regular Open Session.

Motion made by Commissioner Falck, seconded by Commissioner Zielinski to close the Public Hearing and reconvene into Regular Open Session. Motion carried unanimously.

September 5, 2013 Special Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Sambs to approve the minutes from the September 5, 2013 Special Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. September 6, 2013 email from Randall Much, NMSC to Tom Kispert, McMahon.
RE: Attorney Thiel to review contract with HSI for steps to reject equipment.

Manager Much reported there has been lots of communication and activity happening from HSI since the email was sent out.

President Youngquist skipped Agenda item #6 – Davis & Kuelthau request and will return to this item when Attorney Thiel is present at the meeting.

New Business

Operations, Engineering, Planning

Phosphorus Removal – Chad Olsen indicated he has no additional update at this time. Manager Much requested information on the status of the phosphorus pilot unit; they were scheduled to be here. Chad reported the schedule has been changed and they will be here in October.

Construction Progress Update. Chad Olsen is attending the meeting in place of Tom Kispert who is out ill today. Chad reviewed and discussed the memorandum handout on the plant construction progress, the Certificates for Payment, contract change order, and pending proposals. Manager Much provided additional details on some of the activities occurring at the plant.

Attorney John Thiel entered the meeting. President Youngquist returned to Agenda item #6 – Davis & Kuelthau request.

Attorney Thiel reported he discussed with Neenah City Attorney Godlewski the request from Davis & Kuelthau for payment of unpaid disputed services from the Commission that have not been paid by the insurance companies. When Davis & Kuelthau receives payment from the insurance companies on the disputed charges, they would issue a refund to the Commission. Menasha City Attorney Pam Captain was unavailable and Attorney Thiel has not talked with her yet on this issue. It was reported Attorney Godlewski was okay with the payment. Attorney Thiel recommends the Commission pay only \$40,000 of the \$55,442 requested. After discussion, motion by Commission Bauer second by Commissioner Hamblin to approve payment to Davis & Kuelthau in the amount of \$40,000 to be applied to open invoices listed on the Invoice Summary report from Davis & Kuelthau with reimbursement of the \$40,000 to be requested from the Cities of Neenah and Menasha. Motion carried unanimously.

Attorney Thiel was excused from the meeting. The Commission returned to the Construction Progress Updates.

After further discussion on the ongoing work, motion by Commissioner Falck, second by Commissioner Hamblin to approve for payment Certificate for Payment #11 from August Winter & Sons Inc. in the amount of \$925,660.00. Motion carried unanimously.

Chad Olsen discussed proposed change order #23 for the contract with August Winter & Sons. Line items #23.1 and #23.4 were approved at the September 5 Special Meeting. Chad further discussed line items #23.2 and #23.3. After discussion motion by Commission Falck, second by Commissioner Bauer to approve change order #23 in the amount of \$50,071.00 for the contract with August Winters & Sons. Motion carried unanimously.

Chad reported on the proposals that are currently pending for change orders. President Youngquist expressed his concern on the diminishing amount in the contingencies.

Chad Olsen reported on and discussed the Certificates for Payment. Equipment Contract C with LAI Ltd. – Vortex Pumps, Certificate for Payment #3 and final in the amount of \$15,572.25;

September 24, 2013

Regular Meeting

Page 3

Equipment Contract D with LAI Ltd. – Centrifugal Solids Pumps, Certificate for Payment #3 in the amount of \$1,187.30; Equipment Contract F with JWC Environments – Fine Screen Washer/Compactor, Certificate for Payment #3 and final in the amount of \$129,555.00; and Equipment Contract N with Unison Solutions, Inc. – Digester Gas Treatment, Certificate for Payment #3 and final in the amount of \$88,800.00. After discussion motion by Commissioner Zielinski second by Commissioner Sambs to approve for payment Equipment Contract C with LAI Ltd. – Vortex Pumps, Certificate for Payment #3 and final in the amount of \$15,572.25; Equipment Contract D with LAI Ltd. – Centrifugal Solids Pumps, Certificate for Payment #3 in the amount of \$1,187.30; Equipment Contract F with JWC Environments – Fine Screen Washer/Compactor, Certificate for Payment #3 and final in the amount of \$129,555.00; and Equipment Contract N with Unison Solutions, Inc. – Digester Gas Treatment, Certificate for Payment #3 and final in the amount of \$88,800.00. Motion carried unanimously.

Rob Franck reported on the status of the HSI Blowers. There was a conference call held with three other individuals from HSI regarding the reported issues on the blowers. Rob indicated the mechanical issues should be taken care of in 2 – 3 weeks; programming issues will then be completed following fixing the mechanical issues. President Youngquist questioned if HSI will be paid only when the issues have been fixed; we currently still owe them about \$200,000. Chad responded this would be the normal practice of Tom Kispert to pay HSI only after these issues are fixed; Chad will report this to Tom to make sure HSI is paid after the issues are fixed. Commissioners were updated on the painting issues. Commissioner Falck questioned the status of the chemical feed pumps (sodium hypochlorite). Rob reported the first three pumps are being tied in this morning; the contractor feels they have the solution to the problems.

Commissioners discussed the current McMahon invoices. After discussion, motion by Commissioner Bauer, second by Commissioner Zielinski to approve for payment McMahon invoices: #45202 - \$16,000.00; #45203 - \$14,175.00; #45205 – \$925.00; #45206 - \$5,975.00; #45207 - \$19,177.09; #45204 - \$1,225.00; #45208 - \$2,750.00; #45209 - \$48,600.00; #45210 - \$92,600.00; #45431 - \$6,000.00; and #45429 – \$5,000.00. Motion carried unanimously.

Manager Much discussed the Operating Report for August. Manager Much reported on a phone message he received from Bob Potratz; he was wondering if the Commission would be interested in purchasing a storage building. Manager Much reported he returned the phone call and left a message; he did not receive a response back. Manager Much reported on issues the Town of Holland Sanitary District is having processing solids in the winter months; he would like to know if the Commission would be willing to allow solids to be brought in from the Town of Holland S.D. – there would be approximately one-half ton per day of solids to process. Manager Much will have costs to process the solids developed with a profit and will report back to the Commission at the next meeting. Manager Much reported on mercury sampling in the Neenah sewer system; mercury levels from Neenah have decreased. Manager Much reported the plant is operating well. After discussion, motion by Commissioner Zielinski, second by Commissioner Sambs to accept the Operating Report for August. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the Financial Statements for the month of August 2013. After discussion, motion by Commissioner Zielinski, second by Commissioner Bauer to accept the financial statements for the month of August, 2013. Motion carried unanimously.

President Youngquist asked if there were any questions or comments on the Proposed 2014 NMSC Budget. Hearing none, motion by Commissioner Falck, second by Commissioner Bauer to approve the Proposed 2014 NMSC Budget as presented. Motion carried unanimously.

Accountant Voigt reported to the Commissioners there are printed copies of the full User Charge System available on the table for their reference. Motion by Commissioner Falck, second by Commissioner Zielinski to approve the User Charge System as prepared and to begin using the approved User Charge System beginning January 1, 2014. Motion carried unanimously.

Commissioners discussed creating a formal policy in handling encroachments on Commission owned property. Commissioners discussed using the email from Attorney Thiel providing comments on this issue. After further discussion Commissioner Zielinski indicated he is in favor of dropping the issue. Following more discussion it was decided to hold this item and to put on the agenda for the October 22 meeting as Old Business.

President Youngquist discussed the dates for additional meetings to be held in October 2013, November 2013, and January 2014. Additional Commission meetings will be held on the 2nd Wednesdays in October 2013, November 2013, and January 2014. The dates of the additional meetings will be: October 9, 2013, November 13, 2013, and January 8, 2014 at 8:00 am.

Accountant Voigt discussed his memo regarding simplifying the look of the meeting agendas. Two samples were provided as suggested possibilities. After discussion, it was the consensus to try Sample #1 as an agenda format.

Motion by Commissioner Zielinski, second by Commissioner Falck to approve Operating and Payroll Vouchers #133928 thru #133983 in the amount of \$364,679.38 and Construction Fund Vouchers #206 thru #209 in the amount of \$1,023,973.99 for the month of August 2013. Motion carried unanimously.

Accountant Voigt discussed the Accountant's Report for August 2013. The interest rates on the checking and money market accounts have not changed. MCO generated \$4,100 in income for the Commission in August. Accountant Voigt reported the Cash Flow report was updated to current known information. President Youngquist reported on a CD special being offered by Community First Credit Union and requested Accountant Voigt to inquire if the Commission would qualify to receive the CD Special. Accountant Voigt will check with Community First Credit Union. Motion by Commissioner Zielinski, second by Commissioner Hamblin to accept the Accountant's Report and Cash Flow Report for the month of August 2013. Motion carried unanimously. President Youngquist reported there is no additional information to report at this time regarding the MCO contract. Commissioner Bauer requested to receive a copy prior to action being taken on the contract.

September 24, 2013

Regular Meeting

Page 5

Motion by Commissioner Bauer, second by Commissioner Falck to approve for payment MCO invoices #17635 - \$120,625.77 and #17671 - \$323.80 and to pay the invoices after October 1, 2013. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Falck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:27 a.m.

President

Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY OCTOBER 9th 2013.

CITY OF MENASHA
Parks and Recreation Board
Menasha Historical Society
Inside the Memorial Building
640 Keyes Street, Menasha
October 14, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:13 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Nancy Barker, Lisa Hopwood, Cindy Schaefer-Kemps, Ald. Mark Langdon, Tom Marshall, Sue Pawlowski

MEMBERS EXCUSED: None

OTHERS PRESENT: PRD Tungate, PS Maas, Harbormaster Schabach, Jean Chew, Stacey Hoekstra from the Historical Society.

C. MINTUES TO APPROVE

1. **Minutes of the September 9, 2013 Park Board Meeting**

Moved by Ald. M. Langdon, seconded by N. Barker to approve the September 9, 2013 Park Board minutes. Motion carried.

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

1. **E-mail from Lori Lacey regarding Dogs at Jazzfest**

Jazzfest stated they are comfortable with the existing no dogs ordinance for their event.

2. **General Provisions Regarding Meeting Attendance – City Ordinance Sec. 2-4-14**

Members were reminded that they have a responsibility to make as many meetings as they can and that there is a city ordinance that pertains to absenteeism at meetings.

3. Harbormaster Schabach also discussed how the marina season went. She included a list of maintenance suggestions. Staff will have a response to her list at the next meeting. The Corn Roast went very well. Cool temperatures and high water in June made for a slow start to the season. She would like to see a new event come to downtown on a weekend to attract boaters and the community in general.

E. COMMUNICATIONS

1. **Wisconsin Urban Forestry Council 2013 Report**

PS Mass reviewed some information in this handout. City plans to submit an application for a Partnership Award for its work with CN on the 30 for 30 tree planting initiative.

F. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report – PRD Tungate**

PRD Tungate reported the status of the Armory Reserve Building RFP for demolition, results of the RFP will be on the Common Council agenda on Oct. 21. The city received tentative approval of the Gilbert site grant. Pumpkin Hunt is October 22 and the departments' Council budget review is tentatively set for November 13.

2. **Park, Pool and Vandalism Report – PS Maas**

PS Maas reported that some pool liner maintenance has been done, Jefferson and Smith park access driveways were repaved, restrooms and fountains starting to be shut down for the season.

G. DISCUSSION

1. **Dogs at Park Special Events**

Discussion was held relative to the possibility of allowing pets at Jazzfest. Some pet owners have come to the event and tried to stay on, or very near the trail with their animals, thus perhaps not technically violating the current ordinance. After lengthy discussion it was the consensus of the Board to leave the ordinance as is and not grant any exception to Jazzfest, who has not requested that dogs be allowed at their event.

2. **2014 Department Budget Objectives**

PRD Tungate highlighted the goals of each department goal for 2014. The Gilbert site, master plan for Jefferson Park/Neighborhood planning for the new eastside park and staffing changes in recreation support staff and a park arborist position were among the main topics. The 2014 budget topic will again be placed on the November agenda.

H. ACTION ITEMS

1. **Proposal to Recommend a One-Time Security Camera System Fee of \$35 to Marina Season Renter in 2014**

Harbormaster Schabach and PRD Tungate explained the vandalism that occurred this past season. Both have been researching a camera system and have consulted with the PD and IT departments along the way. The PD is supportive of installing a camera system and the Harbormaster has received positive feedback from some renters she has spoken to about adding a camera system. She also believed the fee would not be viewed as excessive for the added security it will bring to the marina. Motion by L. Hopwood, seconded by S. Pawlowski to recommend to the Common Council a one-time \$35 fee in 2014 for a camera system for the marina. Motion carried.

2. **Raise the Weekly Rate from \$3.50 to \$4.00 in 2014**

Motion by L. Hopwood, seconded by C. Shaefer-Kemps to raise the weekly per foot rate from \$3.50 to \$4.00 in 2014. Motion carried.

3. **Raise the Monthly Rate from \$12.00 to \$13.00 in 2014**

Motion by L. Hopwood, seconded by T. Marshall to raise the monthly rate per foot from \$12.00 to \$13.00 in 2014. Motion carried.

4. **Accept the Changes to the Front Entrance Wall of the Menasha Historical Society as Proposed**

The Board reviewed the drawings and proposal from the Historical Society to add some displays on the front wall of their room. The displays would face outward so that people in the Memorial Building could see them. The display is to be at least 12" off the floor. The City will look into replacing an existing light with a multiple-fixture track light to enhance the light on the new displays. Motion by N. Barker, seconded by S. Pawlowski to approve the new displays on the front wall of the Menasha Historical Society. Motion carried.

I. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

J. ADJOURNMENT

Moved by L. Hopwood, seconded by N. Barker to adjourn at 8:50 p.m. Motion carried.

**CITY OF MENASHA
Parking Committee
Third Floor Council Chambers, City Hall - 140 Main Street, Menasha
March 13, 2013**

A. CALL TO ORDER

Meeting called to order by PWD Radtke at 11:02 AM

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: PWD Radtke; CDD Keil; PC Styka; Ald. Zelinski

EXCUSED: CA Captain

ALSO PRESENT: Wayne and Verna Peterson, 1800 Alcan Drive; Margaret Steffens, 708 London Street; Carol Schmidt, Public Works and Engineering Department

C. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

1. Motion by Ald. Zelinski, seconded by CDD Keil to approve the minutes of the October 11, 2012 meeting. Motion carries on voice vote.

D. ACTION ITEMS

1. **Request for No Parking Signage in Front of Fourteen Mail Boxes on Alcan Drive in Front of Windsor North Condominiums**

Wayne and Verna Peterson of 1800 Alcan Drive were present for this item. They stated cars are parking in front of the mail boxes on the east side of Alcan Drive, across the street from their home. This includes the fourteen mailboxes for Windsor North Condominiums and the Peterson's free standing mailbox. The mail carrier is telling them that if the mail boxes are blocked she cannot deliver the mail. They are requesting the city install "No Parking Between Signs" signage before and after the mailboxes. The Peterson's presented a picture which is attached.

General discussion ensued regarding the precedent it would set for similar situations in the rest of the city if signage were provided here.

PC Styka shared the procedure regarding blocked mailboxes from the FAQ section of the Postal Service current website. (See attached) It is unknown if the mail carrier is aware of that procedure.

General discussion continued regarding signage, who is responsible to contact the mail carrier, Postmaster, Condo owner, etc.

PC Styka stated he will make the necessary contacts with the Condo Association to try and resolve the issue and then advise the Petersons of his findings.

No motion was made.

2. Request to Restrict Parking to East Side of London Street Between Ninth Street and Plank Road

Margaret Steffens stated they have lived at 708 London Street for 30 plus years and traffic has increased significantly since then. She is requesting to prohibit parking on the west side of London Street from Plank Road to Ninth Street.

Much discussion ensued regarding the restriction of parking to the east side of the street. Many of the residents would not be able to park in front of their homes creating neighbor issues. Speed of vehicles would likely increase in this area along with concerns with overnight odd/even parking.

PWD Radtke suggested Margaret talk with her neighbors for additional support of her request and contact him if she would like to proceed.

No motion was made.

E. ADJOURNMENT

1. Motion made by CDD Keil, seconded by Ald. Zelinski to adjourn at 11:47 AM.

Motion carries.

Respectfully submitted by Carol A. Schmidt, Public Works and Engineering Department

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
October 8, 2013
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner DeCoster

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Chris Bauer, Advanced Aquatic Solutions and Tim Wrase.

3:30 PM – Public Hearing regarding the Special Use Permit Application for 145, 149, and 153 Kaukauna Street

Mayor Merkes opened the informal public hearing at 3:35 PM.

Mr. Bauer, Advanced Aquatic Solutions (AAS), provided an overview of his proposed use for the site, which he intends to use as the headquarters for his business which specializes in providing services to the marine construction industry. He also indicated he will continue leasing the south building for boat storage. He indicated the proposed site plan makes improvements to the site with regards to landscaping and the parking lot configuration in accordance with the city's site plan requirements.

CDD Keil reported on a comment he received from Ron Pack, a neighboring property owner. Mr. Pack's concerns related to how the appearance of the frontage along Kaukauna Street would be improved.

Mayor Merkes closed the informal public hearing at 3:38 PM.

C. MINUTES TO APPROVE

1. Minutes of the September 10, 2013 Plan Commission Meeting

Motion by Comm. Schmidt, seconded by Ald. Benner to approve the September 10, 2013 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. Ordinance Requirements as Related to Setbacks from Drainage Easements for Structures
Commissioners continued discussions regarding current code provisions regarding drainage easements, including:

- Constraints added to site usage with additional setbacks off of the easements.
- Inability for a property owner to discern additional setback restrictions if not contained within the subdivision plat.
- Drainage easements in the rear versus side yards.
- Differences between drainage easements, such as those containing ditches versus swales.

- How to address adequate drainage easement widths via the subdivision and drainage approval process.

It was the consensus of commissioners to direct staff to inquire with other municipalities regarding code provisions that address drainage easement design as part of the subdivision and drainage plan approval process, and recommend potential code changes at a future Plan Commission meeting.

ACTION ITEMS

1. **Special Use Permit – 145, 149, and 153 Kaukauna Street – Advanced Aquatic Solutions**
CDD Keil provided an overview of the proposed special use and associated site plan. CDD Keil indicated required improvements include provision of landscaping adjacent to the building abutting parking and public street, and striping of parking stalls, which have been included in the proposed site plan.

Commissioners discussed the location of dumpsters and screening from public view, existing barbed wire, and continued use for boat storage.

CDD Keil indicated that continued use for boat storage was not contemplated in the Special Use Application being considered, and presented two options for moving forward:

- Amend the current special use permit application, which would require re-notifying all neighbors, publication of a notice, and rescheduling public hearings.
- Continue with the current application, as presented, and submit and amendment at a later date.

Mr. Bauer indicated he wished to pursue the later.

Commissioners inquired whether there was any plan to modify the lighting. Mr. Bauer indicated there were no plans to modify the current lighting.

Mayor Merkes asked whether there were plans to remove the barbed wire. Mr. Bauer indicated it was beneficial to protect his equipment for the barbed wire to remain. Community Development staff indicated barbed wire is allowed in industrial zoning districts.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the Special Use Permit for Advanced Aquatic Solution with the following conditions:

- Groundcover in and around proposed landscape areas to consist of landscape grade mulch or decorative stone.
- Landscaping proposed in terrace adjacent to Water Street is subject to Parks Superintendent approval.
- An additional narrative describing site improvements will be included for review by Common Council.

The motion carried.

G. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Schmidt to adjourn at 4:35 p.m. The motion carried.

Minutes respectfully submitted by PP Homan.

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

Tuesday, August 20, 2013

Minutes

A. CALL TO ORDER

Meeting called to order by Linda Stoll at 6:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

Present: Linda Stoll, Roger Kanitz, Kathy Thunes, Paul Van de Sand

Also Present: Mayor Merkes,

Excused: Ed Kassel, Danielle Handler

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

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

No one spoke

D. MINUTES TO APPROVE

1. Sustainability Board minutes, 5/21/2013

Motion made by Paul Van de Sand and seconded Kathy Thunes by to approve the minutes of the June 25th 2013 Meeting. Motion carried.

E. COMMUNICATIONS

F. REPORTS

1. ECOS Sustainability Videos and Website

Rodger reported on activities of ECOS including: recent completion of rain garden video which is now posted on the ECOS website, added links on the website, and that they will be adding sample ordinances to the website. Videos are aired after city council meetings in other communities and would be available for Menasha as well. City website should have link changed to new ECOS website location www.ecos-foxvalley.com.

G. DISCUSSION ITEMS

1. City of Menasha Energy Usage

The City is adding motion sensors at various locations in City buildings. Paul toured the library to offer suggestions on potential energy saving opportunities. Recommended changing lights with 5100K and lower wattages to improve lighting quality in the building. Paul will provide a report regarding ROI if we were to change to 25w or 28w bulbs. Non energy star machine should be changed out by supplier including \$100 incentive to City. Suggested that we add information to sustainability web page to show progress of the community and demonstrate improvements. New AC unit to be installed on city hall at this fall.

2. Waste Management

DPW met with Danielle to review report and survey done by UW Fox students. A plan will be forwarded to the Board of Public Works to begin increased recycling collections beginning in 2015. With changes in equipment in 2014 increased pickup can be accomplished without adding additional staff due to decreased staffing requirements on refuse pickup routes with new equipment.

3. Electronics Recycling Event

Scheduled for October 5th. Flyer ordered for insert into MU billing.

4. Livable Communities
City should work with ECWRPC on pedestrian planning they are currently working on throughout the region. Pedestrian crossing signs are being ordered with remaining funding in 2013 budget.
5. Menasha Farm Fresh Market
Farm to Table event scheduled for September 25th at Curtis Reed Square.
6. River-Gen Project
Farm to Table event scheduled for September 25th at Curtis Reed Square.
7. Sustainability Board Web Page
Incorrect information should be updated, and energy usage information added to demonstrate improvement.
8. Sustainability Board Annual Report & Priorities
No Report

H. ADJOURNMENT

Motion made by Paul Van de Sand and seconded by Kathy Thunes to adjourn at 7:35 p.m.
Motion carried.

Minutes submitted by DJM

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

Tuesday, September 17, 2013

Minutes

A. CALL TO ORDER

Meeting called to order by Linda Stoll at 6:04 p.m.

B. ROLL CALL/EXCUSED ABSENCES

Present: Linda Stoll, Kathy Thunes, Paul Van de Sand

Also Present: Mayor Merkes,

Excused: Danielle Handler, Roger Kanitz, Ed Kassel,

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

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

No one spoke

D. MINUTES TO APPROVE

1. Sustainability Board minutes, 8/20/2013

Motion made by Linda Stoll and seconded Paul Van de Sand by to approve the minutes of the August 20th 2013 Meeting. Motion carried.

E. COMMUNICATIONS

F. REPORTS

Community Placemaking workshop on Sept 23, 2013 would be useful for city to attend

G. DISCUSSION ITEMS

1. City of Menasha Energy Usage

Paul calculated energy savings and demand charge reduction for the library changing three lamp fixtures with lower wattage bulbs keeping perceived light levels the same or greater. Cost would be under \$500 and ROI from savings would be less than one year. City should consider accomplishing before March 2014 to receive focus incentive of \$1 per bulb replaced.

2. Waste Management

Report and survey done by UW Fox students will be presented at the October 7th Board of Public Works meeting.

3. Electronics Recycling Event

Several sustainability board members plan to volunteer for the event.

4. Livable Communities

Board waiting for walking and biking base data to formulate public discussion and future recommendations. Sidewalks are currently being installed on Midway Road filling a significant gap in pedestrian network in the city. ECWRPC will be conducting walk/bike audits soon, looking for volunteers to assist.

5. Menasha Farm Fresh Market

Market has had a very successful season.

6. River-Gen Project

No report.

7. Sustainability Board Web Page

Several items on the webpage have been updated. Suggestion to add energy usage data and waste reduction data to page. Entire city website likely to be updated in 2014.

8. Sustainability Board Annual Report & Priorities

Discussion of projects since inception of the board and best way to promote. Don and Linda will meet in the next few days to discuss further reporting and best ways to promote accomplishments. Topics included: walkability, bikeability, energy use, promotion of new toolkit, complete streets, survey in the city newsletter, promotion with library newsletter, rivergen, community gardens.

H. ADJOURNMENT

Motion made by Paul Van de Sand and seconded by Kathy Thunes to adjourn at 7:10 p.m.

Motion carried.

Minutes submitted by DJM

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

September 4, 2013

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:05 A.M., with Commissioners Roy Kordus, Don Merkes, and Joanne Roush present on roll call. Also present were Melanie Krause, Interim General Manager; Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Electric and Water Distribution Supervisor; and John Teale, Technical Services Engineer.

Those absent were: Commissioner Zelinski and Water Plant Supervisor Tim Gosz.

In the absence of Commission Secretary Zelinski Administrative & Accounting Assistant Dawn Lucier took the minutes for the meeting.

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

Item III. New Business, Strategic Planning – Interim General Manager Krause reviewed the major changes made to the 2014 Strategic Plan. Following suggestions made during strategic planning meetings, management has included more of a big picture scenario rather than detailed lists. The strategic plan has been reformatted and common departments have been combined into each entity. Departmental goals & objectives for each Utility have been organized by the Strategic Initiatives that have been identified with the organization; the process of accomplishing the goals & objectives will be included in the budget/action plan.

Comm. Roush commented the budget process item of core values and employee involvement was a good addition in the development of the Strategic Plan. Comm. Allwardt added providing the document to employees was equally as important showing the theme of the process revolving around employee involvement and feedback. Ms. Krause added all employees have had the opportunity to participate in strategic planning training directed by Cities and Villages Mutual Insurance Company.

Discussion over the Strategic Plan and Organizational Goals ensued.

A SWOT analysis, which identified strengths, weaknesses, opportunities and threats to the Utility, was added to the strategic plan.

Comm. Allwardt requested that within the next year, a 10, 20, 30 percentage of impact study be performed. Ms. Krause stated staff is working with WPPI on an impact study report, however, the new rate case figures would need to be incorporated before it would be completed.

The remainder of the Strategic Plan was re-categorized featuring the Strategic Initiatives as the outline with goals and objectives underneath; the list of budget items are replaced with a broader narrative; and accomplishments for each department were removed because they are now being reported on the monthly Strategic Initiative Update as part of the Commission meeting.

Modifications and updates will be provided in a revised draft plan with the budget.

Technical Services Engineer Teale departed at 9:25 a.m. and returned at 10:35 a.m.

During the discussion the Commission asked for more quantified specific measurements.

Water Plant Supervisor Gosz arrived at 10:00 a.m.

Electric and Water Distribution Supervisor Pichler departed at 10:35 a.m.

Commissioner Kordus departed at 10:45 a.m.

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

Due to time constraints, it was decided that the Water Utility, Telecommunication Utility and Energy Services Utility portion of the Strategic Plan will be discussed at the special meeting next week.

Item X. The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved on roll call to adjourn at 11:05 a.m.

By: MARK L. ALLWARDT
President

Dawn M. Lucier
Administrative & Accounting Assistant

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

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

September 11, 2013

Draft

Commission Vice-President Roush called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, and Don Merkes present on roll call. Also present were Melanie Krause, Interim General Manager; Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; and Lonnie Pichler, Electric and Water Distribution Supervisor.

Those absent were: Commission President Allwardt, Commissioner Zelinski, Business Operations Accountant Hubertus, Customer Services Manager Maurer, and Technical Services Engineer Teale.

In the absence of Commission Secretary Zelinski Commission Vice-President Roush appointed Commissioner Kordus 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. Unfinished Business, Strategic Planning Water Utility – Interim General Manager Krause reported most of the Water Utility prior strategic perspectives were retained and follow the same layout as the Electric Utility utilizing the Strategic Initiatives as the outline.

Comm. Merkes commented he would like to see more quantified measurements.

Water Plan Supervisor Gosz stated the System Reliability goal is to maintain or exceed water quality standards; update current procedures; and maintain cross connections. The Capital Improvements objectives focus on where the Utility is heading by finishing the source water study; evaluating the entire water system in order to come up with a capital needs plan; and creating a long-term strategy for the 4 inch water mains

Customer Services Manager Maurer and Technical Services Engineer Teale arrived at 8:10 a.m.

A discussion was held regarding the Water Plants output capacity in conjunction with fixed costs applied against a decrease in water consumption. Comm. Roush requested a breaking even point scenario regarding water consumption.

Comm. Roush commented that changes made to the bulleted items in the Electric Utility should be transferred over to the Water Utility.

Ms. Krause reported the majority of items within the Telecommunication Utility were identified in the Business Plan outlined in August. The key benefit of this Utility is its critical service for the City and Menasha Utilities. The focus of the Utility has not changed, it has just been reorganized.

Electric and Water Distribution Supervisor Pichler departed at 8:45 a.m.

Comm. Merkes mentioned waiting on replacing lights at Jefferson Park. Ms. Krause suggested modifying the objective to evaluate lighting against future plans with the parks.

Discussion ensued over the details of the consent decree and working with the EPA.

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

Item V. The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 10:00 a.m.

By: JOANNE ROUSH
Vice-President

ROY KORDUS
Acting Secretary

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

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

September 25, 2013

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, Interim General Manager; Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Electric and Water Distribution Supervisor; John Teale, Technical Services Engineer; and Don Voogt from McMahan.

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

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

- A. Minutes of the Regular Meeting of August 28, 2013
- B. Approve and warrant payments summarized by checks dated September 5-25, 2013, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$647,321.14, 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 letter from Kaukauna Utilities dated August 21 RE: Thank you for help during the August 7th storms.
 - Copy of letter from Community Clothes Closet dated September 9 Re: Thank you for contribution towards Cool for School program.
 - Copy of Fox Cities Regional Partnership pamphlet RE: Fire Up Program
 - Copy of letter from the State of Wisconsin\Department of Natural Resources dated Sept. 4th Re: Application for Reissuance of WPDES Permit – Menasha Steam Plant

Comm. Roush questioned if the Steam Plant WPDES Permit from the DNR would be renewed or allowed to expire. Interim General Manager Krause responded the application would be completed and worded that a potential buyer would be subject to catching up on the compliance schedule once ownership was assumed.

Comm. Allwardt thanked the line crews for helping Kaukauna Utilities after the storms on August 7th.

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

Item V. No purchase Orders over \$10,000.00 were issued since the last Commission meeting.

Item VI. Unfinished Business, GM Position Update – Comm. Allwardt reported that three interviews for the General Manager position were performed on September 14th. The Commission will be reviewing the finalists in a closed session following today's regular meeting.

Electric Rate Case – Ms. Krause explained the PSC decreased the CP3 customer's percentage which in turn adjusted the remaining rate classes. If the rate order is received by the end of September, the effective date will be October 1st, if it is not received by then the rates be effective November 1st. After the rate order is received the Utilities will look at requesting a modification for the LED lights to be comparable to the induction lights.

A report of customer classes showing PSC approved rates, compared to present rates, was included in the packet. Approved rates, compared to WEPCO rates by class, were added for comparison.

We Energies Acquisition – Mr. Pichler stated staff is still evaluating the transformer needs against WE Energies costs.

Item VII. New Business, Low Lift Pump Evaluation – Water Plant Supervisor Gosz described the preliminary engineering report for installing two above-grade vertical turbine raw water pumps and a new discharge flow meter at the Water Plant. The installation would eliminate the deficiencies the DNR noted during the 2013 Sanitary Survey. In addition the relocation of a 16" water pump discharge pipe was addressed. The project is estimated at \$399,000.

Comm. Allwardt inquired about installing only one turbine verses two. Don Voogt from McMahan explained a larger turbine would have to be purchased and the efficiency of running the turbine at low flows would be inefficient. Instead, using two smaller pumps that are better matched to the flow rates would save in electricity and also would create redundancy. Mr. Gosz added that rebates for the project would be available through Focus on Energy.

Don Voogt departed at 8:20 a.m.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – Ms. Krause presented the monthly strategic initiative update. The update will be modified to include targets after the budget process is complete.

Comm. Zelinski asked when the Landlord informational mailings will be sent. Customer Service Manager Maurer stated they would be sent out soon.

The Commission requested an update on the dollar amount turned over to the collection agency; how much has been collected; the amount written off through bankruptcy; the percentage of accounts that legal action was taken against and a copy of the landlord informational materials.

Comm. Allwardt questioned the OSHA rate having 2 incidents. Ms. Krause stated one incident was a hearing loss and the other was a potential chemical exposure.

August Financial and Project Status Reports – Electric consumption decreased 1.36% compared to budget with year-to-date coming in at .22% higher than budgeted. Revenue is down year-to-date compared to budget driven mainly by the ECA and DCA rates. Year-end cash flow is anticipated to be above budget due to project deferrals made earlier in the year. The deferred projects are currently being reviewed and prioritized.

Water consumption increased 26.9% compared to budget driven mainly by an industrial customer consuming more water than anticipated; year-to-date consumption is up 10.24% compared to budget. Revenues are higher than budget along with net operating income. Chemical costs are up due to water conditions during the month of August, however, year-to-date remains lower than budget.

Comm. Zelinski asked about the status of the High Lift Pump Station West Wall Project. Mr. Gosz reported the advertisement for bids has taken place. Ms. Krause added the bid will be added to the Special Budget Agenda in October.

Comm. Allwardt inquired when the alum pump, hypochlorite pump and conductivity meter will be installed. Project Engineer Grenell replied the pumps and meters will be installed after projects currently being worked on are complete and man power is available.

Comm. Zelinski questioned the administrative costs associated with cleaning up scrap around the steam plant. Mr. Grenell stated theft of the scrap metal around the building was occurring.

After discussion, the Commission accepted the August Financial and Project Status Reports as presented.

Project Reports, Water Plant Projects – Water pressure is being monitored continually and the variable speed drives that replaced the water tower are working as expected.

Metering Practice & Plan – There are 400 AMR meters expected to be installed by the end of the year for electric and 200 meters for water. Letters have been sent out to customers and meters will be changed according to the priority assigned. Customer Service is working on customer classifications based on usage.

Steam Plant RFP – Power System Engineering received four notices of intent. The four received appear to be demolition/decommissioning resale equipment companies. A date will be set for a plant tour.

Power System Engineering requested a change order for the RFP work performed adjusting the price from \$6,500 to \$9,500. The Commission did not recommend the change order.

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

Item X. The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimously approved on roll call at 9:20 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. RE: AFSCME Negotiations

And pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Re: General Manager Position.

There being no further business, the motion by Comm. Roush, seconded by Comm. Kordus was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 9:44 a.m.

The motion by Comm. Roush, seconded by Comm. Merkes was passed on roll call (3-2) to select Melanie Krause as General Manager of Menasha Utilities effective immediately at the base salary for the General Manager position and not be eligible for a step increase until 2015. Commissioners Merkes, Roush and Allwardt voted yes, Commissioners Kordus and Zelinski voted no.

There being no further business, the motion by Comm. Roush, seconded by Comm. Kordus was unanimous to adjourn at 9:48 am.

By: MARK L. ALLWARDT
President

DAN ZELINSKI
Secretary

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

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

October 11, 2013

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 8:02 a.m. with Commissioners Don Merkes and Roy Kordus present on roll call. Also present were Melanie Krause, General Manager and Scott Maurer, Water Maintenance Foreman.

Those absent were: Comm. Zelinski and Comm. Roush.

In the absence of Commission Secretary Zelinski Administrative & Accounting Assistant Dawn Lucier took the minutes for the meeting.

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

Item III. New Business, Change Order #1, Don Hietpas & Sons, Inc. & Change Order #6, Dorner, Inc. – Water Maintenance Foreman Maurer discussed the reason for the change order #1 to Don Hietpas & Sons was to coordinate with the City's plan to resurface Lakecrest Drive in 2014.

General Manager Krause added temporary asphalt patches will be installed until the road is resurfaced. This will result in an approximate \$5,000.00 credit for materials that will be reflected on a forthcoming change order.

Comm. Merkes commented the memo from McMahon states that the City of Menasha adopted project funding. The City has not adopted the funding, it is in the budget.

After discussion a motion made by Comm. Allwardt, seconded by Comm. Kordus, was unanimous on roll call to approve Change order #1 to Don Hietpas & Sons, Inc. for the Water Main Reconstruction project for a total increase of \$21,267.50 and Change order #6 to Dorner, Inc. for the 16-Inch Transmission Main Construction project for a total increase of \$296.25. The Commission also recommended the Board of Public Works approve change order #6 and forward it to the Common Council.

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

Item XII. The motion by Comm. Kordus, seconded by Comm. Allwardt, was unanimously approved on roll call to adjourn at 8:12 a.m.

By: MARK L. ALLWARDT
President

DAWN LUCIER
Acting Secretary

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



Memorandum

DATE: October 16, 2013

TO: Menasha Common Council

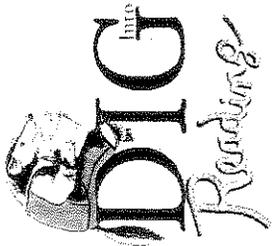
FROM: Mark Radtke, Director of Public Works *MR*

RE: Automated Refuse Collection Surcharges

Alderman Zelinski requested a survey of nearby communities be done to determine the various tiered charges in effect for the use of larger than standard automated refuse carts. Following is information that could be gathered from the involved communities.

City of Appleton	35 gallon	standard size
	60 gallon	\$0.50/week
	90 gallon	\$1.30/week
Village of Little Chute	35 gallon	\$6.00/month
	65 gallon	\$7.65/month
	95 gallon	\$9.30/month
Village of Combined Locks	60 gallon cart is only size offered	
Town of Menasha	48, 64 and 96 gallon carts are available – no extra fee	
City of Oshkosh	Residents must purchase their cart for a one time charge:	
	64 gallon	\$96.00
	96 gallon	\$110.00
	Additional cart is charged an annual \$180.00 collection fee	
City of Menasha (current)	64 gallon	standard size
	96 gallon	\$0.50/week
City of Menasha (proposed)	64 gallon	standard size
	96 gallon	\$0.75/week
	96 gallon	\$1.00/week

M:\word\CC memo re automated refuse surcharges_10-16-13.docx



Summer is the library's busiest time, with reading programs and events for readers of all ages.

During summer 2013, kids were invited to Dig Into Reading. Teens read Beneath the Surface; adults were reading Groundbreak- ing Reads. About 1200 patrons signed on for these reading programs.



Several times throughout the year, the library offers classes in word processing, spreadsheets, email, & social media. These classes, which are offered in English and Spanish, are especially important for job seekers.



The Children's Library

During 2012 the library checked out more children's materials per capita than any other library in the Fox Cities.

Our young readers will benefit their entire lives from making it a habit to regularly use their public library.

type of materials:
children adults

2012 Circulations Per Capita

Appleton Public Library	4.7	7.8
Kaukauna Public Library	4.5	6.0
Kimberly/Little Chute	6.4	6.7
Menasha's Public Library	8.7	10.9
Neenah Public Library	7.2	11.7
Oshkosh Public Library	4.4	8.6

Source: Department of Public Instruction, Wisconsin Public Library Service
Data 2012 — Service populations are determined by DPL. The service population of the Elisha D. Smith Public Library is 25,175.

Annual Report

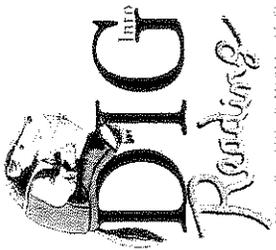
Fall 2013



MENASHA
P U B L I C

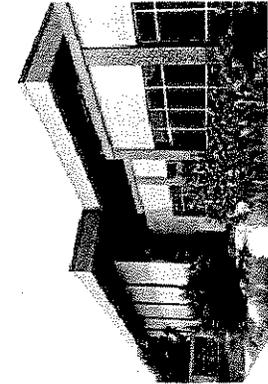
LIBRARY
Books & Beyond

Elisha D. Smith Public Library
440 1st Street
Menasha, Wisconsin
www.menashalibrary.org
member of the Winnefox Library System



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Annual Report

Fall 2013



MENASHA

P U B L I C

LIBRARY

Books & Beyond

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 member of the Winnefox Library System



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 • www.menashautilities.com

For Immediate Release

General Manager named at Menasha Utilities

Menasha, WI - September 25, 2013. Melanie Krause, the current Interim General Manager and Manager of Business Operations, has been selected by the Menasha Utilities Commission as the full time General Manager of Menasha Utilities. This selection was made after a thorough search for potential candidates which included over 130 applications, a complete resume review of qualified candidates and on-site interviews of 3 candidates.

The Utility Commission felt that Krause demonstrated the best ability of those interviewed to provide the leadership necessary to continue the effective operation of the Utilities; strategically move the utility forward; and strengthen the working relationship between the City of Menasha and Menasha Utilities.

General Manager Krause has been with Menasha Utilities for over 15 years and has served as the Interim General Manager since February 2013. Prior to this she served as the Co-General Manager of Business Operations for the past three years. Her background includes a degree in Managerial Accounting and Business Administration from the University of Wisconsin – Stevens Point and she also has the designation as a Certified Management Accountant (CMA). Krause currently sits on the WPPI Energy Board of Directors, WPPI Trust Board and the Municipal Electric Utilities of Wisconsin Board of Directors. In addition she serves on several WPPI committees.

**** PROPOSED MINUTES ******WAVERLY SANITARY DISTRICT****Special Meeting – September 26, 2013 – 8:00 a.m.****District Office**

The special meeting was called to order at 8:00 a.m. by President Helein.

<u>Present:</u> President Helein	(WCH)	District Legal Counsel St. Peter	(JSP)
Commissioner Fulcer	(LJF)	Office Manager Girdley	(CMG)
Commissioner Sarnbs	(MLS)	Menasha Planner Kara Homan	

Proper special meeting notice occurred at the Waverly Sanitary District's three designated posting locations on September 20, 2013. (Attachment #1)

**** Approval and Acceptance of the Public Records Accessibility Notice (Attachment #2)**

Motion by MLS and second by LJF to approve and accept the Public Records Accessibility Notice.

Motion Carried: 3-0

**** Approval and Acceptance of the 2013 Budget Adjustments (Attachment #3 – pgs.1-3)**

Motion by LJF and second by MLS to approve and accept the 2013 Budget Adjustments.

Motion Carried: 3-0

Closed Session Authorization

The President announced that the Commission intends to convene into closed session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business because competitive or bargaining reason require a closed session; and, pursuant to Wis. Stat. 19.85(1)(g) for the purpose of conferring with legal counsel for the District who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved. The topics for this closed session are matters relating to the impact on the District of the incorporation of the Village of Harrison and the pending litigation challenging actions taken by the Village of Harrison.

Motion and second with the following approval of the closed session resolution:

Helein	Yes
Fulcer	Yes
Sarnbs	Yes

(Herein occurred the closed session.)

Motion by LJF and second by MLS to reconvene into open session made in closed session.

Motion Carried: 3-0

Adjournment

Motion by MLS and second by LJF to adjourn at 9:10 a.m.

Motion Carried: 3-0

Submitted by: Catherine M. Girdley
Office Manager



CERTIFICATE OF RECYCLING

•All Computers & Electronics Will Be Recycled For Their Metal, Glass, & Plastic•

Received from: City of Menasha / Menasha Utilities
321 Milwaukee Street
Menasha, WI 54952

Materials Recycled: 1,364 lbs of CPU's - 2,478 lbs of Freon Items -
2,015 lbs of CRT Monitors - 3,277 lbs of Televisions - 2,838 lbs of
Small Electronics - 480 lbs of Mixed Batteries - 128 Four foot or less
bulbs - 5 Five foot bulbs - 2,780 lbs of Printers / Appliances

Total Weight Recycled: 15,365 lbs

This is to certify that the above items received by **Recycle That Stuff**
in **Appleton, WI** will be recycled in accordance with all applicable
Federal, State and local Regulations and *will not be landfilled*, or
otherwise improperly disposed of.

October 5th 2013



E-cycle Wisconsin
Registered Collector

ISO 14001:2004 certified #R102908
Wis. DNR License 12843

121 N. Linwood Ave. – Appleton, WI 54914

RESOURCE
SOLUTIONS CORP



RECYCLE
THATSTUFF.COM

CERTIFICATE OF RECYCLING

•All Computers & Electronics Will Be Recycled For Their Metal, Glass, & Plastic•

Received from: Town of Menasha
2000 Municipal Dr.
Neenah, WI 54956

Materials Recycled: 619 lbs of Freon Items - 1,394 lbs of Small Electronics - 1,544 lbs of TV's - 367 lbs of CRT Monitors - 924 lbs of CPU's - 596 lbs of Printers / Appliances - 38 Light Bulbs

Total Weight Recycled: 5,482 lbs

This is to certify that the above items received by **Recycle That Stuff** in **Appleton, WI** will be recycled in accordance with all applicable Federal, State and local Regulations and *will not be landfilled*, or otherwise improperly disposed of.

October 5th 2013



E-cycle Wisconsin
Registered Collector

ISO 14001:2004 Certified #R102908
Wis. DNR License 12843

121 N. Linwood Ave. – Appleton, WI 54914

City of Menasha SPECIAL ZONING APPROVAL

Owner Gray Noffke Case or Plan No. _____

Address 1601 Bowen St Oshkosh WI 54901 Fee _____

Applicant (if different than Owner) Advanced Aquatic Solutions LLC

Address 2505 Marathon Ave Neenah

Zoning I-1 Parcel Number(s) 2-00192-00, 2-00194-00, 2-00164-00

PLEASE INDICATE WHICH REQUEST IS BEING MADE

- | | | |
|---|---|---|
| <input type="checkbox"/> Rezoning | <input checked="" type="checkbox"/> Special Use | <input type="checkbox"/> Flood Plain Map Amendment |
| <input type="checkbox"/> Appeal or Variance | <input type="checkbox"/> PUD Plan Approval | <input type="checkbox"/> Comprehensive Plan Amendment |

Description of Request: Plan to use property for a Marine Construction company

(If applicable) Informal Hearing _____ Formal Hearing _____
Notice Mailed _____ Notice Mailed _____

Action Taken: _____ 20__

APPROVED DENIED

Conditions (if any): _____

Owner/Agent GN
Signature



October 2, 2013

RE: Special Use Permit Application for 145, 149 and 153 Kaukauna Street

Dear Property Owner:

Advanced Aquatic Solutions has applied for a Special Use Permit for parcel numbers 2-00182-00, 2-00184-00, and 2-00164-00 located at 145, 149, and 153 Kaukauna Street, respectively. These parcels comprise the site that was formerly operated as Noffke Lumber. The applicant has requested a Special Use Permit in order to establish a marine construction company on non-conforming parcels. A Special Use Permit is required to expand or change the use or occupancy of a non-conforming lot. The subject site is zoned I-1 Heavy Industrial District.

The City of Menasha Plan Commission will be considering this request at an informal public hearing on Tuesday, October 8, 2013 at 3:30 PM or shortly thereafter in the City Hall Council Chambers at 140 Main Street, Menasha.

The City of Menasha Common Council will be considering this request at a formal public hearing scheduled for Monday, October 21, 2013 at 6:00 PM or shortly thereafter in the City Hall Council Chambers, 140 Main Street, Menasha. A copy of the public hearing notice on this proposal is attached along with an area map identifying the location of the property.

Persons interested in this matter will be given an opportunity to comment on the request; written comments will also be considered. The City of Menasha is notifying you because you own property within one hundred (100) feet of the proposed special use. If you have any questions, please contact me.

Sincerely,

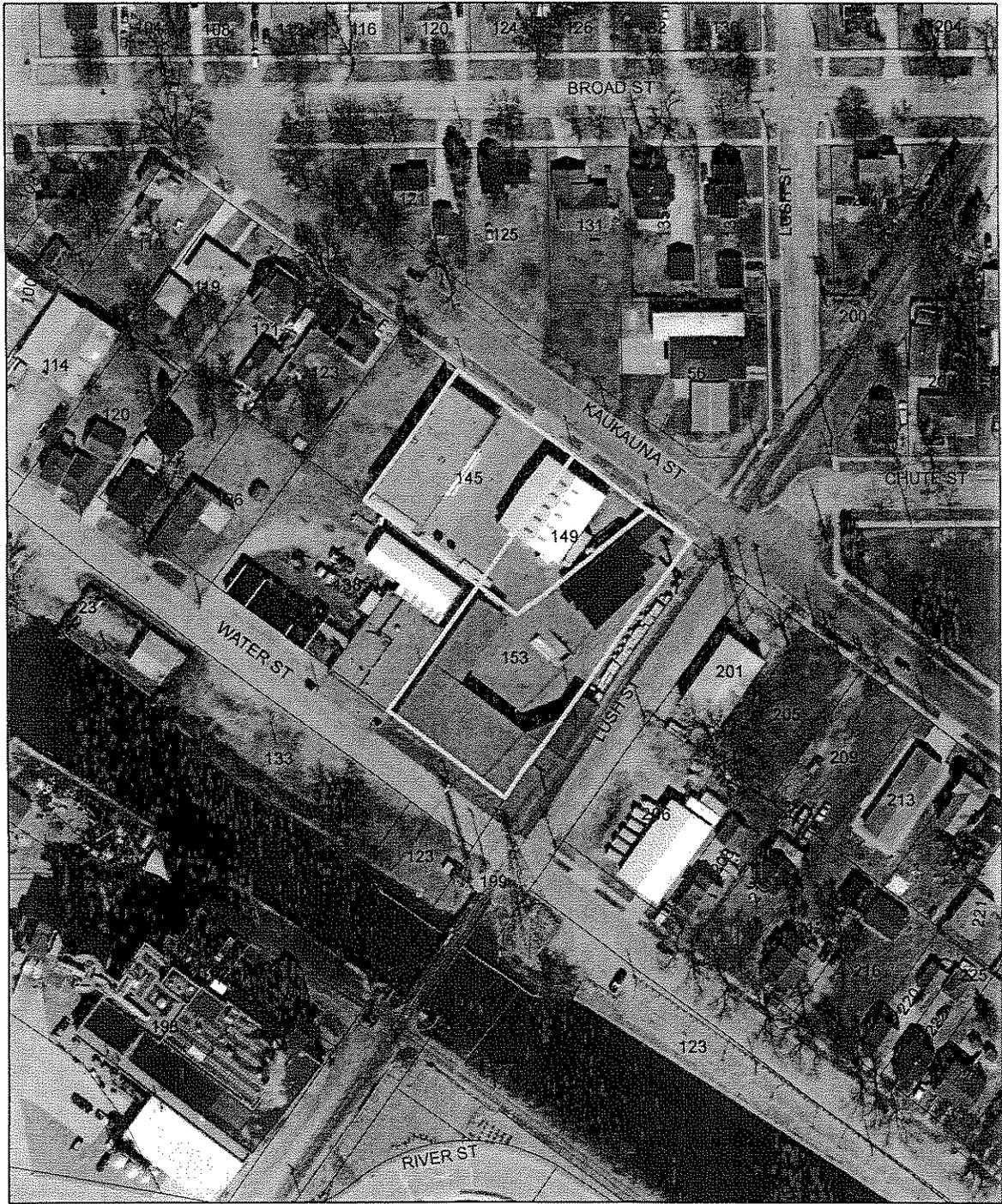
Gregory M. Keil
Community Development Director

C: Plan Commission
City Clerk Galeazzi

City of Menasha
Public Hearing

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by Advanced Aquatic Solutions to establish a marine construction office and shop on non-conforming parcels. The business operations are to take place on three parcels located at 145, 149 and 153 Kaukauna Street with the corresponding parcel numbers of 2-00182-00, 2-00184-00 and 2-00164-00. The Plan Commission hearing will be held on Tuesday, October 8, 2013 at 3:30 PM in the Council Chambers of Menasha City Hall located at 140 Main Street. The Common Council will hold its public hearing on this matter at 6:00 PM on Monday, October 21, 2013 at the same location. All persons interested in commenting on the application for the Special Use Permit are invited to attend.

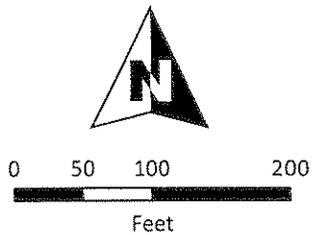
Run: October 6 and 13, 2013



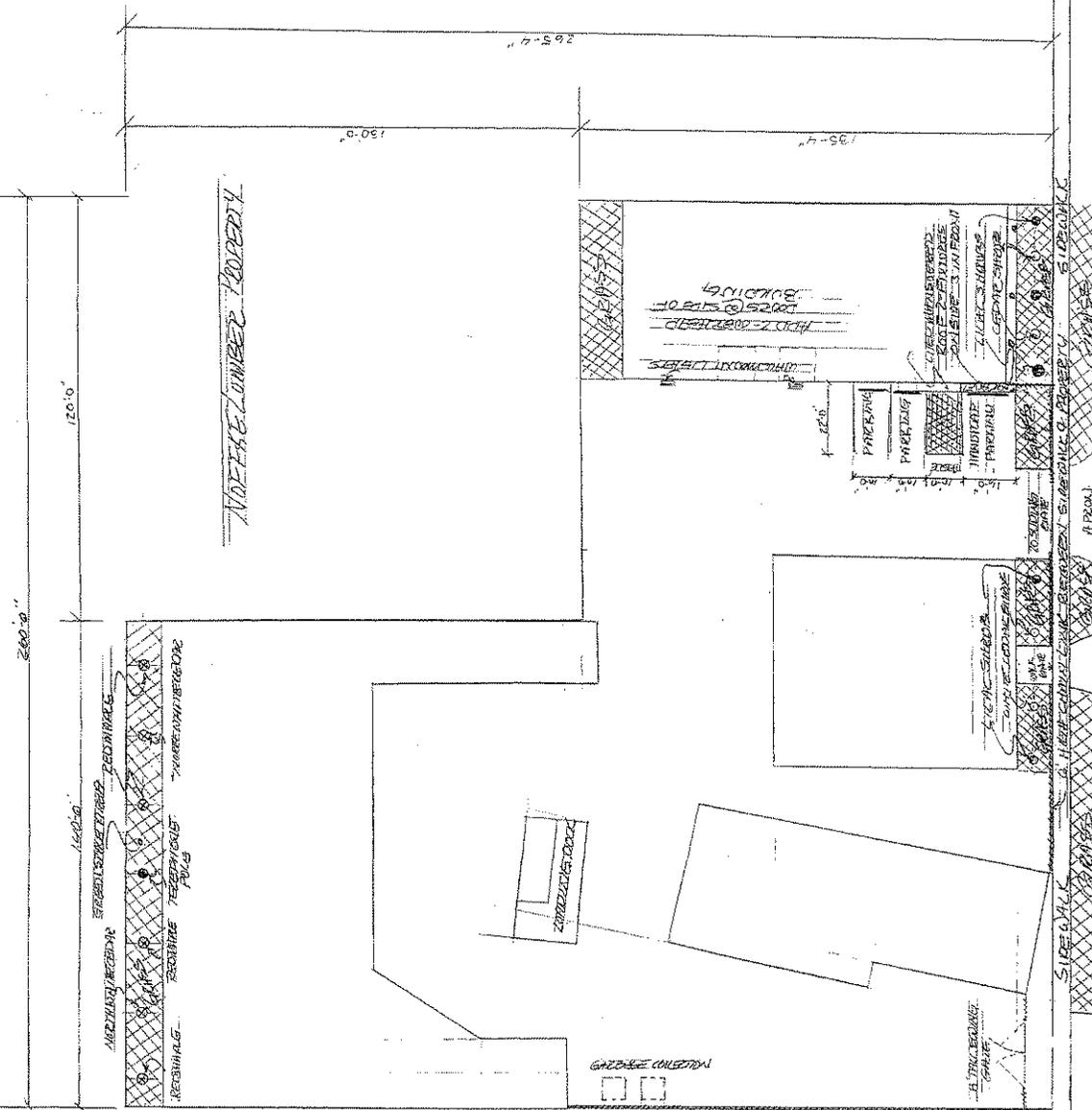
LEGEND



Location of Proposed Special Use Permit for a Marine Construction Office and Shop at 145 Kaukauna St, Parcel No. 2-00182-00; 149 Kaukauna St, Parcel No. 2-00184-00; and 153 Kaukauna St, Parcel No. 2-00164-00. Winnebago County, City of Menasha, WI

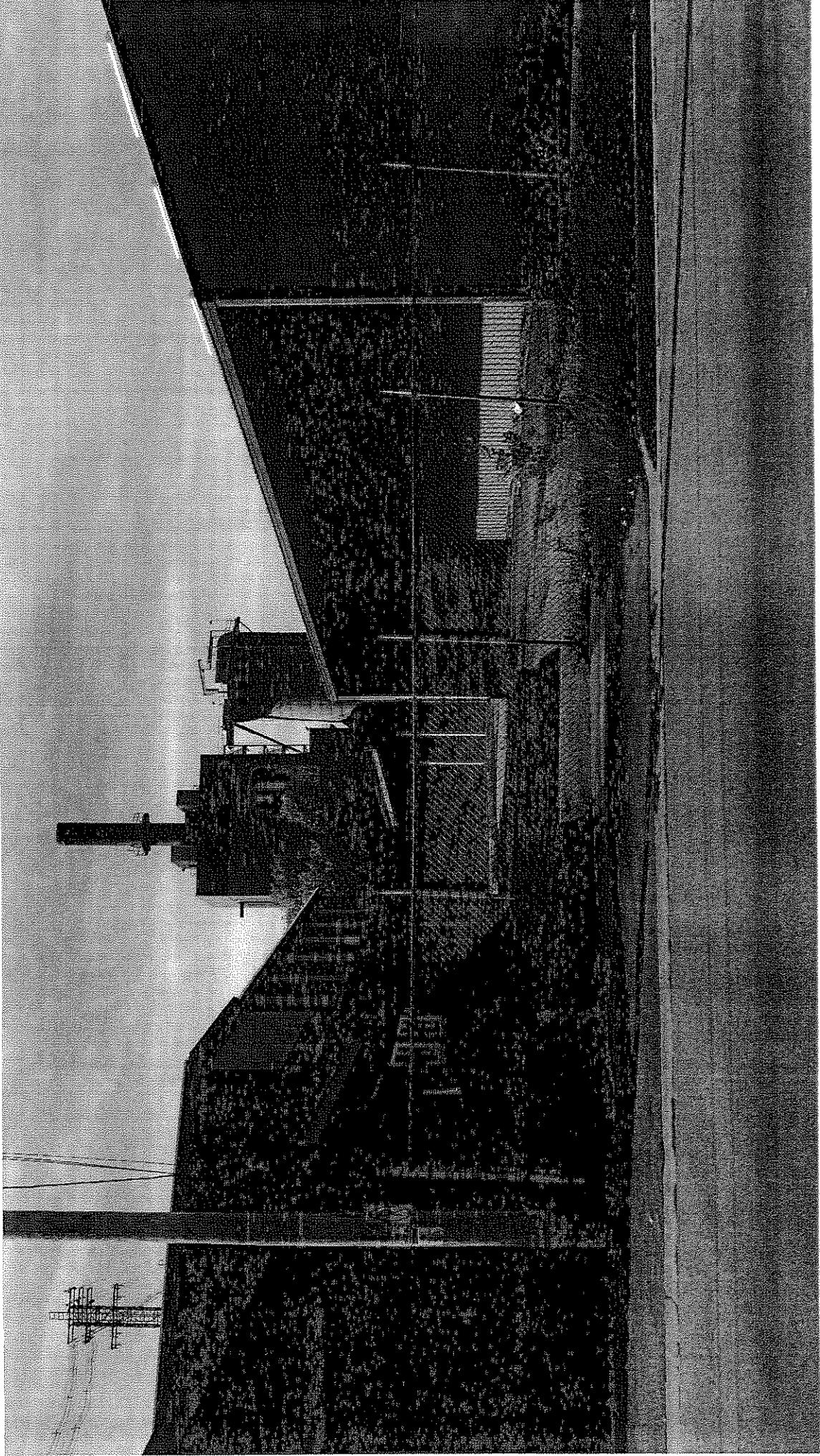


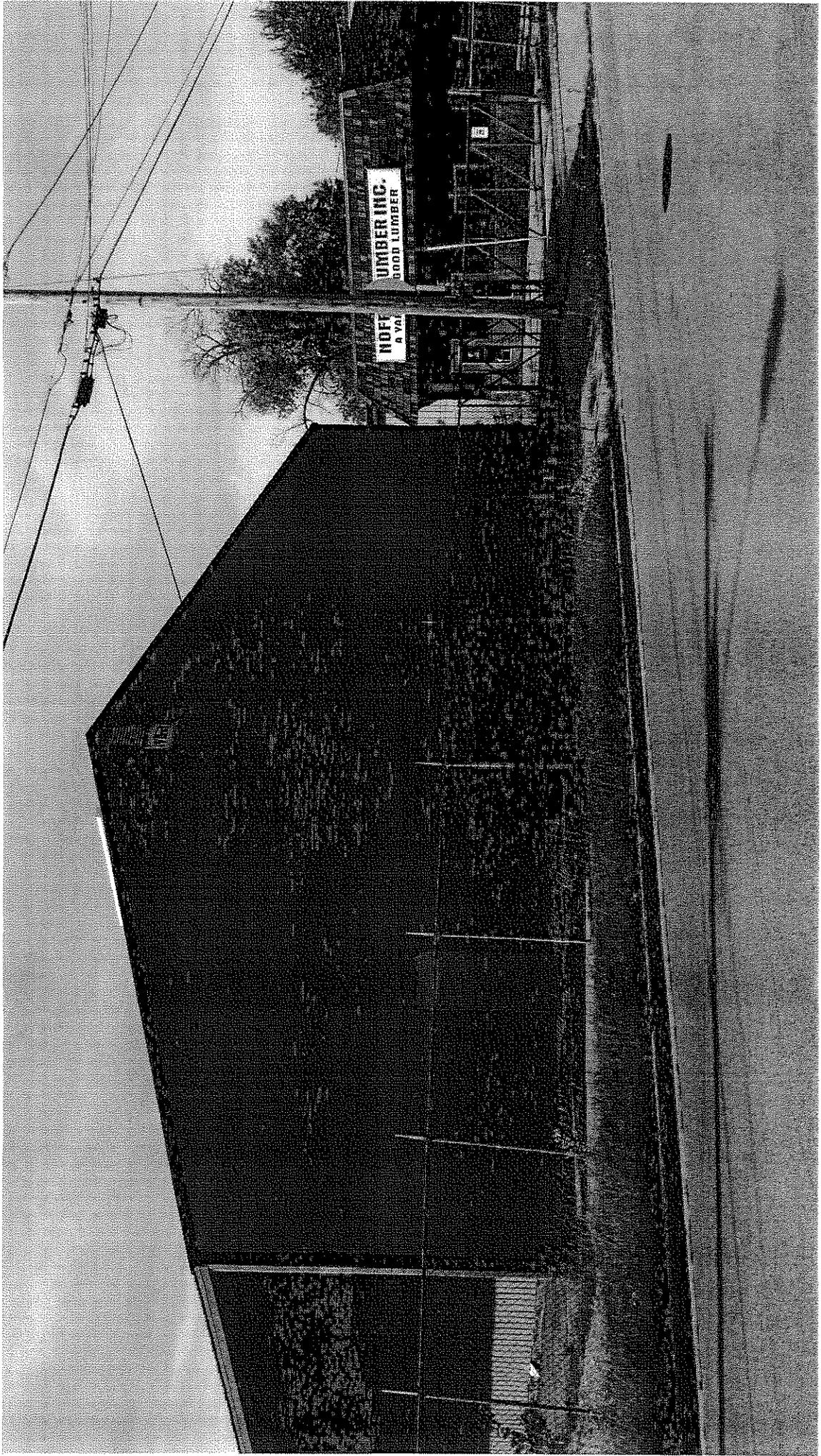
NO FEE LUMBER PROPERTY



- LEGEND
- TELEPHONE POLE
 - ⊗ RED MAPLE TREE
 - ⊙ NORTHERN WHITE CEDAR TREE
 - ⊖ LILAC SHRUBS
 - 2'-0" HIGH TRUNK CROWNINGS

SCREENED ENCLOSURE
 REAR PORCH
 GARAGE COLLECTION
 SIDEWALK
 3'-0" HIGH TRUNK CROWNINGS
 120'-0"
 130'-0"
 7'-5 1/2"
 7'-5 1/2"
 280'-0"
 120'-0"
 260'-0"

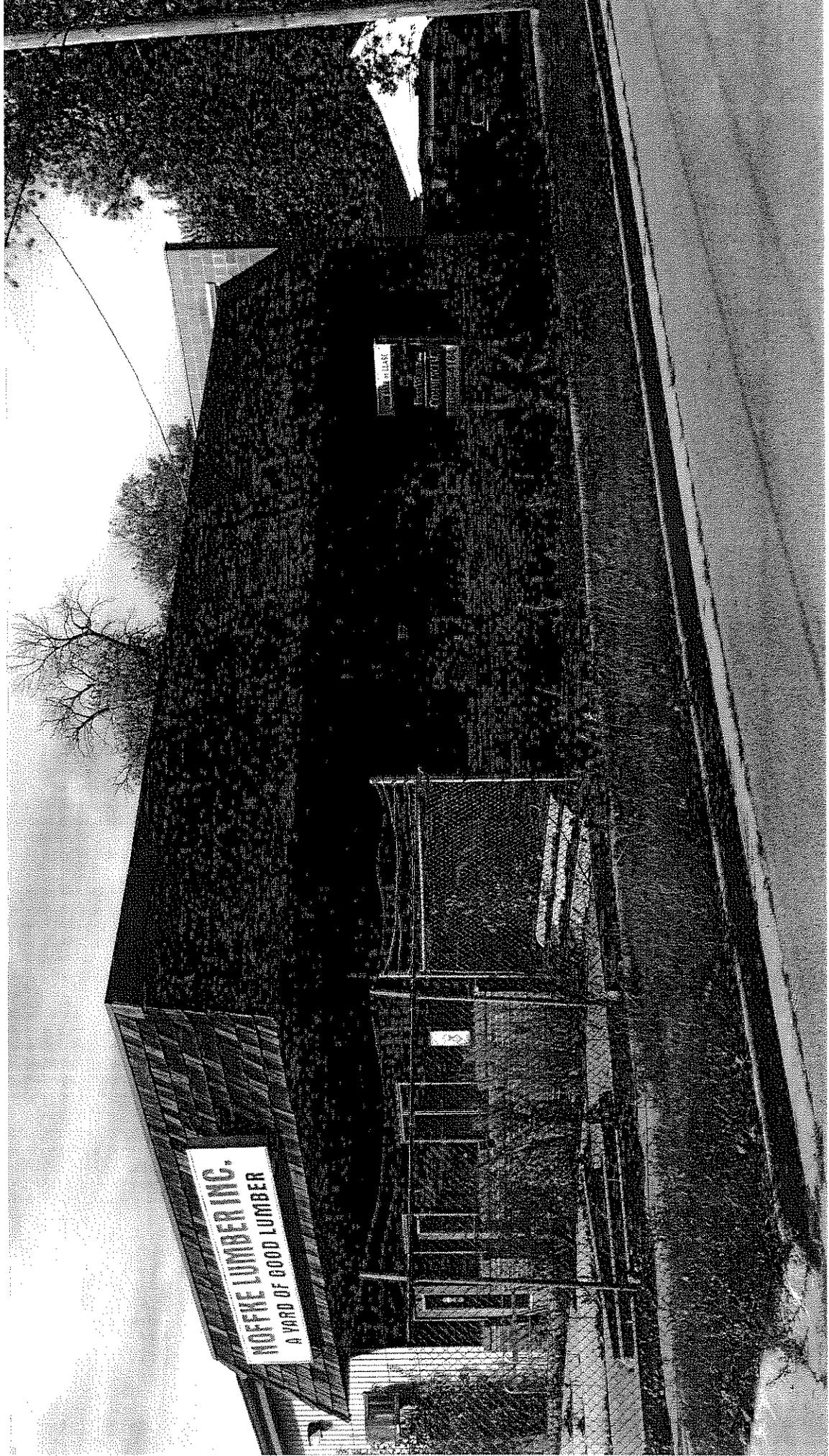








NOFFKE LUMBER INC.
A YARD OF GOOD LUMBER



MOFFIE LUMBER INC.
A YARD OF GOOD LUMBER

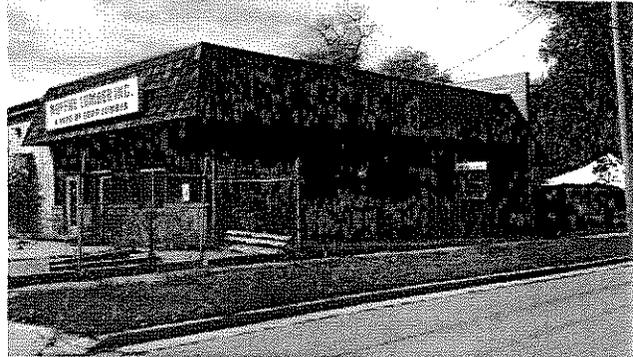
MOFFIE LUMBER INC.
LUMBER
YARD

Noffke Lumber Property Landscaping and Improvements

1. Main Building: The main building, located on the North West corner of the property, will be used for three(3) uses. The front 3rd will be used for main office, restroom and conference rooms. The middle 3rd will be used for heated indoor storage. The last 3rd will be used for heated, indoor shop/fabrication space.

a. Landscaping:

- i. Remove all weed and vegetation over growth and just an overall cleaning up around the building
- ii. In the front of the main building and directly next to the main building landscaping stone will be placed and shrubs will be planted. In the space remaining between the sidewalk and the landscaping stone, grass will remain. A small amount of blacktop will be removed to the north east of the North East corner of the building and grass will be planted.
- iii. Landscaping stone will be placed along the North East side of building, where parking space will be located, between the side of the building and the parking space curb
- iv. The grassy area on the south side of the building will be cleaned up remain.



b. Improvements:

- i. Permanent parking curb will be placed on the North East side of the building on the east side of the side walk and run the length of the 3 designate parking spots as depicted on the drawing.
- ii. The cedar siding and shingling with either be replaced, power washed off and re-stained or altogether removed and steel sheeting will be put in its place.
- iii. Future Improvements: Enlarging of existing back bay door. Adding addition bay door in the middle 3rd portion of the building.



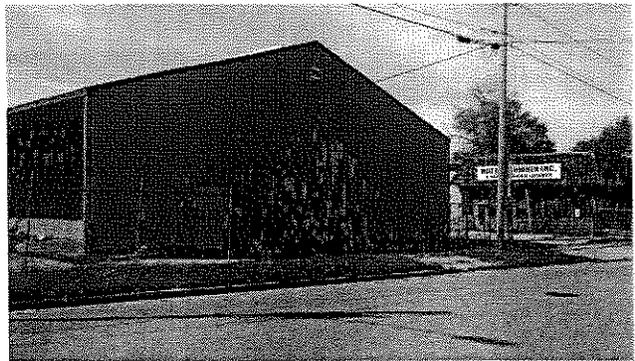
2. Secondary Building: The secondary building is located on the North side of the property, just east of the main building and will be used for two (2) uses, cold storage and cold shop/fabrication space.

a. Landscaping:

- i. Remove all weed and vegetation over growth and just an overall cleaning up around the building.
- ii. In the front of the secondary building and directly next to the secondary building the existing concrete will be removed. A portion of concrete will remain as a walkway or driveway from the access door or future bay door to the sidewalk. Landscaping stone will be placed and shrubs will be planted. In the space remaining between the sidewalk and the landscaping stone, grass will be planted.

b. Improvements:

- i. No improvements are planned at this time.
- ii. Future Improvements: Possibility of installing a bay door on north side of building to make building drive through capable.



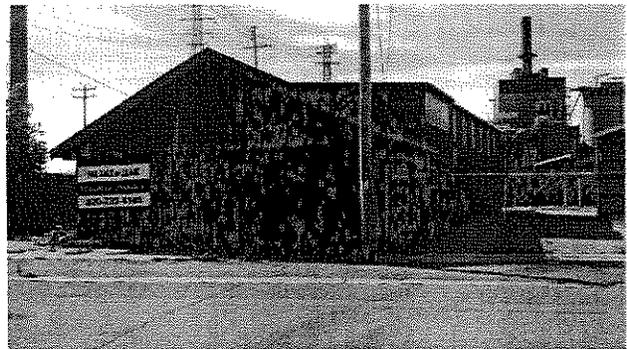
3. Demo Building: The demo building is located on the North East side of the property and at current time no plans are in place to utilize this building.

a. Landscaping:

- i. Remove all weed and vegetation over growth and just an overall cleaning up around the building.
- ii. No addition landscaping required or planned.

b. Improvements:

- i. No improvements planned.
- ii. Future Improvements: As the name suggests, this building is in such disarray, the future plan is for it to be torn down and removed to increase yard space.



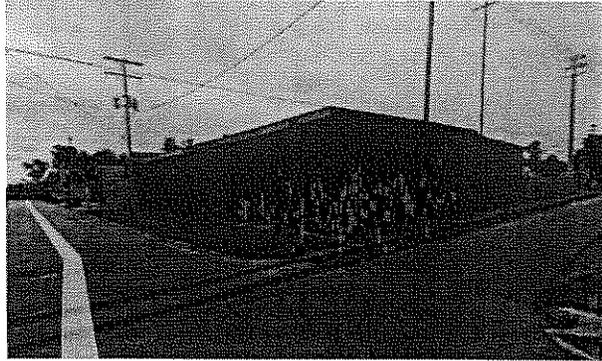
4. Large "U" Shaped Building: The U shaped building is located on the South East side of the property and will be used for overflow cold storage if needed. Future use could include separate storage for boats, RVs, trailers, etc. after the filing of an amendment to the current special use permit being applied for.

a. Landscaping:

- i. Remove all weed and vegetation over growth and just an overall cleaning up around the building.
- ii. At the city's request and with their permission grass and trees would be planted on the South side of the U shaped building in the city's right of way.

b. Improvements:

- i. None planned for at this time.
- ii. Future Improvements:None planned for at this time.



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, October 7, 2013
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Keehan, Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Langdon
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DFC DeLeeuw, DPW Radtke, CCD Keil,
PRD Tungate, LD Lenz, ASD Steeno, Clerk Galeazzi, the Press
DEPT. HEAD EXCUSED: PHD Nett

D. PUBLIC HEARING

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

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

Dr. Kamajjit Paul, representative of Sikh Temple of the Fox Valley. Request Council forgo 2011 taxes for Sikh Temple

Anil Arora, Appleton. Support Sikh Temple in request to forgo 2011 taxes.

Thomas Kaufman, 536½ Sixth Street, Menasha. Request Council approve his Beverage Operators License.

Mark Geisthardt, Sr. Pastor of First United Methodist Church, Neenah. Support Sikh Temple in request to forgo 2011 taxes.

Kanan Kumrah, Green Bay. Support Sikh Temple in request to forgo 2011 taxes.

James Taylor, 340 Broad Street, Menasha. Suggest forming Ad-Hoc Committee to do efficiency/facility study.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Mayor Merkes – Introduce Administrative Services Director Margaret (Peggy) Steeno

Mayor Merkes introduced ASD Peggy Steeno to the Council. ASD Steeno gave a brief background about herself.

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

Minutes to receive:

- a. Board of Health, 8/14/13
- b. City Hall Safety Committee, 8/1/13
- c. Committee on Aging, 8/1/13
- d. Landmarks Commission, 8/28/13
- e. Library Board, 9/19/13
- f. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 9/24/13
- g. Neenah-Menasha Sewerage Commission, 9/5/13
- h. Personnel Committee, 9/16/13
- i. Plan Commission, 9/10/13
- j. Public Works/Parks Safety Committee, 8/27/13

Communications

- k. Brian Tungate, PRD, to Mayor Merkes and the Common Council, 10/2/13; Gilbert Site Grant
- l. Joshua Falk, WisDOT, to Mark Radtke, 9/9/13; US Hwy. 41 Menasha Sign
- m. Department of Public Works July/August 2013 Disposal Violations, 9/18/13
- n. VFW Post 2126 to Common Council, 9/24/13
- o. Community Foundation for the Fox Valley Region to Mayor Don Merkes, 9/26/13; K-9 Unit Donation
- p. Menasha Historical Society News, October 2013

Moved by Ald. Benner, seconded by Ald. Keehan to receive Minutes and Communications A-P.

General discussion ensued.

Motion carried on voice vote.

G. CONSENT AGENDA

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

Minutes to approve:

- 1. Common Council, 9/16/13

NMFR Joint Finance & Personnel Committee, 9/24/13 – Recommends the Approval of:

- 2. Accepting the proposal from Affinity Occupational Health for a total of \$12,798.50 and all services, with the exception of the lab work, to be performed in 2014.

Personnel Committee, 9/16/13 – Recommends the Approval of:

- 3. Healthy Workplace Policy (Anti-Bullying)

Moved by Ald. Benner, seconded by Ald. Englebort to approve Consent Agenda Items 1-3.

Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

- 1. Accounts payable and payroll for the term of 9/19/13 to 10/03/13 in the amount of \$1,246,962.86.

Moved by Ald. Nichols, seconded by Ald. Langdon to approve accounts payable and payroll.

Motion carried on roll call 8-0.

- 2. Change of trade name for Mr. Taco LLC, 403 Racine Street, Menasha from Mr. Taco to Mrs. Falitas

Moved by Ald. Nichols, seconded by Ald. Langdon to approve change of trade name for Mr. Taco LLC, 403 Racine Street, Menasha from Mr. Taco to Mrs. Falitas.

Motion carried on roll call 8-0.

- 3. Reserve "Class B" liquor license application for Margaritaville Lounge LLC, d/b/a Margaritaville, 6 Tayco Street, Menasha, Marco A. Rodriguez Contreras, agent, to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.

Moved by Ald. Nichols, seconded by Ald. Langdon to approve Reserve "Class B" liquor license application for Margaritaville Lounge LLC, d/b/a Margaritaville, 6 Tayco Street, Menasha, Marco A. Rodriguez Contreras, agent, to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.

Motion carried on roll call 8-0.

- 4. Reserve "Class B" liquor license application for Shelly Lynn VanDehy, d/b/a Sliders Bar and Grill, 890 Lake Park Road, Menasha to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.

Moved by Ald. Nichols, seconded by Ald. Benner to approve Reserve "Class B" liquor license application for Shelly Lynn VanDehy, d/b/a Sliders Bar and Grill, 890 Lake Park Road, Menasha to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.

Discussion: Clerk Galeazzi reported a concern from a resident in Lake Park Villas area regarding excessive noise from the previous businesses. A copy of the City's ordinances on excessive noise and licensed establishments will be provided to Ms. VanDehy.

Motion carried on roll call 8-0.

5. Outdoor Alcoholic Beverage Permit for 2013-2014 licensing year for Shelly Lynn VanDehy, d/b/a Sliders Bar and Grill, 890 Lake Park Road, Menasha.

Moved by Ald. Nichols, seconded by Ald. Englebert to approve Outdoor Alcoholic Beverage Permit for 2013-2014 licensing year for Shelly Lynn VanDehy, d/b/a Sliders Bar and Grill, 890 Lake Park Road.
Motion carried on roll call 8-0.

6. Beverage Operators License Applications for the 2013-2015 licensing period.

Moved by Ald. Nichols, seconded by Ald. Englebert to approve Beverage Operators License applications for the 2013-2015 licensing period for Amanda Becker, Lisa Young and Ashley Siebers.
Motion carried on roll call 8-0.

Moved by Ald. Nichols, seconded by Ald. Englebert to deny Beverage Operators License application for the 2013-2015 licensing period for Thomas Kaufman.

General discussion ensued on recommendation from Police Dept.; following City guidelines and State Statutes.

Motion failed on roll call 4-4.

Ald. Nichols, Taylor, Sevenich, Langdon voted yes.

Ald. Keehan, Zelinski, Englebert, Benner voted no.

Moved by Ald. Zelinski, seconded by Ald. Keehan to approve Beverage Operators License application for the 2013-2015 licensing period for Thomas Kaufman.

Motion carried on roll call 8-0.

7. Accept and move forward with application for the Alcohol Traffic Enforcement Grant 2013-2014

Moved by Ald. Nichols, seconded by Ald. Englebert to accept and move forward with application for the Alcohol Traffic Enforcement Grant 2013-2014.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. R-15-13 – Resolution to Return the August Settlement to Winnebago County of the City's Portion of 2011 Property Taxes for 1304 Midway Road. (Introduction by Ald. Taylor and Ald. Sevenich)

Moved by Ald. Englebert, seconded by Ald. Sevenich to adopt R-15-13 Resolution to Return the August Settlement to Winnebago County of the City's Portion of 2011 Property Taxes for 1304 Midway Road.
General discussion ensued on State Statute timelines; payment will need to come from City funds as the County has reimbursed City of taxes on this property; resolution only covers City's portion of taxes not other tax entities; requested a copy of the resolution be sent to the other tax entities.

Moved by Ald. Nichols to hold item until next meeting. No second, motion dies.

Motion to adopt R-15-13 carried on roll call 7-1. Ald. Nichols voted no.

K. APPOINTMENTS

1. Mayor's reappointment of Sue Pawlowski, 1249 Meadowview Dr., Menasha, to the Parks and Recreation Board for the term of October 2013-October 2016.

Moved by Ald. Benner, seconded by Ald. Englebert to approve Mayor's reappointment of Sue Pawlowski to Parks and Recreation Board for the term October 2013 to October 2016

Motion carried on voice vote.

2. Mayor's appointment of Tom Marshall, 1166 Fieldview Dr., Menasha, to the Parks and Recreation Board for the term of October 2013-October 2016.

Moved by Ald. Benner, seconded by Ald. Englebert to approve Mayor's appointment of Tom Marshall to Parks and Recreation Board for the term October 2013 to October 2016

Motion carried on voice vote.

DRAFT

3. Mayor's appointment of John Ruck, 1108 Stardust Dr., Menasha; Tom Stoffel, 1041 Garda Ct., Menasha; Lee Murphy, 812 Ida St., Menasha; Sue Steffen, 936 London St., Menasha; Mary Lueke, 836 Ida St., Menasha; Joyce Klundt, 976 8th St., Menasha; and Greg Keil, Government Representative, to the Community Development Block Grant Citizen Participation Ad-Hoc Committee.

Moved by Ald. Benner, seconded by Ald. Englebert to approve Mayor's appointment of John Ruck, Tom Stoffel, Lee Murphy, Sue Steffen, Mary Lueke, Joyce Klundt, and Greg Keil, Government Representative, to the Community Development Block Grant Citizen Participation Ad-Hoc Committee.
Motion carried on voice vote.

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

1. Recommended by the Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee to approve Claim 12-14, Gary & Kathy Skibba vs. City of Neenah and City of Menasha, settlement for a total of \$11,000.

Moved by Ald. Benner, seconded by Ald. Englebert to approve Claim 12-14, Gary and Kathy Skibba vs. City of Neenah and City of Menasha, settlement for a total of \$11,000

Discussion: CA/HRD Captain explained the investigation and recommendation. Attorneys from Neenah and Menasha agree on the settlement.

Motion carried on roll call 8-0.

2. May adjourn into closed session pursuant to Wis. Stats. Sec. 19.85(1)(g) for the purpose of conferring with legal counsel who will render oral or written advice regarding Claim 12-14, Gary & Kathy Skibba.

No action

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

O. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Benner to adjourn at 7:21 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

City of Menasha Disbursements

Accounts Payable	10/10/13-10/17/13	\$ 494,020.41
	Checks # 43960-44094	
Payroll	10/17/13	<u>\$ 160,658.75</u>
	Total	<u><u>\$ 654,679.16</u></u>

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

United Way-Employee Donations

Wisconsin Support Collections-Child/Spousal Support

WI SCTF-Child Support Annual Fee

**A gap in check numbers is due to more invoices being paid than fit on the check stub.
The last check stub used is the check number that will appear on the check register.

AP Check Register
Check Date: 10/10/2013

Date: 10/10/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ABBY HEATING & COOLING &	43960	10/10/2013	ABBYHEATING	263-0306-562.70-01	3,038.00	CDBG
	Total for check: 43960				3,038.00	
ALL-SPORT TROPHY	43961	10/10/2013	47562	100-0801-521.30-18	104.00	
	Total for check: 43961				104.00	
CITY OF APPLETON	43962	10/10/2013	215052	100-0302-542.25-01	12,917.00	Valley Transit/August
	Total for check: 43962				12,917.00	
ARING EQUIPMENT CO INC	43963	10/10/2013	305881	731-1022-541.38-03	209.34	Valve Assy
	Total for check: 43963				209.34	
BADGER HIGHWAYS CO INC	43964	10/10/2013	160925	100-1003-541.30-18	5,482.84	Holmix
				100-1004-541.30-18	814.41	Holmix
	Total for check: 43964				6,297.25	
BATTERIES PLUS LLC	43965	10/10/2013	508-105222-01	100-1003-541.30-15	22.49	Custom Battery Pack
				100-1009-541.30-15	22.50	Custom Battery Pack
	Total for check: 43965				44.99	
BAYCOM INC	43966	10/10/2013	80900	100-0801-521.29-05	57.00	Faceplates
	Total for check: 43966				57.00	
BROCK WHITE COMPANY	43967	10/10/2013	12356845-00	100-0704-552.24-03	617.70	Joint/Gun Grade
	Total for check: 43967				617.70	
BUBBRICKS	43968	10/10/2013	793982	100-0801-521.30-10	103.47	Supplies
	Total for check: 43968				103.47	

AP Check Register
Check Date: 10/10/2013

Date: 10/10/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CDW GOVERNMENT INC	43969	10/10/2013	FW01055	743-0403-513.30-15	112.07	Printer & Supplies
			Total for check: 43969		112.07	Inventory Tagging
CESAR GONZALEZ	43970	10/10/2013	GONZALEZ	100-0000-201.10-00	100.00	Excavation Deposit Return
			Total for check: 43970		100.00	
COMMUNITY HOUSING COORDINATOR	43971	10/10/2013	179	100-0304-562.21-06	1,800.00	Housing Plan August, 2013
			Total for check: 43971		1,800.00	
COMPLETE PLUMBING &	43972	10/10/2013	COMPLETEPLUMB	263-0306-562.70-01	1,475.00	CDBG
			Total for check: 43972		1,475.00	
DIGICORPORATION	43973	10/10/2013	135759	100-0703-553.29-01	215.00	Tree Planting Hanger
			Total for check: 43973		215.00	
FERGUSON WATERWORKS #1476	43974	10/10/2013	139163	625-1010-541.30-18	1,666.58	Pipes/Coup/Tee
			Total for check: 43974		1,666.58	
FIRST NATIONAL BANK FOX VALLEY	43975	10/10/2013		100-0401-513.21-03	42.00	Safe Deposit Box Rental
			Total for check: 43975		42.00	
FISC	43976	10/10/2013	FISC	100-0202-512.34-02	100.00	Wellness Presentation
			Total for check: 43976		100.00	Donation
FOX VALLEY HUMANE ASSOCIATION	43977	10/10/2013		100-0806-532.25-01	1,127.44	August 2013
			Total for check: 43977		1,127.44	

AP Check Register
Check Date: 10/10/2013

Date: 10/10/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GAT SUPPLY INC	43978	10/10/2013	00021425	100-1003-541.30-15	24.48	Adapter Bushing/Blade
			Total for check: 43978		24.48	
GOLD CROSS AMBULANCE SERVICE INC	43979	10/10/2013	0029809-IN	100-0801-521.30-18	99.98	Lithium Battery Set
			Total for check: 43979		99.98	
KORTNEY GONNERING	43980	10/10/2013	GONNERING	100-0903-531.33-01	78.80	September 2013
			Total for check: 43980		78.80	
GRAINGER INC	43981	10/10/2013	9242157650	100-0703-553.30-15	172.40	Heat Gun Kit
			Total for check: 43981		172.40	
HACH COMPANY	43982	10/10/2013	8469095	267-0102-581.20-04	101.66	Steamplant
			Total for check: 43982		101.66	
HOME DEPOT CREDIT SERVICES	43983	10/10/2013	1030899	207-0707-552.30-18	71.53	Clips/Clamps
			3032343	100-0703-553.24-03	40.98	Step/Dck Fls Wh 8
			31124	100-0703-553.24-03	83.55	Rollers/Plugs/Tape
			8031492	100-0703-553.30-18	97.49	Rags/Tape/Sealant
			9563580	100-0704-552.24-03	39.76	Sealant
			Total for check: 43983		333.31	
HORST DISTRIBUTING INC	43984	10/10/2013	33254-000	731-1022-541.38-03	292.43	Wheel Assembly
			Total for check: 43984		292.43	
JOHN'S SAW SERVICE	43985	10/10/2013	9417	731-1022-541.38-03	91.88	Cut/Air Filter Kits
			Total for check: 43985		91.88	

AP Check Register

Check Date: 10/10/2013

Date: 10/10/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description			
JOSE RIOS	43986	10/10/2013	RIOS	100-0000-201.10-00	100.00	Excavation Permit Return			
				Total for check: 43986	100.00				
				LAKE PARK VILLAS HOMEOWNERS ASSN			43987	10/10/2013	
				501-0703-553.21-06	3,932.10				
			501-0703-553.22-05	59.45					
			501-0703-553.22-03	215.53					
			501-1012-541.22-03	38.47					
			501-1010-541.22-03	932.49					
			Total for check: 43987	5,178.04					
MANAWA TELEPHONE CO	43988	10/10/2013		743-0403-513.22-01	6.86	Cabin Internet			
			Total for check: 43988	6.86					
MATTHEWS TIRE & SERVICE CENTER	43989	10/10/2013	415518	731-1022-541.38-02	212.62	Tires			
			48759	731-1022-541.38-03	36.00	Valve Stem/Hardware			
			48849	731-1022-541.38-02	207.35	Tires			
			48850	731-1022-541.38-02	224.35	Tires			
			Total for check: 43989	680.32					
MCKAY NURSERY COMPANY	43990	10/10/2013	09-05-1334804	826-0706-561.30-18	4,907.75	Crab/Lilac/Linden/Oak			
				100-1013-541.30-18	2,460.00	Crab/Lilac/Linden/Oak			
			Total for check: 43990	7,367.75					
MENARDS-APPLETON EAST	43991	10/10/2013	30298	100-1001-514.24-03	39.24	PVC Pipe & Couplings			
			30333	100-1001-514.24-03	28.45	Basement Sewer Pipe			
			Total for check: 43991	67.69					
MENASHA NEENAH MUNICIPAL COURT	43992	10/10/2013	HAND	100-0000-201.03-00	202.00	Bond			
				100-0000-201.03-00	202.00	Bond			

Report #MP13-291
Report #MP13-290

AP Check Register
Check Date: 10/10/2013

Date: 10/10/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description				
MENASHA NEENAH MUNICIPAL COURT...	43992...	10/10/2013	SLOANS	100-0000-201.03-00	113.80	Bond				
				Total for check: 43992				517.80		
				Report #MP13-284						
MENASHA TREASURER	43993	10/10/2013	HEALTHDEPT	100-0904-531.34-03	4.22					
				100-0909-531.30-18	1.77					
				100-0903-531.33-01	39.65					
				100-0904-531.33-01	26.00					
				266-1027-543.30-11	46.00	Petty Cash				
				100-0703-553.30-11	5.60	Petty Cash				
				Total for check: 43993				123.24		
				MENASHA UTILITIES	43994	10/10/2013		100-1008-541.22-03	197.30	Electric
								100-0703-553.22-03	586.02	Electric
100-0703-553.22-05	410.04	Water								
100-0703-553.22-06	132.51	Storm								
100-0903-531.22-03	182.64	Electric								
100-0903-531.22-05	45.42	Water								
100-0000-123.00-00	9.44	Electric								
100-0305-562.22-06	7.50	Storm								
601-1020-543.22-03	56.38	Electric								
Total for check: 43994								1,627.25		
MICHAEL MAAS	43995	10/10/2013	MAAS	100-0000-201.10-00	100.00	Excavation Deposit Return				
				Total for check: 43995				100.00		
MORTON SAFETY	43996	10/10/2013		825160	32.95	Cold Pack				
				Total for check: 43996				32.95		
MOTION INDUSTRIES INC	43997	10/10/2013	W102-679559	731-1022-541.38-03	1,131.68	Long Hose				
				Total for check: 43997				1,131.68		

AP Check Register
Check Date: 10/10/2013

Date: 10/10/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
N&M AUTO SUPPLY	43998	10/10/2013	457521	731-1022-541.38-03	1.26	Tube Nut
		10/10/2013	458183	731-1022-541.38-03	72.00	Wire
		10/10/2013	458351	731-1022-541.38-03	65.38	Oil Filters/Relay
			Total for check: 43998		138.64	
NEENAH-MENASHA SEWERAGE COMMISSION	43999	10/10/2013	2013-140	601-1021-543.25-01	113,969.61	October 2013 Wastewater
		10/10/2013	2013-146	601-1021-543.25-01	39,783.00	October 2013 Interest
			Total for check: 43999		153,752.61	
PACKER CITY INTERNATIONAL	44000	10/10/2013	3-232670035	731-1022-541.38-03	132.02	Air Filters
		10/10/2013	3-232680015	731-1022-541.38-03	10.94	7-Way Plug
		10/10/2013	3-232680080	731-1022-541.30-18	22.28	Air Hose
		10/10/2013	3-232690048	731-1022-541.30-18	38.75	Filter
		Total for check: 44000		203.99		
LINDA PALMBACH	44001	10/10/2013	PALMBACH	100-0903-531.33-01	55.00	September 2013 Mileage
			Total for check: 44001		55.00	
DIGICORPORATION	44002	10/10/2013	203122	100-0304-562.30-11	19.02	
		10/10/2013	203170	601-1020-543.30-11	29.57	
			Total for check: 44002		48.59	
REDL-WELDING CO	44003	10/10/2013	14587	731-1022-541.30-18	60.00	Mower Roller & Bushing
			Total for check: 44003		60.00	
RICK STEFFENS ELECTRIC &	44004	10/10/2013	RICKS STEFFENS	263-0306-562.70-01	104.83	CDBG
			Total for check: 44004		104.83	

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Date: 10/10/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LIZ ROSIN	44005	10/10/2013	ROSIN	100-0903-531.33-01	84.60	September 2013
	Total for check: 44005				<u>84.60</u>	
	SCHROTH WHOLESALE SUPPLY CO					
SERVICE MOTOR COMPANY	44006	10/10/2013	283785	100-1008-541.30-18	247.50	Bulbs
	Total for check: 44006				<u>247.50</u>	
	SERVICE MASTER BUILDING MAINTENANCE					
SHOPKO	44007	10/10/2013	IV38133	731-1022-541.38-03	123.35	Parts Counter
	Total for check: 44007				<u>123.35</u>	
	SICARD					
SMT MANUFACTURING & SUPPLY	44008	10/10/2013	10018	100-0801-521.20-01	50.00	Garage - Janitorial
	44009	10/10/2013	10021	100-0801-521.20-01	1,395.00	Janitorial
	Total for check: 44008				<u>1,445.00</u>	
STRECHERS INC	44010	10/10/2013	5948	731-1022-541.38-03	424.30	Scraper Blade
	Total for check: 44010				<u>424.30</u>	
	SUPERIOR CHEMICAL CORP					
SUPERIOR CHEMICAL CORP	44011	10/10/2013	0024510-JN	731-1022-541.38-03	11.58	Oil Seal
	Total for check: 44011				<u>11.58</u>	
	STRECHERS INC					
SUPERIOR CHEMICAL CORP	44012	10/10/2013	11047873	100-0801-521.30-18	82.50	Badge
	Total for check: 44012				<u>82.50</u>	
	SUPERIOR CHEMICAL CORP					
SUPERIOR CHEMICAL CORP	44013	10/10/2013	38870	731-1022-541.30-18	156.42	Degreaser
	Total for check: 44013				<u>156.42</u>	

AP Check Register
Check Date: 10/10/2013

Date: 10/10/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TRUGREEN PROCESSING CENTER	44014	10/10/2013	11923802	100-0703-553.20-06	40.00	Lawn Plan
	Total for check: 44014				40.00	
UNIFIRST CORPORATION	44015	10/10/2013	097 0147063	731-1022-541.20-01	112.65	Uniform & Supply Cleaning
	Total for check: 44015				112.65	
WE ENERGIES	44016	10/10/2013		100-1008-541.22-04	9.77	455 Baldwin
				100-0703-553.22-03	38.80	Menasha Conservancy
		10/10/2013	2013-127	100-1012-541.22-03	2,255.33	Street Lights
	Total for check: 44016				2,303.90	
WIL-KIL PEST CONTROL	44017	10/10/2013	2325494	731-1022-541.20-07	66.50	Contract
Total for check: 44017				66.50		
WINNEBAGO COUNTY CLERK OF COURTS	44018	10/10/2013		100-0000-201.03-00	350.00	Bond Report #MP13-3334
Total for check: 44018				350.00		
WINNEBAGO COUNTY REGISTER OF DEEDS	44019	10/10/2013		263-0305-562.70-01	30.00	Recording Fees
Total for check: 44019				30.00		
WINNEBAGO COUNTY SHERIFFS DEPT	44020	10/10/2013	4713	100-0805-521.25-01	102.92	Inmate Charges
Total for check: 44020				102.92		
WISCONSIN STATE LAB OF HYGIENE	44021	10/10/2013		100-1001-514.24-05	522.00	Asbestos Sample
Total for check: 44021				522.00		
WKZG-FM	44022	10/10/2013	IN-11309112186	100-0000-201.15-00	120.00	Farm Market
Total for check: 44022				120.00		

AP Check Register
Check Date: 10/10/2013

Date: 10/10/2013

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WOOD COUNTY CLERK OF COURTS	44023	10/10/2013		100-0000-201.03-00	291.06	Bond
					291.06	Report #MP13-3399
			Total for check: 44023		209,073.29	

AP Check Register
Check Date: 10/17/2013

Date: 10/17/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description		
AAA SANITATION INC	44024	10/17/2013	10620	100-0000-201.15-00	85.00	Portable Sink Rental Sept 25-30, 2013		
				10/17/2013	604484	100-0703-553.20-09	61.33	Portable Toilets/Brighton
				10/17/2013	604485	100-0703-553.20-09	115.00	Portable Toilets/Jefferso
				Total for check: 44024		261.33		
ACCURATE	44025	10/17/2013	1313941	731-1022-541.38-03	32.44	Belt		
				Total for check: 44025		32.44		
ADAMSON INDUSTRIES CORP	44026	10/17/2013	118517	100-0801-521.29-05	157.91	Flasher		
				10/17/2013	118544	100-0801-521.29-05	147.96	Switch
				Total for check: 44026		305.87		
AIRGAS USA LLC	44027	10/17/2013	9019900923	731-1022-541.30-18	130.22	Mfg Wire		
				Total for check: 44027		130.22		
APPLETON RADIATOR AND ATS	44028	10/17/2013	2138	731-1022-541.29-04	136.00	Cooler Maintenance		
				Total for check: 44028		136.00		
BADGER HIGHWAYS CO INC	44029	10/17/2013	161000	100-1003-541.30-18	123.03	Holmix Asphalt		
				100-1004-541.30-18	1,742.32	Holmix Asphalt		
				Total for check: 44029		1,865.35		
BRAZEE ACE HARDWARE	44030	10/17/2013	023761	267-0102-581.20-04	9.98	Rod		
				10/17/2013	023827	100-0702-552.30-18	4.99	Glue
				Total for check: 44030		14.97		
BROOKS TRACTOR	44031	10/17/2013	D27106	731-1022-541.38-03	11.73	O-Ring		
				Total for check: 44031		11.73		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BROWN COUNTY SHERIFFS OFFICE	44032	10/17/2013	337 LISBON	100-0801-521.25-01	838.00	Bomb Squad on 9/10/13
	Total for check: 44032				838.00	
CDW GOVERNMENT INC	44033	10/17/2013	FX16238	743-0403-513.30-15	25.01	Phone Supplies
	Total for check: 44033				25.01	
COMPLETE RADIATOR SERVICE	44034	10/17/2013	19003	731-1022-541.29-04	887.00	Recore Radiator
	Total for check: 44034				887.00	
CON-COR COMPANY INC	44035	10/17/2013	91602	731-1022-541.38-03	53.05	Air Filter Element
	Total for check: 44035				53.05	
UNEMPLOYMENT INSURANCE	44036	10/17/2013		100-1001-514.15-09	1,430.50	9/1/13 - 9/30/13
	Total for check: 44036				1,456.21	25.71 9/1/13 - 9/30/13
DIGICORPORATION	44037	10/17/2013	136017	100-0000-134.00-00	(85.00)	PD Envelopes
	Total for check: 44037				128.00	213.00 PD Envelopes
EARTHLINK BUSINESS	44039	10/17/2013		100-0402-513.22-01	6.90	Oct. Telephone/Assessor
				100-0201-512.22-01	6.71	Oct Telephone/Attorney
				100-0000-123.00-00	15.32	Oct. Phone/Building Insp
				100-0203-512.22-01	13.95	Oct. Phone/Clerk
				100-0304-562.22-01	25.10	Oct. Phone/Com Dev
				100-1001-514.22-01	75.99	Oct. Phone/City Hall
				100-0401-513.22-01	33.86	Oct. Phone/Finance
				731-1022-541.22-01	27.25	Oct. Phone/Garage
				100-0903-531.22-01	51.49	Oct. Phone/Health
				743-0403-513.22-01	16.10	Oct. Phone/IT
				100-0601-551.22-01	178.45	Oct. Phone/Library

AP Check Register
Check Date: 10/17/2013

Date: 10/17/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
EARTHLINK BUSINESS...	44039...	10/17/2013...	...	100-0101-511.22-01	10.58	Oct. Phone/Mayor
				100-0702-552.22-01	28.38	Oct. Phone/Recreation
				100-0703-553.22-01	47.69	Oct. Phone/Parks
				100-0202-512.22-01	16.96	Oct. Phone/Personnel
				100-0801-521.22-01	263.13	Oct. Phone/Police
				100-1002-541.22-01	44.22	Oct. Phone/Engineering
				100-0920-531.22-01	13.84	Oct. Phone/Senior Ctr
				100-1008-541.22-01	4.00	Oct. Phone/Sign Shop
				100-0502-522.22-01	42.03	Oct. Phone/EOC
				207-0000-123.00-00	28.19	Oct. Phone/Marina
			100-0000-123.00-00	315.46	Oct. Phone/Utilities	
Total for check: 44039					1,265.60	
FACTORY MOTOR PARTS CO	44040	10/17/2013	18-1253430	731-1022-541.38-03	233.86	Battery Core Charges
			18-1260050	731-1022-541.38-03	82.62	Pro Battery
			Total for check: 44040			
FERGUSON WATERWORKS #1476	44041	10/17/2013	0139585	625-1010-541.30-18	812.04	Pipes, Coups, Plugs
			Total for check: 44041			
FOX STAMP SIGN & SPECIALTY	44042	10/17/2013	OE-19689	100-0203-512.30-10	38.75	Stamp
			Total for check: 44042			
FOX VALLEY ASPHALT	44043	10/17/2013	9515	100-0703-553.82-02	14,840.00	Paving Pavilion Roadways Jefferson & Smith parks
			Total for check: 44043			
FOX VALLEY TECHNICAL COLLEGE	44044	10/17/2013		100-0000-201.03-00	15.00	Training
			Total for check: 44044			

AP Check Register

Check Date: 10/17/2013

Date: 10/17/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FOX VALLEY TRUCK	44045	10/17/2013	505128	731-1022-541.38-03	324.85	Absorber/End
	Total for check: 44045				324.85	
GERDAU	44046	10/17/2013	4712036377	625-1003-541.30-18	1,242.48	Epoxy Rebar
	Total for check: 44046				1,242.48	
GOOD ARMSTRONG TRAINING & CONSULTIN	44047	10/17/2013	11524	100-0904-531.34-02	200.00	Asbestos Refresher Train
	Total for check: 44047				200.00	
GRAINGER INC	44048	10/17/2013	9247610562	267-0102-581.20-04	111.86	Floar Ball
	Total for check: 44048				111.86	
GRIESBACH READY-MIX LLC	44049	10/17/2013	22019	100-1004-541.30-18	1,269.00	Ahmatip/Racine & 7th John
	Total for check: 44049				1,269.00	
KARA HOMAN	44050	10/17/2013		100-0304-562.34-03	20.00	Training & Meals
				100-0304-562.34-01	52.00	Training & Meals
	Total for check: 44050				72.00	
JX ENTERPRISES INC	44051	10/17/2013	G-232320003	731-1022-541.38-03	43.59	Seal & Gasket
	Total for check: 44051				43.59	
KITZ & PFEIL INC	44053	10/17/2013	082114-0005	100-0704-552.24-03	2.60	Misc Hardware
		10/17/2013	082614-0071	625-1010-541.30-18	14.82	Cement Weld Kit/Coupling
		10/17/2013	082709-0023	100-0703-553.24-03	20.69	Pet Screen
		10/17/2013	082809-0005	100-0703-553.30-18	13.48	Oil Base & Brush
		10/17/2013	082814-0084	100-0703-553.30-18	31.68	Marking Paint & Supplies
		10/17/2013	082814-0158	100-0703-553.30-18	8.99	Paint
		10/17/2013	082914-0172	731-1022-541.38-03	18.23	Tee Fitting/Pressure Gaug
		10/17/2013	090514-0144	731-1022-541.30-18	4.80	Misc Hardware

AP Check Register

Check Date: 10/17/2013

Date: 10/17/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description		
KITZ & PFEIL INC...	44053...	10/17/2013	090603-0012	731-1022-541.38-03	13.48	Air Filter Cartridges		
		10/17/2013	090614-0007	731-1022-541.30-18	9.88	Chain Shackles		
		10/17/2013	091014-0079	100-0703-553.24-03	14.05	Mix Containers/Mix Liquid		
		10/17/2013	091114-0139	731-1022-541.38-03	7.13	Misc Hardware		
		10/17/2013	091614-0089	100-0703-553.30-18	3.22	Chip Brush		
		10/17/2013	091714-0004	100-1001-514.24-03	33.15	Duct Tape/Roofing Knives		
		10/17/2013	091714-0132	100-1001-514.24-03	35.97	Sweep Elbow/Pipe/Coupling		
		10/17/2013	091714-0138	100-1001-514.24-03	11.16	Bleach		
		10/17/2013	091809-0001	731-1022-541.30-15	68.87	Wet/Dry Vac		
		10/17/2013	091814-0030	100-0703-553.30-18	6.28	Popsicl Enamel		
KRUEGER TRUE VALUE	44054	10/17/2013	091814-0096	100-0703-553.24-03	19.95	Paring Knives		
		10/17/2013	091814-0101	731-1022-541.30-18	4.04	Cascade		
		10/17/2013	091914-0006	100-0703-553.24-03	48.05	Batteries/Blades/Tape		
		10/17/2013	091914-0137	100-0801-521.24-03	6.29	Coupling		
		10/17/2013	091914-0190	100-0801-521.30-18	16.66	Misc Hardware		
		Total for check: 44053				584.40		
		10/17/2013	5778	267-0102-581.20-04	5.99	Rod		
		Total for check: 44054				5.99		
		KWIK TRIP INC	44055	10/17/2013	1099250	100-0801-521.38-01	17.94	Fuel
				Total for check: 44055				17.94
Total for check: 44056				40.35				
LEARNING SHOP	44056	10/17/2013	101-1261548	100-0702-552.30-18	40.35	Program Supplies		
		Total for check: 44057				3,428.00		
LEE RECREATION LLC	44057	10/17/2013	9559-13	100-0703-553.82-02	3,428.00	Panels/Posts		
		Total for check: 44057				3,428.00		

AP Check Register
Check Date: 10/17/2013

Date: 10/17/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LEVENHAGEN CORPORATION	44058	10/17/2013	83217	207-0707-552.38-01	943.14	Fuel
			Total for check: 44058		943.14	
MANDERFIELD BAKERY	44059	10/17/2013	442544	100-0702-552.30-18	57.80	Grunski
			Total for check: 44059		57.80	
MID-AMERICAN RESERACH CHEMICAL	44060	10/17/2013	0506426-JN	731-1022-541.30-18	89.70	Strike Force
			0506427-JN	731-1022-541.30-18	241.68	Cleaner
			Total for check: 44060		331.38	
MATTHEWS TIRE & SERVICE CENTER	44061	10/17/2013	48859	731-1022-541.38-02	1,337.84	Tires
			48874	731-1022-541.38-02	113.55	Tires
			48940	731-1022-541.38-02	2,790.00	Mount Tires
			Total for check: 44061		4,241.39	
MCKAY NURSERY COMPANY	44062	10/17/2013	09-19-1335527	826-0706-561.30-18	350.00	Freight
			Total for check: 44062		350.00	
MENASHA EMPLOYEES CREDIT UNION	44063	10/17/2013	20131017	100-0000-202.05-00	12,281.00	PAYROLL SUMMARY
			Total for check: 44063		12,281.00	
TOWN OF MENASHA FINANCE DEPARTMENT	44064	10/17/2013	7238	100-1003-541.82-02	107.20	Hydrant Meter
			Total for check: 44064		107.20	
MENASHA NEENAH MUNICIPAL COURT	44065	10/17/2013		100-0000-201.03-00	328.00	Bond/MPD 13-283
			Total for check: 44065		328.00	

AP Check Register

Check Date: 10/17/2013

Date: 10/17/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
POSTMASTER	44066	10/17/2013		266-1027-543.30-11	1,220.90	The Horizon Newsletter
				Total for check: 44066	1,220.90	
MENASHA UTILITIES	44069	10/17/2013		100-1008-541.22-03	166.94	Electric
				100-1008-541.22-05	56.42	Water
				601-1020-543.22-03	22.63	Electric
				100-0704-552.22-03	717.73	Electric
				100-0704-552.22-05	479.40	Water
				731-1022-541.22-03	1,057.29	Electric
				731-1022-541.22-05	604.60	Water
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	1,766.52	Electric
				100-0801-521.22-05	319.35	Water
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	1,293.68	Electric
				100-0000-123.00-00	231.25	Water
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	92.39	Electric
				100-0601-551.22-03	4,061.11	Electric
				100-0601-551.22-05	653.42	Water
				100-0601-551.22-06	103.75	Storm
				207-0707-552.22-05	275.30	Water
				100-1019-552.22-03	171.90	Electric
				100-1019-552.22-05	12.38	Water
				100-0000-123.00-00	6.16	Electric
				100-1001-514.22-05	12.38	Water
				100-1001-514.22-06	2.50	Storm
				100-0703-553.22-03	1,463.97	Electric
				100-0703-553.22-05	45.42	Water
				100-0703-553.22-06	700.63	Storm
				485-0304-562.22-06	33.13	Storm
				457-0304-562.22-06	2.50	Storm
				485-0304-562.22-06	15.00	Storm

AP Check Register
Check Date: 10/17/2013

Date: 10/17/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	44069...	10/17/2013...	...	457-0304-562.21-10	27.97	Electric
				100-0305-562.22-06	5.00	Storm
				501-0304-562.22-06	280.01	Storm
				100-0601-551.22-05	(142.32)	
				267-0102-581.22-03	1,904.84	198 River SElectric
				267-0102-581.22-05	175.56	Steam Utility Water
	4168	10/17/2013		625-0401-513.25-01	2,324.56	August 2013 Storm Charge
	4169	10/17/2013		601-0401-513.25-02	18,233.45	August 2013 Sewer Charge
				Total for check: 44069	38,279.96	
TOWN OF MENASHA UTILITY DISTRICT	44070	10/17/2013		1975	9.60	1521 Brighton Beach Rd Standby Water
				1976	9.60	1300 Wiltmann Drive Standby Water
				Total for check: 44070	19.20	
MINNESOTA LIFE INSURANCE COMPANY	44071	10/17/2013			2,433.15	Premium Billing
				Total for check: 44071	2,433.15	
NEENAH-MENASHA SEWERAGE COMMISSION	44072	10/17/2013		2013-156	23,866.75	Legal Reimbursement Fox River Cleanup
				Total for check: 44072	23,866.75	
ORIENTAL TRADING CO INC	44073	10/17/2013		659389218-01	51.00	Supplies
				Total for check: 44073	51.00	
PRIORITY 1 POLICE & FIRE	44074	10/17/2013			800.00	Squad 20
				Total for check: 44074	800.00	
ROAD EQUIPMENT	44075	10/17/2013		WA566909	10.12	Yoke Kit
				Total for check: 44075	10.12	

AP Check Register
Check Date: 10/17/2013

Date: 10/17/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DIANE SCHABACH	44076	10/17/2013	685341	207-0707-552.21-06	11,312.50	4th Install/Harbormaster
			Total for check: 44076		11,312.50	
SCHWANTES, KEITH	44077	10/17/2013	SCHWANTES	100-0000-201.10-00	100.00	640 State/Return Deposit Excavation Permit 11418
			Total for check: 44077		100.00	
SERVICEMASTER BUILDING MAINTENANCE	44078	10/17/2013	10024	100-0903-531.20-01	490.00	Health Dept Janitorial
		10/17/2013	10046	100-1001-514.20-01	1,095.00	City Hall Janitorial Serv
		10/17/2013	10047	731-1022-541.20-01	494.00	PWF Janitorial Service
			Total for check: 44078		2,079.00	
SHERWIN WILLIAMS CO	44079	10/17/2013	7549-8	100-1008-541.30-18	711.00	5 Gal/Whit
			Total for check: 44079		711.00	
STAPLES ADVANTAGE	44080	10/17/2013	3210063299	100-0202-512.30-10	29.42	Supplies
				100-0203-512.30-10	18.52	Supplies
				100-0405-513.30-10	9.30	Supplies
			Total for check: 44080		57.24	
STEINERT PRINTING COMPANY	44081	10/17/2013	0075729-IN	100-0204-512.29-01	163.30	Voter Number Pads
			Total for check: 44081		163.30	
TASER INTERNATIONAL	44082	10/17/2013	CNO63226	100-0801-521.30-15	(135.00)	Trade-In CREDIT
		10/17/2013	SH323896	100-0801-521.30-15	1,227.84	Taser & Assessories
			Total for check: 44082		1,092.84	
TRUGREEN PROCESSING CENTER	44083	10/17/2013	12743147	100-0703-553.20-06	172.00	301 Park St
			Total for check: 44083		172.00	

AP Check Register
Check Date: 10/17/2013

Date: 10/17/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNIFIRST CORPORATION	44084	10/17/2013	097 0147524	731-1022-541.20-01	112.65	Coveralls/Shirts/Mops
	Total for check: 44084				112.65	
	<hr/>					
UNIFORM SHOPPE	44085	10/17/2013	224757	100-0801-521.19-03	348.70	Police Uniform
	Total for check: 44085				348.70	
	<hr/>					
UNITED WAY FOX CITIES	44086	10/17/2013	20131017	100-0000-202.09-00	30.25	PAYROLL SUMMARY
	Total for check: 44086				30.25	
	<hr/>					
VALLEY SEALCOAT INC	44087	10/17/2013	10099	100-0703-553.24-05	1,178.00	Repairs to Trestle Trail
	Total for check: 44087				1,178.00	
	<hr/>					
VISION INSURANCE PLAN OF AMERICA	44088	10/17/2013	135792	100-0000-204.10-00	1,082.80	November Premium
	Total for check: 44088				1,082.80	
	<hr/>					
WAVERLY SANITARY DISTRICT	44089	10/17/2013	100-0703-553.22-05		51.86	Plank Road
	Total for check: 44089				51.86	
	<hr/>					
WE ENERGIES	44090	10/17/2013	100-0903-531.22-04		10.47	Racine Street
			100-0701-533.22-03		9.89	North Street
			100-0701-533.22-03		10.17	North Street
Total for check: 44090				30.53		
<hr/>						
WEA INSURANCE TRUST	44091	10/17/2013	32104	100-0000-204.11-00	11,051.74	Nov Premium
			100-0000-204.08-00		110,144.80	Nov Premium
	Total for check: 44091				121,196.54	

AP Check Register
Check Date: 10/17/2013

Date: 10/17/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WG INC	44092	10/17/2013		214844	15.00	Printed Sign & Decals Pumpkin Hunt
				Total for check: 44092	15.00	
WINNEBAGO COUNTY TREASURER	44093	10/17/2013		100-0000-201.03-00	1,500.00	Dog Licenses 8851-9250
				LF120166	150.50	Tire Disposal
				266-1027-543.25-01	13,078.78	Direct Haul to Outagamie September 2013
				100-1016-543.25-01	3,501.66	Direct Haul to Outagamie September 2013
				100-1017-543.25-01	9,216.04	Direct Haul to Outagamie September 2013
			625-1005-541.25-01	563.30	September Recycling	
			Total for check: 44093	28,010.28		
WISCONSIN SUPPORT COLLECTIONS	44094	10/17/2013	20131017	100-0000-202.03-00	1,108.13	PAYROLL SUMMARY
				Total for check: 44094	1,108.13	

284,947.12



MEMO

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: The Grog of Menasha LLC
546 Broad Street, Menasha

Date: October 17, 2013

An application for a "Class B" intoxicating liquor and fermented malt beverage for the 2013-2014 liquor licensing year has been submitted by The Grog of Menasha LLC for the premises at 546 Broad Street, Menasha.

The Police Dept. reported a misdemeanor conviction that according to their guidelines would not disqualify them from a liquor license. The Fire Department, Health Department, and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval. All financial obligations to the City are current.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning _____ 20____
ending JUNE 30 _____ 2013

Applicant's Wisconsin Seller's Permit Number <u>456-102828</u>	
Federal Employer Identification Number (FEIN) <u>710-3656781</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ 50
TOTAL FEE	\$

7248
02

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

County of WINNEBAGO Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): The Grog of Menasha LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Ron Lewellyn</u>	<u>2953 Wyldewood Rd</u>	<u>Oshkosh 54904</u>
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>Ron Lewellyn</u>	<u>2953 Wyldewood Rd</u>	<u>Oshkosh 54904</u>
Directors/Managers			

3. Trade Name The Grog Business Phone Number 920-420-4247
4. Address of Premises 546 9th Road St. Post Office & Zip Code 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: insert state WI and date 9/2013 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Basement, behind bar, and bar area

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued? (The Old Grog) Paul Ehrlicke
12. Does the applicant understand they must file a Special Occupational Tax return (TTB Form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME
this 30th day of Sept, 2013
Deborah A. Galeazzi
(Clerk/Notary Public)

[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
[Signature]
(Additional Partner(s)/Member/Manager of Limited Liability Company If Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>9/30/13</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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 City of Menasha County of Winnebago

The undersigned duly authorized officer(s)/members/managers of The Grog of Menasha 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 The Grog
(trade name)

located at 546 Broad St.

appoints Ron Lewellyn
(name of appointed agent)

2953 Wyldewood Road Oshkosh, WI 54904
(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).

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? 55 years

Place of residence last year Oshkosh

For: The Grog of Menasha LLC
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Ron Lewellyn, 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.

[Signature] Agent's age _____
(signature of agent) (date)

2953 Wyldewood Road, Oshkosh, WI 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 10/14/13 by Ronald B. Bouchard Title Police Lt.
(date) (signature of proper local official) (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Lewellyn		Ronald		Ray	
Home Address (street/route)		Post Office	City	State	Zip Code
2953 Wyldewood Rd.			Oshkosh	WI	54904
Home Phone Number		Age	Date of Birth	Place of Birth	

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

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- officer/member of The Groa of Menasha LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 55 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? R.R.L.
 Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
6/2010 - Misdemeanor Possess/Illegally obtain Prescription
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
Ferrellgas Co.		Jan. 2012	now
Lark Electric	927 N. Lark St.	July of 1979	Jan. 2012

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

Subscribed and sworn to before me
 this 30th day of Sept, 2013
Reborah A. Hallasz
(Clerk/Notary Public)
 My commission expires 9-11-16

[Signature]
(Signature of Named Individual)



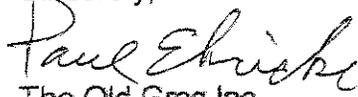
October 1, 2013

City of Menasha Clerk
140 Main Street
Menasha, WI 54952

To Whom It May Concern:

I will be surrendering my "Class B" liquor license for the premises at 546 Broad Street, Menasha upon the approval of a "Class B" liquor license to The Grog of Menasha LLC.

Sincerely,


The Old Grog Inc.
Paul Ehricke, Member



Memorandum

TO: Common Council
FROM: Greg Keil, CDD *GK*
DATE: October 17, 2013
RE: Demolition of Army Reserve Buildings

The Common Council took action on October 15, 2012 (see attached) to approve the recommendation of the Plan Commission to terminate the lease and accept the Army Reserve property with conditions including the removal of structures. On August 26, 2013 the Common Council approved entering into a supplemental lease agreement with the US Army Corps of Engineers (USACE) whereby the city accepted the Army Reserve property together with a payment of \$140,000 to cover costs associated with the demolition of the Army Reserve buildings at 993 Third Street and restoration of the site.

In July of 2013 the USACE received quotes from two asbestos abatement contractors in the amounts of \$17,740 and \$22,900. It also received three quotes for demolition and site restoration in the amounts of \$93,125, \$105,654 and \$182,700.

In September, the Community Development Department requested an additional quote for asbestos abatement and solicited quotes from five demolition contractors, including two of the three that had made proposals to the USACE. This solicitation included a modified scope of work from what the USACE had requested, with the primary difference being that the contractors were given the option of disposing of clean demolition waste in the Badger Highways pit. The additional quote for asbestos abatement came in at \$18,400. Only one quote was returned in response to the demolition contractor solicitation, which was in the amount of \$63,900.

I am now requesting Common Council authorization to proceed with the asbestos abatement and site clearance/restoration work for \$17,740 and \$63,900, respectively, using the USACE funds that were placed in the park land dedication account.

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 10/1/12

Board of Public, 10/1/12; recommends approval of:

2. Street Use Application – Jingle Bell Run/Walk for Arthritis: Saturday, December 1, 2012: 8:30 AM – 10:30 AM; (Arthritis Foundation, Upper Midwest Region)

3. Change Order – MCC, Inc.: Contract Unit No. 2012-02: New Street Construction-Concrete Curb & Gutter; Kelly Lake Drive, South ½ of Woodland Hills Subdivision; ADD: \$3,617.57 (Change Order No. 1 and Final)

4. Payment - MCC, Inc.: Contract Unit No. 2012-02: New Street Construction-Concrete Curb & Gutter; Kelly Lake Drive, South ½ of Woodland Hills Subdivision; \$5,117.75 (Payment No. 3 and Final)

Plan Commission, 10/2/12; recommends approval of:

5. Terminating the lease and accepting the Army Reserve Property with the following conditions:

- The building is demolished by the Army and returned to its previous state per the lease agreement, to include removal of any underground footings, utilities, storage tanks, pavement or other structures, and grading and seeding the site.
- The Army demonstrates that there's no contamination resulting from their use of the property.

6. Lake Road certified survey map conditioned upon demolition of the existing structure that straddles proposed lots 1 and 2 before recording the certified survey map.

Parks and Recreation Board, 10/8/12; recommends approval of:

7. Increasing the seasonal slip rental rate at the Marina from \$37.75 per foot to \$38.00 per foot for 2013

Ald. Sevenich requested to remove from Consent Agenda item 5.

Ald. Taylor requested to remove from Consent Agenda items 2 & 4.

Moved by Ald. Sevenich, seconded by Ald. Krueger to approve Consent Agenda items 1, 3, 6, 7

Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Taylor, seconded by Ald. Krueger to approve Consent Agenda item 2, Street Use Application for Jingle Bell Run/Walk for Arthritis.

CA/HRD Captain stated the insurance is in order.

Motion carried on roll call 7-0.

Moved by Ald. Taylor, seconded by Ald. Krueger to hold Consent Agenda item 4, Payment to MCC Inc, Contract Unit No. 2012-02, New Street Construction Concrete Curb & Gutter, Kelly Lake Drive, South ½ of Woodland Hills Subdivision, \$5,117.75 (Payment No. 3 and Final)

Item held

Moved by Ald. Sevenich, seconded by Ald. Benner to approve Consent Agenda item 5, Terminating the Lease and accepting the Army Reserve property with following conditions:

- The building is demolished by the Army and returned to its previous state per the lease agreement, to include removal of any underground footings, utilities, storage tanks, pavement or other structures, and grading and seeding the site.
- The Army demonstrates that there's no contamination resulting from their use of the property.

PRD Tungate explained the Park & Recreation Board has reviewed the building and made the recommendation to the Plan Commission and the same recommendation was made to the Council.

CA/HRD Captain explained the lease with the Army Corp of Engineers allows for the City to request the U.S. Army demolishes the building and returns the property to the pre-lease condition.

Motion carried on roll call 7-0.



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: **October 17, 2013**

The below individuals have applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment within the City. They have all met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following people be **APPROVED** for an Operator's License for the 2013-2015 licensing period:

Tyler DeBruin
Andrew Frahm
Bishnu Koirala Sapkota
Keenan Brace

**AMENDMENT NUMBER ONE TO BUILDING ROOFTOP SPACE OPTION AND
LEASE AGREEMENT**

THIS AMENDMENT NUMBER ONE TO BUILDING ROOFTOP SPACE OPTION AND LEASE AGREEMENT (this "Amendment") is made and entered into this ____ day of _____, 2013, by and between the City of Menasha, a Wisconsin municipal corporation ("Lessor") and Nsighttel Wireless, LLC, d/b/a Cellcom, successor in interest to Metro Southwest PCS Limited Partnership, d/b/a Cellcom ("Lessee") and is effective as of September 1, 2013 (the "Effective Date" of this Amendment).

WITNESSETH:

WHEREAS, The Lessor and Lessee entered into a Building Rooftop Space Option and Lease Agreement dated _____, 2002 (the "Lease") for the rental of tower space on that Building owned by Lessor and more particularly identified in the Lease; and

WHEREAS, The Lessor and Lessee desire to amend certain of the terms and conditions contained in the Lease as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Lessor and Lessee agree as follows:

1. **Article 8.3, Utilities.** The following subsection (c) shall be added to this Article 8 following 8.3(b):

“(c). Any installation of fiber from outside Lessor’s building to Lessee’s equipment shall require coordination with, and approval from, the Lessor’s Building Services Superintendent for the routing and installation of any conduit or cabling and access into Lessor’s building.”

2. **Exhibit B.** Schedule B is hereby deleted and replaced with the Schedule “B-1” attached hereto and incorporated herein.

2. Except as specifically modified by this Amendment, the Lease shall remain in effect as written.

(SIGNATURE PAGE TO FOLLOW)

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

CITY OF MENASHA

By: _____
_____, Its _____

NSIGHTTEL WIRELESS, LLC, d/b/a CELLCOM

By: _____
James W. Lienau Its V.P. Corporate Technical
Services and CTO

SCHEDULE "B-1"

LESSEE'S EQUIPMENT

- Three (3) non-penetrating roof mounts on building rooftop
- Nine (9) panel antennas
- Coax cable
- 12' x 12' space in penthouse (furnace room) for equipment cabinets
- Telco and power supply boxes
- Fiber optic cable from the outside of the building to Lessee's equipment cabinets